

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION  
September 21, 2022  
Open Board Meeting Minutes

**Present:** Board Chair, David Scheid, Jeanne Mears, Vice Chair, Treasurer, Sharon Murphy; Board Members: Betsy Wolfe, and Ginny Hussy; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 1 (Dee Neal)

**I. Call to Order:**

The September Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, September 21, 2022 at 12:00 p.m. by Board Chair David Scheid.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the June 22, 2022 Board Meeting Minutes. Hearing none, the June Board Meeting Minutes were approved as amended.

**III. Reports:**

**A.) Chair: David Scheid**

- 1.) David reported on the painting renovations. David went over the paint analysis done years ago in the Mansion by Croxan and Ward. The analysis describes several periods of the house represented in all the different layers of paint. It includes a picture of the “blue paint” in the Parlor, which appears teal because it was made with an iron base compound and it had oxidized over the years giving it a greener hue. Dana restored the “graining” effect on the wainscoting in the Dining Room and Parlor in a shade of the golden ochre color. David mentioned the differences in all the room, including the Surgery Room and Hallway, which are also described differently in the report. (The full report is available upon request from the Curator.) Dana and John are only doing the two rooms this year, and the Board will decide if further painting will be done in the other areas possibly next year. David is excited at the opportunity this will give the Mansion in marketing for events.
- 2.) David mentioned the signs have been completed and installed in the pollinator garden and Smokehouse. The Smokehouse is pretty much complete with the new faux food installed and lights. It is open to the public. He suggested that a grand opening event be done in the Spring because with all the holiday events happening, it would be difficult to plan such an event now, and this will allow more time to plan and coordinate.
- 3.) David suggested purchasing a new laptop for the Treasurer to use. The current computer is very outdated and does not load properly. Betsy made a motion to replace it and Ginny seconded. The vote was unanimously in favor.

**B.) Treasurer Report: Chair Sharon Murphy**

- 1.) There is \$22,242.02 in the operating budget.
- 2.) The Friends had quite a few expenditures (including the cost of the Dining Room and new acquisitions). Sharon moved some money into the Mansion Improvement Fund to cover those costs and so that that particular account will not be in the red.

- 3.) Betsy would like to see a breakdown of the events to see how much income vs commissions are being made on a monthly basis. The report only included April-September.

**IV. Curator Report: Sarah Meyers**

- 1.) See written report on file at Mansion.
- 2.) Sarah has requested that all the Board members turn in volunteer hours for any time spent doing Mansion business.

**V. Committee Reports:**

**A.) Membership:**

- 1.) No report.

**B.) Hospitality: Jeanne Mears**

- 1.) Halloween:
  - a) Friday evening is the adult party. There will be a time limit on the event from 7:00-9:00.
  - b) Saturday is the children's event from 12:00-2:00, so everything can get cleaned up in time for the evening event sponsored by the Community Players. The pumpkins for the kids to paint have been acquired.
  - c) The committee will be meeting next week to discuss and finalize the events.
- 2.) The Holiday events are December 4<sup>th</sup> and December 17<sup>th</sup>.

**C.) Publicity:**

- 1.) Great publicity for the Festival including a spot on Delmarva Life.

**D.) Mansion Improvements & Acquisitions: Betsy Wolfe & Carol Smith**

- 1.) David has requested that the committee look into getting a canopy for the canopy bed donated to us, since the canopy that came with it, is not period. David also asked that the committee look into getting a key for the new rope bed.
- 2.) David also mentioned the need for fireplace tools for the Dining Room. Betsy suggested that we look at Somerset Choice for items.

**E.) Review Committee: Carol Smith**

- 1.) No Report.

**F.) Garden: David Scheid**

- 1.) No Report.

**G.) Grant: Ginny Hussey**

- 1.) No report.

**VI. Old Business**

- A. Sarah gave a brief report on the lift. Conditional approval was given as long as an archaeologist monitors the work. Construction will probably start in November due to scheduling.
- B. Sarah also gave a brief update on the siding. The bid process is going out and a bid will hopefully be awarded in December with the project beginning in March and going until June. This is only Phase I (North and East elevation). The process will repeat next year for Phase II (South and West elevations).

**VII. New Business**

- A. New Board Members:
  - a. Will Lowery would like to be a Board Member. Ginny made a motion to accept Will; Betsy seconded. The vote was unanimously in favor.
  - b. Dee Neal would like to be a Board Member (she is a returning member and served before). Ginny made a motion to accept Dee; Jeanne seconded. The vote was unanimously in favor.
  - c. Sarah will send the link for the City application to each of the new members, so they can officially be approved by the Mayor and City Council.
- B. David encouraged everyone to look at all the new acquisitions. Jeanne asked about the policy for accepting new acquisitions. She was informed that it has to be of the period of the house or that if it is a household item (i.e. dishes) that the Mansion can actually use the item.

**VIII. Adjourn:**

The meeting adjourned at 12:35 PM.

Respectfully Submitted,



Sarah Meyers  
Curator, Recording Secretary