BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

April 19, 2023

Open Board Meeting Minutes

**Presen**t: Board Chair, David Scheid, Jeanne Mears, Vice Chair, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Will Lowery, Dee Neal, Betsy Wolfe and Carol Smith; Board Elected Member Kris Martin; Newtown Representative Katie Glasser; Chipman Center Representative Lena Fleming; Curator & Recording Secretary, Sarah Meyers; Scott Roberts, ABCD; Public Guest(s): 0

1. **Call to Order**:

The April Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 19, 2023 at 12:00 p.m. by Board Chair David Scheid.

1. **Approval of Minutes**:

The Board Chair asked if there were any corrections or additions to the March 15, 2023 Board Meeting Minutes. Hearing none, the March Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
3. David welcomed our new representative from the Chipman Center, Helena (Lena) Fleming. Everyone introduced themselves to Lena.
4. David announced that the Community Foundation check finally arrived after the delay with the Post Office. The CFES told him that they will accept electronic requests via email, so in the future, David will correspond with them when the Friends remove monies available to them.
5. **Treasurer Report: Chair Sharon Murphy**
6. There is $10,570.48 in the operating budget.
7. The Report also included profit/loss statement about the St. Patrick’s Day Tea and a report about the curator’s commissions to date.
8. **Curator Report: Sarah Meyers**
9. See written report on file at Mansion.
10. Sarah updated the list of non-profits who will be attending the Festival.
11. Sarah also mentioned that the ABCD will be having a clean-up day at the Mansion.
12. **Committee Reports:**
13. **Membership:** 
    1. No report.
14. **Hospitality: Jeanne Mears**
15. Jeanne reported about the Festival on May 7:
    1. There will be the May Pole, reenactors, marketplace, food trucks, goats, the museum will be open, cornhole, children’s activities, among other things
    2. There may be pseudo-period music from Danielle Cumming and John Wright
    3. Sandy’s Doggone Good Eats and the Tiki Hut will be the food trucks again (Betsy offered to talk to the neighbor, Harvey Evans, to avoid conflict)
    4. Kites were donated to sell at the Festival and all Board members are being asked to donate items to sell in the PHM tent
    5. Jeanne went over what the jobs will be for the volunteers
    6. There was a brief discussion about the road closure and barricades
    7. There will be a 50/50 raffle
    8. The Board asked Sarah to make nametags for everyone to identify them as Board members
    9. The festival is adding a new feature of a Community Curators tent where people can come show off their collections. So far, no one has signed up, but there are still a couple weeks, so there is still time.
    10. Sarah went over the map/layout of the Festival.
    11. There was a discussion about the pictures with the pillory and whether or not to charge for the pictures. Scott asked if there could be a gate around the pillory and charge (even a donation) to use the pillory for pictures. It was decided to keep it free this year, but consider charging next year.
    12. Jeanne mentioned the need to get sponsors and how it was all the Board members’ responsibility to talk to the people they know to get sponsors.
16. Jeanne also briefly mentioned the May Preakness Stakes Tea for May 18 and said that the menu has been set and tickets are being sold.
17. **Publicity:**
18. Sarah has sent out publicity about the Festival and Tea.
19. **Mansion Improvements & Acquisitions: Betsy Wolfe & Carol Smith**
    1. David asked about the canopy for the bed. It was explained to him that the manufacturer said it would take 3-4 weeks and it is right at that point, so it has not arrived yet.
20. **Review Committee: Ginny Hussey**
    1. No report.
21. **Garden: David Scheid** 
    1. David’s class should be finishing their work on the Smokehouse Exhibit (cabinet to cover the irrigation electrical panel).
    2. The soil is currently too dry to do any seeding for the wildflower area in the rear corner.
    3. The class is also working on potential designs for an outdoor classroom which is part of the larger landscape design.
    4. The inner circle of boxwoods will probably have to be removed due to decline and disease (boxwood blight). The current walkway may be enlarged to accommodate the ADA to make a strolling path; it also needs to be leveled.
    5. There may have to be an increase in the garden committee budget to purchase some new shrubs. Dee mentioned the possibility of getting donations from the garden centers.
    6. The question was brought up about the irrigation system and that it is not working. It was explained that the system was installed and then the panel was updated, but the company that installed it could not figure how to program the new panel. David thinks the problem is between the control panel and the relays. David has tried to follow the instructional manual, but there was still a problem. Scott asked what a new control panel would cost and Will does not think it would be much for a system this small. He estimated a couple hundred dollars.
22. **Grant: Ginny Hussey**
23. No report.
24. **Old Business**
    1. Bylaws
    2. Scott has said the City administration has approved the proposed bylaws and now is just waiting for the full Board to approve (the Executive Committee has already approved)
    3. Betsy wants to postpone any further discussion of the bylaw revisions. She kept referencing the original bylaws and said the proposed bylaws do not correspond to those original bylaws\*. She believes the original intent of the Friends is gone. She went on further to state that she would like to review them with her personal attorney. Carol echoed the need to have a separate meeting to discuss the proposed bylaws as she believes the proposed bylaws take away the responsibilities of the Board. She brought up the question of what kind of Board the Friends intend to be and perhaps it would be better not to call it a Board at all.
    4. There was also a question of the curator’s role in and with the Board. Scott explained that the curator is a City employee and not an employee of the Board and the Board cannot dictate to the curator what to do.
    5. The decision was made to postpone a vote and have a separate meeting to discuss the bylaws. The meeting is set for May 11 at 10:00.

1. **New Business**
2. None.
3. **Adjourn:** The meeting adjourned at 1:00 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary

\*Betsy is referencing the original bylaws written in 1975. The bylaws have been revised several times since, most recently in 2017 (which are the bylaws being revised), revised at that time by Carol Smith to reflect necessary changes after the Curator became a City employee rather than an employee of the Friends.