BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

November 15, 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; Scott Roberts, ABCD; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 0

1. **Call to Order**:

The November Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, November 15, 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 October 18, 2023 Board Meeting Minutes. Hearing none, the October Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
3. David mentioned the article in the Metropolitan Magazine about the demolition of the Hotel Ester. David mentioned that it seemed a little misleading that the building had served as the first medical facility (over 75 years after PHM). The suggestion was made to contact Greg Basset and try to get an article in the Salisbury Independent about PHM’s role in the medical history of Salisbury. Sarah even suggested that it would be great to coordinate the new logo with a press release where the history of the Mansion is discussed.
4. **Treasurer Report: Chair Sharon Murphy**
5. There is $17,306.57 in the operating budget.
6. Sharon mentioned that there was a $361.63 loss with the Halloween events; but with some of those purchases, there will be less expense for next year.
7. **Curator Report: Sarah Meyers**
8. See written report on file at Mansion.
9. Sarah mentioned that she looked into a flag pole for the American Flag given by the DAR and she thinks it will cost about $150 (for a 9’ pole and stand). She said it may cost a little more if she could find a 10’ pole, which would be better in the house to keep the flag from touching the floor. Jeanne made a motion to approve the purchase of a pole and stand up to $250.00. Dee seconded. The motion passed unanimously.
10. There was also a discussion about the upcoming Bridal Show and advertising in the Salisbury Independent for the Bridal edition. Sarah mentioned the deadline was soon coming for the Bridal Show at the Civic Center. A booth usually costs $400. There was a question as to whether this was a good use of money. The Board asked Sarah how many weddings were booked because of the show and she replied that one was booked. Sarah went on to say, that if she could choose one or the other (the show or the ad) since they are about the same cost, she would choose the show as that gives an opportunity to really talk to brides and sell the Mansion as a venue. The vote as to whether to get a booth was tabled until the December meeting.
11. **Committee Reports:**
12. **Membership:** 
    1. None
13. **Events: Jeanne Mears**
14. Jeanne reported on the Halloween events. She said that attendance was down for the adult party probably due to the event Downtown; but the people who did come all enjoyed the addition of the games and thought it was a lot of fun. The kids event was very successful.
15. The Christmas events are Dec. 3 (Yuletide Open House) and Dec. 16 (Tea with Santa). Cookie baking for the events and to make the tea boxes will be Thursday, November 30 at 10:00. Sarah got the tea pyramids for the tea boxes. Six tea boxes have already been pre-sold at $10.00 each. The Events Committee decided to cut back on the amount of tea boxes to make this year and only make 36 to sell, since there is no Newtown House Tour and less people are expected this year.
16. **Outreach:**
17. Sarah will be attending 3rd Friday to promote the Holiday events at PHM.
18. Sarah will be in the Salisbury Christmas Parade (which is the same day as the Yuletide Open House) to promote Tea with Santa.
19. **Development:**
    1. No report.
20. **Review Committee: Ginny Hussey**
    1. Annual Reports are coming due soon.
21. **Garden: Will Lowery** 
    1. Will and David looked over the proposed itemized contract form Classic Lawn Care and Will though the estimate was too high. Will mentioned another company called Cutting Crew and they are also highly recommended. The owner, Carmen, also gave an estimate for the basic clean-up of the yard and it was approximately $750 (half of the original estimate from Classic Lawn Care). Will vouched that he has seen their work on campus and they do a good job. Ginny also said that if her memory serves, many years ago the Mansion also used their services before switching over. Jeanne wanted to make sure that the contracts compared equally (“apples to apples”) and that the scope of work was the same. David suggested that a budget be set and not exceeded to hire a crew to come in and do the work.
    2. Scott also mentioned that for some of the heavier lifting, such as the removal of any gardens or heavy brush, Field Ops may also be able to help, but was also quick to mention, that for the basic clean-up, it was better to go ahead and hire an outside company.
    3. Will also brough up Salisbury University’s Big Event and try to plan to get students to come out and volunteer with clean-up of the grounds.
    4. David thought $1500 was a reasonable “not to exceed” amount. All agreed. Dee made a motion for approval up to $1500. Jeanne seconded. The motion carried unanimously.
22. **Grant: Ginny Hussey**
23. No report.
24. **Old Business**
    1. Ginny reported that the Nomination Committee has met and has a slate of officers to present to the Board for approval at the December meeting.

1. **New Business**
   1. Ginny’s term is about to expire after her two terms. According to the Bylaws, a board member is supposed to wait a year before coming back on the Board where they may be allowed to serve another two years; unless, however, the Board approves by written ballot that the member may continue to serve on the Board without waiting the year. David therefore asked for a motion to allow Ginny Hussey to continue to serve on the Board without pause. Dee made the motion. Sharon seconded. Ballots were distributed by the Recording Secretary, Sarah. The Board was asked to cast their ballot with a yes or no. The ballots were collected by the Recording Secretary. The votes were tallied and were unanimous to allow Ginny to continue service on the Board without pause as per the Bylaws.
   2. Scott announced that the Harriet Tubman Beacon of Hope Statue was having its unveiling ceremony this afternoon and will be on display in front of the GOB until the end of January.
2. **Adjourn:** The meeting adjourned at 12:41 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary