BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

May 22, 2024

Open Board Meeting Minutes

**Presen**t: Board Chair, David Scheid, Vice Chair Jeanne Mears; Sharon Murphy, Treasurer; Board Members: Will Lowery, Dee Neal, Margaret Lawson; Lisa Gingrich (Newtown Association President); Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 0

1. **Call to Order**:

The May Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, May 22, 2024 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 April 17, 2024 Board Meeting Minutes. Hearing none, the March Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
3. David reminded Board member that the Ground Penetrating Radar will be happening at the Mansion next week.
4. David said that Somerset Well Drilling will be coming out to check the pump.
5. **Treasurer Report: Chair Sharon Murphy**
6. There is $10,046.90 in the operating budget.
7. The biggest expense were the shirts and cups with the new logo.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. Sarah mentioned the number of guests, especially for the Festival which was more than last year. She reminded everyone that the guest count includes everyone who comes to the Mansion.
4. Sarah also requested that the Board turn in their volunteer hours.
5. Sarah talked about her collaboration with the Board of Education to bring in field trips and what the Mansion will be doing with the students. Sarah said that she and David talked about coming up with a special “gift” for students that come back for a regular tour with their families after their field trips.
6. The Playa Bowls fundraiser brought in $360.
7. **Committee Reports:**
8. **Membership:** 
   1. Will became a member.
   2. Sharon reminded the rest of the Board that membership dues are due.
9. **Events: Ginny Hussey** (Jeanne Mears gave the report)
10. The Triple Crown Tea was successful. There were 24 guests and it made a profit of $186.54. The winner of the best hat went to Stephanie Lord. The next tea is September 19th.
11. Festival Wrap-up:
    1. Sharon talked about the money portion of the Festival. The big expenses were the entertainers: Dover Dancers $300, Genique $275, 1812 reenactors $200. Another expense this year were the games at $560, but that will not be an expense next year. The same is true for the yard signs to promote the Festival at $211, as the Friends will not have to buy those next year. Not having to rent a tent this year was a savings of $1200. There were some other expenses as well, such as prizes for the games at $112. The Friends did receive donations from the games $61, donations at the front table $53, vendor fees $90, and gift shop sales $135, and including the Network for Good fundraiser that Sarah does for her birthday $575.The Board also decided to put the Playa Bowl Fundraiser towards the Festival as well. All said, the Festival, still did not make a profit, but also did not go in the red as much this year as it has in previous years.
    2. There was a discussion about the food trucks, or lack thereof, and how potentially next year, the Friends may want to consider what they do for Halloween and sell hot dog meals.
    3. Sarah also presented a SWOT analysis (attached to the Curator’s Report).
    4. The Friends should make a donation to Bethesda Church for being able to use their parking lot. The Friends used to give an annual donation of $100 to Bethesda, but has not given a donation in several years. There was a discussion about possibly adding on an extra charge to events to pay for use of the Bethesda parking lot. The Board agreed to donate $200 to Bethesda as a good will gesture for use of their parking lot.
12. **Outreach:**
13. No report.
14. **Development:**
    1. The Mansion received to monetary donations for the Surgery Room Exhibit from Betsy Wolfe ($25) and Nancy Robertson ($100) during the Festival.
15. **Review Committee: Ginny Hussey**
    1. No Report.
16. **Garden: Will Lowery** 
    1. There is a new contract with Delmarva Grounds Management. They have done soil tests and will have to apply lime to correct the soil to plant grass.
    2. A new Wye Oak sapling has been planted in the back.
    3. Town and Country Garden Club discussed with Sarah the possibility of next spring coming out to have a tea for their group and then doing some planting out front as part of a community service project. Will and David will coordinate with them about the planting part.

1. **Grant: Ginny Hussey**
2. No report.
3. **Old Business**
   1. June 6th is the Taste of the Town hosted by the Chamber of the Commerce. Any Board member interested in attending, let David know. Cost is $25 per person.
4. **New Business**
   1. The David has also talked to Dana Simson about painting the Hallway and he and Sarah will be meeting with her to discuss the color scheme, cost, and when the work can be completed. The painting would stop at the stairs and not go up the stairs, but would encompass the entire Hallway. All the colors would be based on the paint analysis done in 2010 by Croxson and Ward and would adhere to historic standards. The work done previously was not done according to the analysis and instead was a combination of the different periods, rather than just the focus on the Huston period of the house. David asked for a motion to proceed with the painting project in the Hallway. Lisa made the motion to initiate the process to have the Hallway painted and Maggie seconded. The vote was unanimous to proceed.
   2. The next meeting of the Board will be August 14th at 12:00. This is the second Wednesday, not the third since the Friends are hosting a luncheon on August 22nd and need the day before to prep.
5. **Adjourn:** The meeting adjourned at 1:06 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary