BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

December 18, 2024

Open Board Meeting Minutes

**Presen**t: Board Chair, David Scheid; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Dee Neal, Will Lowery, Maggie Lawson; Lisa Gringrich (President Newtown Association); Scott Roberts, City of Salisbury, 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 13, 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 October 16, 2024 Board Meeting Minutes. Hearing none, the October Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
3. David wanted to know everyone’s thoughts about the December Holiday Luncheon. There was a discussion about what would work best for the Board as far as food and whether it should be at the Mansion or off-site. There was a question about the cost of renting a room. Sarah expressed a concern that since the meetings are technically public, it may not be the best idea to do off site. David agreed to send out an email asking everyone what the preference would be.
4. David called Dana Simson and the painting is still good to go to start in January. She will let David know a more specific date next month.
5. The mason came to look at the patio and retaining wall and gave an estimate to do the extension work and repair work. Scott asked about the front retaining wall as it appears to be leaning. Sarah said that she and David asked him about that and were told that the mason did not think it was in any immediate danger of collapse or structural danger.
6. **Treasurer Report: Chair Sharon Murphy**
7. There is $6,779.87 in the operating budget.
8. The Halloween activities are in the Events Committee Report.
9. The Friends received their first Square donation.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. The new Board polo shirts should arrive in time for November field trips and upcoming events. Sarah will let everyone know when they arrive so Board members can pick them up.
4. Sarah mentioned the upcoming field trips and school programs she is developing. Will suggested sending out emails to teachers in the spring about the Festival to encourage their students to visit the Festival.
5. **Committee Reports:**
6. **Membership:** 
   1. No Report
7. **Events: Ginny Hussey**
8. Welcome to Fall Tea: Expenses $362.40, Ticket Sales $925.00, Profit $562.60
9. Halloween events:
   1. Halloween Party: Donations $176.32 (cash, check, and Square); Expenses $144.36 (food, prizes, advertisement) Profit of $12.15
   2. Kids Event: Sales of Hot Dogs $24.00; Donation $1.00; Expenses $116.24 (food, prizes); Net Loss of $99.09
10. Holiday Events:
    1. First week of Dec: Cookie Baking – Sarah showed the box and ornament that will be used; need to choose the time to bake the cookies; Sarah mentioned the schedule and suggested the best day to bake would be Sunday, Dec 1 and box on Dec 2; all agreed that was the best; Ginny asked for volunteers for each day to help with baking and boxing
    2. Dec 8: Yuletide Open House – Ginny asked for volunteers to help; same day as Salisbury Christmas Parade and Sarah will be in the parade
    3. Dec 14: Tea with Santa – Ginny asked for volunteers to help (some Board members will be out of town); Sarah mentioned that the night before the event is a private event (a Celebration of Life) and that there may be the need to move tables and chairs on the morning of Tea with Santa
11. **Outreach:**
12. Sarah is going to table at the Delmarva Bridal Show
13. **Development:**
    1. New member: As a Docent, Bill Hussey is now part of the Committee
14. **Review Committee: Ginny Hussey**
    1. No Report.
15. **Garden: Will Lowery** 
    1. Town and Country came and did work around the yard including cutting the ivy from the front wall on the west elevation, deadheading the Pollinating Garden, pulling up the bricks from the old cutting garden, weeding along the walkway, and weeding the wildflower area. They want to come back in the spring and also do a clean-up.
    2. David and Will decided to not plant any winter pansies because of the drought. They will plant new things in the spring.
16. **Grant: Ginny Hussey**
17. No report.
18. **Old Business**
    1. Covered in previous reports.
19. **New Business**
    1. Need to choose a date for the Gala. Sarah suggested a date in June since the gardens will be in bloom. Ginny also said that she is hopeful to get a list of potential sponsors for the Gala.
20. **Adjourn:** The meeting adjourned at 12:49 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary