BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

November 13, 2024

Open Board Meeting Minutes

**Presen**t: Board Chair, David Scheid; Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Dee Neal, Maggie Lawson; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 0; Will Lowery and Lisa Gingrich had excused absences

1. **Call to Order**:

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 16, 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 September 18, 2024 Board Meeting Minutes. Hearing none, the September Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
3. David said he will message Dana Simson to get a stat date for the hallway painting
4. David is also going to ask Steve Hurly, who did the masonry on his chimney, to come and take a look at extending the rear terrace/patio, including constructing the circular ramp, and the front retaining wall and give an estimate for the work for each project.
5. **Treasurer Report: Chair Sharon Murphy**
6. There is $8,373.55 in the operating budget.
7. There was a brief discussion about the Comcast bill.
8. The newest statement for the endowment fund shows a little more than $64,000 available for use. This money will be used to fund the painting and exhibit costs associated with the rotating exhibit.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. Sarah showed the new award plaque for the 2024 Best Museum. She will be hanging it in the hall near the front door, along with the other awards. She is going to order a plate rack to hold the 3 awards from the Beach to Bay Heritage Area.
4. Sarah talked about the different non-profits who have been doing their service projects at the Mansion.
5. **Committee Reports:**
6. **Membership:** 
   1. No Report
7. **Events: Ginny Hussey**
8. Ginny talked about the need to accept credit cards for events so we can charge guests in advance to help with cancellations. Everyone agreed this was a good idea. Ginny made a formal motion to get a Square and sign up for payments. Sharon seconded. There was no further discussion. The motion passed unanimously.
9. Ginny also brought up that she believed the Board should have a more professional look for teas besides the teeshirts. She suggested getting polo shirts for the Board with the new PHM logo embroidered on them. The Board agreed. Ginny made a formal motion. Jeanne seconded. There was a discussion about color of the shirt and it agreed that white would be the color to order as well as getting a wicking material similar to a golf shirt. There was also a discussion about if the Board should pay for the shirts for everyone or if Board members would be asked to pay for shirts. It was agreed that the Board would pay for the shirts for everyone, since the shirts will be worn for Board functions. The motion was called and passed unanimously. Sarah was asked to look into finding the best deal for the shirts.
10. October 12 was the first paint class. The class had 10 people in attendance (9 paid and 1 comped from SWAC). Everyone seemed to enjoy it and the next date will be decided.
11. Halloween events:
    1. October 25 – Grown Up Party 7-9. Food provided will include: meatballs (Ginny), cheeseball (Debbie), dip (Dee), mini cupcakes and cookies (Sarah), and punch (Sarah); Best costume will get a $25 gift card from Dunkin Donuts; added to the festivities are Tarot and Pendulum Readings; David come over Friday afternoon to help Sarah set up the games in the Dining Room
    2. October 26 – Storytime. The Library is coming at 11:00 to read a story and sing with the kids
    3. October 26 – Jack O’Lantern Jubilee. Food will be hotdog meals for $3.00; Dee will ask Food Lion to donate a gift card for hot dogs; Board already has chips; Jeanne will ask Pepsi for drink donation; Games again this year in the back yard (will use hatchet throwing instead of cornhole) and need volunteers to help with the games; Jeanne said her friends Joanne and Cherrie will help with the pumpkin painting; costume parade with prizes in 3 categories; Jeanne asked Chick-fil-A about donating gift cards/coupons and they will, but they need a letter to their marketing director
    4. October 26 – Edgar Allen Poe Show from the Community Players.
12. **Outreach:**
13. 3rd Friday is coming up and Sarah will be tabling and asked if any Board members wanted to help to promote the Halloween events
14. **Development:**
    1. New member: As a Docent, Bill Hussey is now part of the Committee
15. **Review Committee: Ginny Hussey**
    1. No Report.
16. **Garden: Will Lowery** 
    1. No Report
17. **Grant: Ginny Hussey**
18. No report.
19. **Old Business**
    1. Covered in previous reports.
20. **New Business**
    1. The November Board meeting will take place on November 13th at 12:00, a week earlier than normal due to a field trip scheduled November 20th.
21. **Adjourn:** The meeting adjourned at 1:06 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary