BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

May 14, 2025

Open Board Meeting Minutes

**Presen**t: Board Chair, David Scheid; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Maggie Lawson, Will Lowery; Curator & Recording Secretary, Sarah Meyers; 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 16, 2025 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 19, 2025 Board Meeting Minutes. Hearing none, the March Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
   1. David, is waiting on the estimate for the fence for the Pollinating Garden. John Miller is going to provide an estimate. He is the same person who did the repairs to the Necessary.
   2. The City is also waiting on an estimate for the repair to the bricks on the patio in the rear to make that area safer (currently a tripping hazard) and to widen the area for ADA accessibility.
3. **Treasurer Report: Chair Sharon Murphy**
4. No report due to illness.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. **Committee Reports:**
4. **Membership:** 
   1. The Friends have one new member, Christy Swiger, who is a member of the Wicomico Women’s Club.
5. **Events: Ginny Hussey**
6. The Boogie Back to the 70s Tea went well. The financials will be reported at the next meeting.
7. The paint class on April 12 went well. The participants seemed to really like the instructor, Dawn Tarr. Ginny still needs to determine the instructor for June 7. She will check with Sharon to see how much money is still left in the grant from SWAC.
8. The next Storytime at the Mansion is this Saturday, May 17 with a focus on Flowers. Karen Earp has also scheduled Storytimes for June 21 and July 19.
9. **Outreach:** 
   1. Sarah will be tabling at 3rd Friday if any Board member would like to come and help.
   2. The Comms Department with the City has created graphics for the Festival and they are posting and sharing on social media to advertise. They have also requested information from Sarah to create additional posts on Facebook to generate interest and visitation to the museum.
10. **Exhibits: Sarah Meyers**
    1. Sarah ordered dental equipment for the Surgery Exhibit.
11. **Review Committee: Ginny Hussey**
    1. Ginny and Maggie reviewed the checkbook and financials from 2024 with no issues.
12. **Garden: Will Lowery** 
    1. The seed mixture for the bare area in the yard has been ordered to create the meadow in the back yard.
    2. There is still a sprinkler head in the rear yard that needs to be repaired, which is affecting the water pressure in one of the areas, so the irrigation is almost working.
13. **Grant: Ginny Hussey**
    1. No report.
14. **Old Business**
    1. Festival: everything is pretty much set for the Festival; Scott and Sarah have discussed road closures and barricades as well as setting up the tents; the City also has some tables available and games for the gaming section; we currently have 7 vendors; volunteers are needed.
    2. Gala: the sponsorship letters should be going out next week, they are with Minuteman and they are finalizing the details; the City gave the Friends 6 flower pots to use; the wineglasses, tablecloths, and runners all arrived; David and Maggie have made plans for the centerpieces and are going to the store to see what is available
15. **New Business**
    1. Jeanne asked the Board to give Debbie Meyers, one of the volunteers who helps at every event at the Mansion, a gift card as a thank you for all of the work she does at the Mansion. Jeanne suggested a $100 Visa gift card that can be used anywhere. Jeanne made the motion and Ginny seconded. The motion was approved unanimously, with Sarah abstaining from the vote due to the family relationship with Debbie.
    2. The May Board meeting will be a week earlier on May 14, 2025 due to the private tea scheduled on May 21.
16. **Adjourn:** The meeting adjourned at 12:42 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary