BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

April 16, 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; Lisa Gingrich, Newtown Association Representative; Scott Roberts, ABCD; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 0

1. **Call to Order**:

The March Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, March 19, 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 January 15, 2025 Board Meeting Minutes. One correction to the date of the last meeting. The January Board Meeting Minutes were approved with corrections.

1. **Reports:**
2. **Chair: David Scheid**
   1. David, Sarah, and Maggie went to Virginia to meet with Dana Simson. Dana mentioned the painting before they had a chance and basically said she has reconsidered and will probably do the painting in the Hallway, but it will not be until the summer.
3. **Treasurer Report: Chair Sharon Murphy**
4. There is $7,000.85 in the operating budget.
5. There is $20,310.25 total in the bank account after the withdraw of CFES endowment funds earmarked for Mansion projects.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. There was a discussion about the outdoor interpretation sign for the Necessary. Sarah said she has it finished and will send the proof to the Board for approval. Once they approve, she can contact Signs By Tomorrow about manufacturing. Sarah mentioned that the other signs cost $750 each and wanted to know if the Board would like to proceed. Jeanne made a motion to proceed and allocate at least $750 for the sign to be made and installed. Lisa seconded. The motion passed unanimously.
4. **Committee Reports:**
5. **Membership:** 
   1. No Report
6. **Events: Ginny Hussey**
7. The Sweetheart Tea went well. There was lower attendance due to the snow. Expenses were $246.99 and income was $343.72 for a profit of $96.72. The Friends have started using Square to take credit card payments and Sarah created an online form for people to fill out which is attached to the Facebook event pages. People are taking advantage of the new system.
8. The next tea is April 10 is the Boogie Back to the 70s Tea.
9. The next paint class is April 12 and the instructor for this class will be Dawn Tarr.
10. The next Storytime at the Mansion is this Saturday, March 22 with a focus on spring.
11. **Outreach:** 
    1. No report.
12. **Exhibits: Sarah Meyers**
    1. See above discussion of outdoor Necessary sign.
13. **Review Committee: Ginny Hussey**
    1. Ginny once again asked each committee to supply a brief report.
    2. Ginny scheduled a review of the checkbook for March 30 and asked for a volunteer to help her review the books. Maggie offered to assist.
14. **Garden: Will Lowery** 
    1. See written report on file at Mansion for the long version. The report details the seed mixture Will is ordering to create the meadow in the back yard.
15. **Grant: Ginny Hussey**
    1. No report.
16. **Old Business**
    1. Covered in previous reports.
17. **New Business**
    1. Festival: the entertainment for the festival is set; Sarah has sent out inquiries for vendors; there was a discussion about food options for this year, and the Board has decided to do hot dog meals (as they do for the Kid’s Halloween event) for $5.00 each; volunteers are needed
    2. Gala: Maggie has drafted letters for sponsors and hopes to get them out soon; Sarah is working on the mailing list for local businesses for the sponsor ask; Scott will book Dark Gold Jazz to perform at the Gala; Scott has also secured a large disco ball from the Civic Center for us to borrow and will see if he can also get a dancefloor; Scott also said that the City may have some extra pots for flowers which Dave and Will could use to plant flowers to mark entrances; there was a brief discussion about trying to make sure guests come into the Mansion and it was finally agreed that guests will have to check-in inside the house before going to the back garden for the Gala; Sarah is going to order stemless wine glasses for the guests that they will receive upon check-in; David and Maggie are going to do centerpieces for the tables; Sarah will order tablecloths and table runners
18. **Adjourn:** The meeting adjourned at 12:59 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary