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; Lisa Gingrich (Newtown Association President); Scott Roberts (Assistant Director ABCD); Curator & Recording Secretary, Sarah Meyers; Public Guest(s): Terry Graham-Miles

1. **Call to Order**:

The May Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, May 14, 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 April 16, 2025 Board Meeting Minutes. Hearing none, the March Board Meeting Minutes were approved.

1. **Reports:**
2. **Chair: David Scheid**
   1. David reported that John Miller gave an estimate of $3800 to build a fence by the Pollinator Garden. The Board agreed to move forward with the construction of the fence. David will contact him and give him the go ahead.
3. **Treasurer Report: Chair Sharon Murphy**
4. See written report on file at the Mansion.
5. There is $23,120.16 in the checking account. Of that, $3,575.05 is in the general operating account.

1. **Curator Report: Sarah Meyers**
2. See written report on file at Mansion.
3. See SWOT Report on file for the report about the Festival.
4. **Committee Reports:**
5. **Membership:** 
   1. No report.
6. **Events: Ginny Hussey**
7. The Festival went well despite the rain. Sarah developed the annual SWOT Report for the Festival. The City did a great job in promoting the Festival this year. Sharon gave a financial report for the Festival and the Friends did fairly well being only $158 in the red, but invoices still need to paid to the Dover Dancers and the 1812 Re-enactors.
8. 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. Ginny and Sarah need to present the paint project at the SWAC Luncheon on June 18. Sarah asked that if any Board members were interested in attending the luncheon, they should email Sarah ASAP so she can make the reservations.
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 will be creating, posting, and sharing on social media to advertise for the Gala. They have also requested information from Sarah to create additional posts on Facebook to generate interest and visitation to the museum on Fridays and Sundays.
10. **Exhibits: Sarah Meyers**
    1. The enema pump arrived for the Surgery Room. Sarah is also going to try to redo the exhibit signs for the surgery room to incorporate the new logo and make new signs for the new pieces.
11. **Review Committee: Ginny Hussey**
    1. No Report.
12. **Garden: Will Lowery** 
    1. The back area has been sprayed for weeds.
    2. Will is going to ask the sprinkler guru from Salisbury University to come look at the sprinkler head after several attempts have been made to get Auscare to fix it.
    3. Will and David are going to go to How Sweet It Is and see if they would be willing to donate plants for the large pots donated by the City.
13. **Grant: Ginny Hussey**
    1. Ginny and Sarah attended a grant workshop from the Rural Maryland Council about the types of grants they offer and see if the Friends would be eligible for grants. It is too late to develop a grant project for this year, but Ginny said it is an opportunity for next year.
14. **Old Business**
    1. Gala: Sponsorship letters have gone out. Seagull Waste Management showed an interest in a possible sponsorship. David followed up with them and will continue to reach out to them. Ginny also mentioned that Fratelli’s may also be interested in contributing. Sarah did a piece with WBOC about the Gala and Scott asked her to contact them and see if they will be able to air it before May 31st. Several tickets have been sold, but sales are slow.
15. **New Business**
    1. Terry Graham-Miles has submitted a letter to the Mayor’s Office to become a Board member of the Friends. He came to the meeting and introduced himself and said why he would like to join the Board. He has a background in design (both fashion and interior) and thinks he could be a great help. The Board introduced themselves to help and explained the responsibilities of the Board. Terry was asked to leave the room for a few minutes to allow the Board to discuss his membership. Lisa made the motion to accept Terry and Dee seconded. The Board voted unanimously to welcome Terry to the Board. Terry was invited back into the room and told that the Board would forward their vote to the Mayor’s Office to accept Terry into the Board.
    2. The June Board meeting will be a week earlier on June 11, 2025 due to the SWAC Luncheon scheduled on June 18.
16. **Adjourn:** The meeting adjourned at 1:12 PM.

Respectfully Submitted,



Sarah Meyers

Curator, Recording Secretary