

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

November 19, 2025  
Open Board Meeting Minutes

**Present:** Board Chair, David Scheid; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Terry Graham-Miles, Dee Neal, Will Lowery; Scott Roberts (Director ABCD); Curator & Recording Secretary, Sarah Meyers; Public Guest(s): Bill Hussey, Nancy Robertson

**I. Call to Order:**

The November Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday November 19, 2025 at 12:01 p.m. by Board Chair David Scheid.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the October 15, 2025 Board Meeting Minutes. Hearing none, the October Board Meeting Minutes were approved.

**III. Reports:**

**A.) Chair: David Scheid**

1. David announced that Maggie Lawson has officially resigned from the Board due to other obligations. She is still a strong supporter of the Mansion and will continue to show that support.
2. David, on behalf of the Board, congratulated Scott Roberts on his promotion to Director of ABCD.

**B.) Treasurer Report: Chair Sharon Murphy**

1. See written report on file at the Mansion.
2. There is \$1,210.38 in the general operating account. (There is about \$13,000 in the total bank account, but other money is earmarked for other projects.)
3. Sharon also reviewed the current Garden Budget as there have been quite a few expenditures.
4. The Friends received a \$855.46 donation from Martha Graham
5. The Friends received a \$100.00 donation from Nancy Robertson, earmarked for the Surgery Exhibit

**IV. Curator Report: Sarah Meyers**

1. See written report on file at Mansion.
2. Sarah asked for the expenditure to attend the Small Museum Association Conference in York, PA in February. Sarah asked Scott if the City would pay for the registration and the Friends to pay for the accommodations. The Board approved the accommodations expense. Scott requested more information be sent to him about the registration cost.

**V. Committee Reports:**

**A.) Membership:**

1. No report.

**B.) Events:**

1. Terry has volunteered to take over the Events Committee starting in 2026.
2. Maggie pledged \$500 towards the Festival in May.

**C.) Outreach:**

1. Sarah will be tabling at 3<sup>rd</sup> Friday to promote the Holiday events at the Mansion and asked for volunteers.

**D.) Exhibits: Sarah Meyers**

1. No Report

**E.) Review Committee: Ginny Hussey**

1. No Report.

**F.) Garden: Will Lowery**

1. Will has planted tulip bulbs for the spring. He will be getting winter pansies to plant in the planters in the front of the museum this coming weekend.
2. David and Will winterized the irrigation system.
3. Will would like to plant daffodils in the serpentine garden for the spring.
4. Will discussed the possibility of the Mansion getting a Liberty Tree sapling as part of the 250<sup>th</sup> celebrations. (The University is getting one from the DAR and Pemberton is getting one from the Maryland 250 Commission). This would be good publicity and it would also go along nicely with the Wye Oak sapling at the Mansion.
5. Town & Country Garden Club would like to do more volunteer work and David thought maybe they could do something around the Necessary.

**G.) Grant: Ginny Hussey**

1. No report.

**VI. Old Business**


1. Sarah reviewed the Holiday schedule for Thanksgiving through the Tea with Santa.
  - i. Thanksgiving – Closed
  - ii. Black Friday – Closed
  - iii. Nov 29 Saturday – Scone Baking
  - iv. Nov 30 Sunday – Cookie Baking
  - v. Dec 1 Monday – Cookie and Scone Bags and Tea Boxing; Four Seasons Decorating
  - vi. Dec 2 Tuesday – Private Meeting
  - vii. Dec 3 Wednesday – CSD Tea Baking
  - viii. Dec 4 Thursday – Four Seasons Tea
  - ix. Dec 5 Friday – CSD Tea Prep
  - x. Dec 6 Saturday – CSD Tea
  - xi. Dec 7 Sunday – Yuletide Open House
  - xii. Dec 11 Thursday – MD Coastal Bays (David)
  - xiii. Dec 13 Saturday – Tea with Santa

**VII. New Business**

1. December meeting and holiday luncheon on December 17 at 12:00. The Board decided to once again order lunch from the Olive Garden.

**VIII. Adjourn:** The meeting adjourned at 12:45 PM.

Respectfully Submitted,



Sarah Meyers  
Curator, Recording Secretary