

Historic Perry Hall Mansion, Inc.

Meeting Minutes November 14, 2012

Attendees: Sean Kief, Dean Foreman, Sylvia Louwers-Sackleh, Colleen Bowers, Glenn Spamer, Wayne Schaumburg, Jeffrey Smith

Guests: Lorraine Zorn and Vickie Sobczak

- I. Welcome and Introductions (meeting commenced 7:10pm)
- II. Old Business
 - None
- III. Board Reports
 - Administrative Director's Report: Report deferred until new business.
 - Communications Director's Report: Website has been updated with all current events; Facebook membership is continuing to progress positively; an e-mail blast will be sent out to publicize the mansion clean-up as preparation for the holiday reception.
 - Education Director's Report: No report.
 - Events Director's Report: Entertainment schedule is being put together for the 12-15 holiday reception; pricing has been adjusted upward to reflect the additional entertainment options. Various food donation options are presently being pursued. Contact information for Howard Plummer was shared, so as to arrange for a potential tour.
 - Financial Director's Report: No report.
 - Grounds Maintenance Director's Report: Made contact with a state employee to assess the trees on the property to determine potential value. In addition, a follow-up request has been made to Baltimore County Recreation/Parks to repair the front gate fence post.
 - Membership Director's Report: Please refer to attached written report. Current membership is over 200; a total of \$1,800 has been received for this calendar year for membership fees.

- Physical Facilities Director's Report: Repairs and painting have been made to the following: back gazebo; back steps, front steps, and miscellaneous repairs. Other landscaping issues will be addressed as needed.
- Shoppe Director's Report: The organization participated in two craft fairs on the same day, \$133.50 was generated from one; an additional fair raised \$58.00. Another craft fair will take place from 11/16 thru 12/2, and the group will participate.

IV. New Business

- Clarification of Board Member Roles: Deferred at this time.
- Board Communications: It is important that communications be confined to board members unless and until the board as a whole decides that discussion should be extended beyond the members of the board.
- Americorps: The Corporation for National Service has college-age youth available (in response to proposal from non-profit organizations) to assist with local community service projects. Ten individuals would be available for up to six weeks. This would be a possible option for our group to help facilitate progress with regard to physical improvements to the mansion.
- Brass Chandeliers: A discussion ensued with regard to the chandeliers that are available for purchase. Approval was granted, and it will be guaranteed that each of the three items will be in full working order.
- Budget Allocation: Each board member should identify what financial resources they would require in order to properly maintain those responsibilities associated with their area of focus. Having a better sense of these possible expenses will allow us to better plan for the future.
- Building Use and Security: We will need to be prepared to address the installation of a permanent security system. On a more immediate basis, it would be for the benefit of all if any board members who are planning to make a site visit to the building that they may wish to let another board member know that they are planning on a visit.
- Donations: use, inventory, and storage: A variety of items have been donated to the mansion over time (e.g. furniture, chandeliers, folding table(s), etc.). The organization needs to take inventory of these items and decide how to store them. We may possibly want to add shelving to a particular room so as to allow for this storage to be done easily.

- Lease Discussions Update: Baltimore County will be providing us with a draft lease for our consideration. Board members should think through the type of provisions that would be important for inclusion, so as to provide us with appropriate legal protection.
- Organizational/Building Priorities: The board would be well served by identifying specific priorities for what we think should be the focus of the organization. It was suggested that each board member be prepared to offer their priorities for the future at our upcoming January 2013 meeting.
- 2013 Calendar of Events: Now would be a good time to start planning for future events for the next year. Planning for events would provide a great opportunity to utilize volunteer resources. A speaker series that would begin in late February or early March would be nice. Follow this up with an April two or three seating tea at the mansion. Events to follow in June and August (possible flea market and outdoor picnic), October, and December.
- Facility Procurements: e.g. tables, chairs, event supplies & associated equipment: We may want to consider investing in folding chairs/tables to more easily accommodate potential events that we may wish to hold at the mansion. Our making some of these purchases at this time will allow for our organization not to have to rely upon Baltimore County for providing us with these items.
- Meeting request from Perry Hall Manor Community Association: A request was received from this community group, and we indicated that, in order to properly plan for such an occurrence, we would require: 1) the topic or topics that the group would like to discuss, and 2) the names of the individuals who would like to meet with our organization. We will keep the board informed as this issue develops.
- Announcements and Closing (meeting adjourned at 8:30 pm).

Completed By:



Jeffrey Smith,

Administrative Director