

Goshen Farm Preservation Society

Meeting Agenda

Called by:	Board	Type of Meeting:	Monthly Membership
Facilitator:	Pres. Barbara Morgan	Recorder:	
Date:	Wednesday, October 16, 2013	Time:	
Location:	Cox Room of the Clubhouse		
BOD Attending:			
Members Attending:			

Agenda

1. Welcome of new members or visitors: Please note that we are here to discuss Board and Chair issues. If you have a comment on or question we ask that you hold that until the floor opens at the end of the meeting.
2. Review of September Minutes -Content
3. Review of Actions – see September Minutes for comprehensive list
4. Committee Reports: Please read reports ahead of time- each committee will have 5 minutes to discuss any issues and answer questions.
 - a. Finances (Rhonda): report as submitted
 - i. Lifting the temporary executive committee approval for expenses now that our funds are not “tight”
 - ii. Sharing Garden second plot rental fee increase *or even if a second plot should be rented to one individual/family*
 - iii. Committee Budgets
 - iv. From a previous email I read we need to discuss allocation of fund-raising revenue: restoration vs. operating/maintenance
 - b. Building & Maintenance (Stu): report as submitted
 - c. Membership (Becky): report as submitted
 - d. Communications (John): report as submitted
 - e. Sharing Garden (Nicole)
 - f. Grounds (Roy): report as submitted
 - g. Events/Fundraising (Karen): report as submitted
 - h. Oral History & Research(Scott-Patty):
 - i. Caper Article: p
 - j. Special Projects:
5. On-going Business:
 - a. From the Floor-

Goshen Farm Preservation Society

- 6. New Business:
 - a. New actions to add to the list
 - b. From the floor
- 7. Meeting is adjourned

GFPS Financial Report – September, 2013 (September 18 – October 12)

Account Summary:

Savings (restoration)	\$1,223.51 (matching funds depleted)
Checking (operational/maintenance)	5,566.93 (pending transfers to savings)

Income Summary: \$2717

Harvest Dinner	\$1242		Wine Tasting \$740	Additional \$735
Total Tickets (115)	920		(44) 660	
*Kayak Raffle (29)	145		(47) 235	
T-Shirt (2 Member; 1 Sale)	44			
Donations				
-Individual Donation	20		(7) 80	
-Sharing Garden	18			
Memberships				
-Family Memberships	35			105
-Individual memberships				20
Garden Plot Rentals				75
Halloween Ball Tickets (3 Member)	<u>60</u>			
Halloween Ball Sponsorship				(2) <u>300</u>
*Final Kayak sales 2980 (596 tickets)				

Expense Summary: \$86.59

Operational		
PayPal Fees	16.56	
Square Fees	<u>6.08</u>	22.64
Fundraising		
Halloween Ball	50.00	
Utilities		<u>13.95</u>
Main House Renovation Expenses: \$15,341		
MJMCR LLC	9150	
MJMCR LLC	6110	
Port-A-Pot	81	

Transfers from Savings to Checking for Renovation Payments

MJM Invoice	9100.00
MJM Invoice	6110.00

-Working on Budget with Committee Chairs

Goshen Farm Preservation Society

- Sending packet documenting depletion of GFPS matching funds.
Grant will now provide \$65,605.92 for renovation.

Building Committee Report – October 2013

Accomplishments:

- Payments coordinated, approved and made to MJM for services rendered during the last two weeks of September and early October.
- Replaced door on cottage to allow for better access for storage of materials.
- Creation of a donation/material acquisition spreadsheet for use to track building committee expenditures in conjunction with treasurer reports completed and is in use.
- Procedures for accessing grant money have been determined.
- Purchased four dehumidifiers which are currently in use on the first floor.
- Completed the cleanup and demo/skin of the entire downstairs of the main house.
- Second floor prepped for cleanup and demo.

Planned Activities and Undertakings:

- Acquisition Activities
 - Acquisition of security/trail cameras for use around the exterior of the main house.
- Logistical Activities
 - Scrap and/or sale of radiators, furnace and oil tanks.
- Construction Activities
 - Replacement or augmentation of the current window enclosures to allow for natural light and possible debris removal. No date has been determined for this activity.
 - A local mason has been contacted to assess the cellar walls and fireplace stabilization.
 - Reconstruction of the cellar stairs – to be completed by the end of Nov.
 - Recreation of the main stair spindles – to be completed by the end of Oct.
 - Assessment of cellar stabilization – to be completed by end of Oct.
 - Assessment of attic – to be determined.
 - Begin second floor cleanup and demo – target date: 1 Nov.
- Coordination Activities
 - Training of cleanup crew has been put on hold due to hazardous material concerns.
 - Lead testing and certification has been postponed until after the second floor is cleaned up and skinned.
 - Submission of an on-going fundraising form for window replacement.
 - Meeting with Jane Cox scheduled for 10/24.
- Documentation Activities
 - Provide AACPS update information to GFPS President for inclusion in mid-year report. By late August.

Goshen Farm Preservation Society

- Creation of an official Building Use Plan that will document the decisions of the Board regarding the use of rooms in the main house, caretakers cottage, milk house and servants house. Draft date to be decided.

Efforts Requiring Board Approval/Discussion:

- Address insurance concerns with volunteers providing more assistance than simple cleanup (I.e. reconstruction).
- Consider a website listing for the Maggio Family related to donations to date.

Future Concerns or Needs:

- The building requires some sort of gutter arrangement to arrest the amount of water entering the cellar through the foundation. Currently being addressed.

MEMBERSHIP COMMITTEE REPORT

October 16, 2013

Submitted by Becky Benner on October 12, 2013

MEMBER TOTALS for 2013

- Members who either joined or renewed since September 16, 2012, and whose memberships thus expire December 31, 2013.

Residents

Resident Individuals = 23

Resident Households = 62

Corporate = 5

Includes

1 new Individual member

0 renewal Individual members

0 new Household members

0 renewal Household members

0 new Corporate members

Total = 90 resident members

Non-Residents

Non-resident Individuals = 24

Non-resident Households = 20

Corporate = 7

Includes

Goshen Farm Preservation Society

1 new Individual member
0 renewal Individual members
0 new Household members
0 renewal Household members
1 new Corporate member

Total = 51 non-resident members

2013 Total = 141 overall memberships

MEMBER TOTALS for 2014

• Members who either joined or renewed since September 8, 2013, and whose memberships thus expire December 31, 2014.

Residents

Resident Individuals = 3

Resident Households = 11

Corporate = 1

Includes

0 new Individual member
0 renewal Individual member
0 new Household member
6 renewal Household members
1 new Corporate member

Total = 15 resident members

Non-Residents

Non-resident Individuals = 2

Non-resident Households = 2

Corporate = 0

Includes

0 new Individual member
1 renewal Individual member
1 new Household member
0 renewal Household member
0 new Corporate member

Total = 4 non-resident members

2014 Total = 19 overall memberships

ACCOMPLISHED

- Send acknowledgement letters to renewals and/or new members
- Update 2014 membership database as receive new/renewals membership forms; 2013 database remains the same

Goshen Farm Preservation Society

- Mail membership packets (consisting of Welcome Letter, Overview of Goshen Farm History, Benefits, Listing of Board of Directors, and a Map of Goshen Farm) to new/renewed members

TO DO ITEMS

- Add “Friends of Goshen Farm” to website with limited personal information about the two 2013 donors
- Modify Membership Forms (new and renewal) to include family members’ names and additional e-mail addresses. Waiting for Word document to proceed.
- Request authorization to purchase two rolls of First Class USPS stamps for renewal letters
- Request authorization to purchase box of #10 envelopes (500/box)
- Tweak draft types of donations, i.e., “anonymous,” “gift membership,” “in memory,” “specific restoration project,” etc., before submit to Board for review
- Refine “Behavior Guidelines at Goshen Farm,” “Rules and Regulations,” Rules and Regulations of Behavior at Goshen Farm,” “Rules and Conditions,” “Terms and Conditions” before submit to Board for review
- Mail renewal letters in mid-November

NOTE

- October 2012 = 110 overall memberships, October 2013 = 141 overall memberships, October 2014 = 19 overall memberships
- September 2012 = 108 overall memberships; September 2013 = 141 overall memberships; September 2014 = 10 overall memberships
- August 2012 = 108 overall memberships; August 2013 = 141 memberships

Communications Chair Committee Report 9/18/13 - 10/13/13

Accomplishments

Email - Speg Dinner

Website Buy Tickets Online Fall Ball

Email - Meeting Minutes

Traffic Report

Jan 2013 - 296

Feb 2013 - 219

Mar 2013 - 300

Apr 2013 - 394

May 2013 - 256

June 2013 - 151

July 2013 - 237

Aug 2013 - 197

Goshen Farm Preservation Society

Sept 2013 - 359

Planned activities or undertakings

Ongoing: Working with Members on a Time Line of the Goshen Farm for the website

Ongoing: Working with Barbara on reformatting the website

Ongoing: I have secured software that will make it possible to have a the entire membership sign up online with payment via payal.

Sharing Garden (Nicole)

Grounds Committee Report

October 16, 2013 Submitted by Roy Benner, Chairman 10/11/13 to Barbara Morgan

Accomplished:

1. The cut grass twice since my last report in September.
2. Cut back vines, near the old, abandoned driveway near the edge of the front lawn of the Farm House.
3. Cut more vines and saplings around the north end of the pond. This will eventually result in a grassy area surrounding the northern end of the pond as seen in early photographs on the website.
4. Encroaching “mile-a-minute” and poison ivy vines were sprayed in two locations, trying to keep these invasive plants from continuing to spread.
5. Continued filling several holes on the property that were dug by BMX riders, tree stump removal, and several animal burrows.
6. Contacted Richard Luxenburg about returning the Caretaker’s Cottage building plans. He and/or his AACC Architectural Department partner have misplaced the drawing received from Barbara about one year ago. He indicated that since they were drawn on someone’s CAD System, he is hoping that whoever had developed them, can reproduce another set of drawings. If that is not possible, he (with the help of an AACC student) will re-measure the Caretaker’s Cottage and construct a new set of drawings for the Caretaker’s Cottage, since he was responsible for their loss.
7. The Anne Arundel Soil Conservation District (AASCD) approved GFPS as a “Cooperator” at their AASCD Board Meeting on September 17th. This approval will allow work to begin on a Soil Conservation and Water Quality Plan, a great tool for wise planning of our land’s resources at Goshen Farm. David Scheler is the lead Conservation Planner assigned to work on Goshen Farm Conservation Plan.
8. As part of the GFPS Grounds Master Use Plan (GMUP), a “Cultural Resources Study” was initiated on the cleared (open) land portions of Goshen Farm by the NRCS. Ground Penetrating Radar and Electromagnetic/GPS equipment were the major pieces of equipment utilized in conducting this study. This cultural resources study and the resulting report have been released to me. This report will be used as a tool in refining our GMUP and as a guide

Goshen Farm Preservation Society

for our future exploratory efforts at Goshen Farm. The report is titled, “**Technical Report on geophysical investigation conducted at Goshen Farm between 4 and 6 September 2013,**” and will be distributed later.

9. Bartlett Tree Services began an overview study of the Goshen Farm forest resources on September 22 and 25th under the guidance of Jon Cowherd with the assistance of Mark Wheeler. The Goshen Farm trees are old and of good size. However, the original trees of the property (Chestnut, Oaks, and Pines) are no longer found on the Goshen Farm property. They noted that all species of trees were removed probably prior to the 1860's. Core borings of selected trees indicate today's trees may range in age from 143 - 150 years old. The trees inventoried are good, large specimen trees, and were described as a “nice stand.” What was exciting to the two Bartlett representatives was to find a large number of specimen trees in a small area. Another unique feature found only on the Goshen Farm. Several of the trees examined had material sent off the Bartlett's Tree Laboratory in North Carolina, to confirm exact species and to conduct a further determination of an unknown disease component noted affecting some of the large oak trees. The final information will be woven into the Goshen Farm Grounds Master Use Plan when the data becomes available.
10. The final draft of the Grounds Master Use Plan continues to be refined prior to submittal to the GFPS Board during November.
11. It was another very productive month for the Goshen Farm Grounds Chair.

Needs Accomplishing:

Continue working on the second draft of the GFPS Grounds Use Plan with updated input from Peter Stone, a local landscape architect.

1. Incorporate the USDA and the AASCD comments and findings into the GFPS GMUP for the 22-acre property.
2. Long Term:
 - a. Develop a plan to attack and control rampant growth of vines (invasives) that strangle our growing trees.
 - b. Possible use of goats to clear three small areas of rampant vines.
 - i. The following areas considered for possible ‘goat’ clearing of the undergrowth:
 1. Area around the pond - to open this area as seen in historic photographs.
 2. Area where original barn and silo once stood, to show footprint of the old barn.
 3. Area just north of Sharing Garden and slightly behind and north of Servant's Quarters for possible future expansion of the Sharing Garden, when additional water is available to the Sharing Garden.

Need Approval:

Goshen Farm Preservation Society

1. Website change:
 - a. The email address for the garden remains different than the other chairs' emails on our website. It should be changed to - garden@goshenfarm.org for consistency.
 - b. [An email address should be listed for Scott Powers.](#)

New Business:

1. Discuss the distribution of the final report titled "Technical Report on geophysical investigation conducted at Goshen Farm between 4 and 6 September 2013." Since much of the information (data and maps) should not be widely circulated until these sites can be further investigated by archeologists.
 2. Are the "Procedures for Receiving Donations by GFPS Members" ready for distribution or should they be listed on the website?
 3. Are the totals available for the Sharing Garden's Harvest Spaghetti Dinner (ticket sales, item sales, and donations)?
 4. Are the totals available for the Kayak Raffle Fundraiser
-

EVENT COMMITTEE REPORT – OCTOBER 2013

(needs are in bold)

Fall Fundraiser:

- Saturday, October 26
- DJ is paid in full
- Art Lewis has proposed a menu within our \$250 budget
- Ticket sales are VERY LOW
- \$600 in sponsorships received
- Volunteer schedule completed and emailed back out to volunteers and board
- Liquor license obtained
- **Prepare table tents with sponsor info and sponsor display board**
- **Purchase snacks and drinks for event**

2014 Events:

Java & Jazz:

- Date is Sunday, March 9, 2013

Goshen Farm Preservation Society

- **Waiting on decision on use of clubhouse for free; if not possible, may consider hourly rental**

Spring Open House

- **Need to pick a date**

Strawberry Festival

- **Date?**

Kayak Raffle

- **Need to discuss how many tickets to sell**
-

Oral History & Research _____ -
