

Goshen Farm Preservation Society

Meeting Agenda

Called by:	Board	Type of Meeting:	Monthly Membership
Facilitator:	Pres. Barbara Morgan	Recorder:	
Date:	Wednesday, November 20, 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 October Minutes -Content
3. Review of Actions – see October 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):
 - b. Building & Maintenance (Stu): as submitted
 - c. Membership (Becky): report as submitted
 - d. Communications (John): as submitted
 - e. Sharing Garden (Nicole): as submitted
 - f. Grounds (Roy): report as submitted
 - g. Events/Fundraising (Karen): report as submitted
 - h. Oral History & Research (Scott-Patty):
 - i. Caper Article: nothing due for Jan.- Dec sent
 - j. Special Projects:
5. On-going Business;
 - a. From the Floor-
6. New Business:
 - a. New actions to add to the list
 - i. Discuss December meeting and prep for January Annual meeting
 - ii. Vacant chair positions for 2014
 1. President, Treasurer, Events, Sharing Garden
 - b. From the floor
7. Meeting is adjourned

a. Finances (Rhonda)

Building Committee Report – November 2013

Accomplishments:

- Replaced missing and damaged spindles on main staircase.
- Minor masonry repair done to cellar walls. Additional work to be coordinated with J. Cox and team.
- Held meeting with J. Cox and Team on 24 October to review current status. Several questions were raised by J. Cox regarding the progress and expected future work. A follow-on telephone meeting was held 5 November to specifically address several points to include:
 - Additional cellar repair work
 - Replacement of case spindles
 - Planned reconstruction of cellar steps
 - Work being done mapping to approved grant
 - Uncoordinated access to the main house

It was determined that a greater amount of coordination between the Building Committee leadership and J. Cox's team is necessary to ensure that all the work that is being accomplished is in accordance with the grant and that proper preservation assessment is undertaken as progress is made. Additionally, it was agreed that the upstairs work will progress from the farthest room to the debris shoot to the nearest with inspections by Jane's crew prior and following clean-up and demo activities. While this approach will slow progress a bit, increase logistics with the work crew and require greater coordination between the Building Committee and Jane's team, it will ensure that proper due diligence is followed.

- M. Maggio held meeting with Jan Cox, her team and Al Lukenbach on the 13th of November on site. There was much discussion regarding the speed of the progress in lieu of preservation due diligence. Jane, Stu and Mike have determined the procedures for approaching the cleanup of the second floor (see above) which will include softcopy specification sheets by room before work is begun. Stu addressed A. Lukenbach's concerns via a telephone conversation the same day. At this point, the second floor is ready to begin cleanup. Additional coordinate is necessary with Jane's team planned for early Dec.
- Access control notices have been posted that state that all access to the building/construction site must be pre-coordinated with the Building Committee Chair or the Assist Building Committee Chair.
- On-going use of donation/material acquisition spreadsheet to track building committee expenditures in conjunction with treasurer reports.
- Continued to empty dehumidifiers on the first floor. Average humidity has been around 65%.
- Accepted concrete paint donation from Maryland Paint, Inc.
- Acquired invoices for donations from several companies in order to maintain an accurate tracking of donations and activities.
- Submitted an on-going fundraising form for window replacement.
- Coordinated the installation of gutters to protect the foundation from further damage.

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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.
 - Reconstruction of the cellar stairs – to be completed by the end of Nov.
 - Assessment of attic – to be determined.
 - Begin second floor cleanup and demo – target date: 1 Nov.
 - Place cellar stairs in protected area.
- 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.
- Documentation Activities
 - Provide AACPS update information to GFPS President for inclusion year-end report. By late the end of the year.
 - 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).

Future Concerns or Needs:

NTR

MEMBERSHIP COMMITTEE REPORT

November 20, 2013

Submitted by Becky Benner on November 17, 2013

MEMBER TOTALS for 2013

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- 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 member

Total = 90 resident members

Non-Residents

Non-resident Individuals = 24

Non-resident Households = 20

Corporate = 7

Includes

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 = 10

Resident Households = 19

Corporate = 1

Includes

1 new Individual member

6 renewal Individual member

1 new Household member

7 renewal Household members

0 new Corporate member

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Total = 30 resident members

Non-Residents

Non-resident Individuals = 4

Non-resident Households = 5

Corporate = 0

Includes

0 new Individual member

2 renewal Individual member

0 new Household member

3 renewal Household member

0 new Corporate member

Total = 9 non-resident members

2014 Total = 39 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
- 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
- Modified Membership Forms (new and renewal) to include family members' names and additional e-mail addresses. .

TO DO ITEMS

- Add "Friends of Goshen Farm" to website with limited personal information about the two 2013 donors
- Submit "Safety and Etiquette" to Board for review. To be added to website
- Finalize spreadsheet of names/phone numbers/e-mail addresses from kayak raffle tickets
- Tweak draft types of donations, i.e., "anonymous," "gift membership," "in memory," "specific restoration project," etc., before submit to Board for review
- Mail renewal letters and Membership renewal forms in mid-November
- Correct information currently posted in the GuideStar:NetworkForGood-Organization Report
- Key spreadsheet of Fall Fundraiser ticket information when receive ticket stubs received
- Become members of the Small Museums Association, based in Baltimore, MD. Multiple local museums and non-profit historic organizations are members. Dues are \$20.00/year. Fiscal year is from November 1 – October 31. Yearly conferences held in Ocean City, MD, in February. Website is www.smallmuseum.org.

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NOTE

- November 2012 = 110 overall memberships/31 received for 2013, November 2013 = 141 overall memberships/39 received for 2014
- October 2012 = 110 overall memberships/27 received for 2013; October 2013 = 141 overall memberships/19 received for 2014
- September 2012 = 108 overall memberships; September 2013 = 141 overall memberships/10 received for 2014

Communications Chair Committee Report 10/13/13 - 11/17/13

Accomplishments

Updated website with Meeting Minutes

Email - Fall Ball

Updated Corp Sponsor List

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

Sept 2013 - 359

Oct 2013 - 427

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 paypal.

Sharing Garden

2013 plot renters have renewed their plots

Checks were given to Rhonda

Some checks were written for 2 plots. I asked them if they wanted a refund or to donate the money. I let them know that the open plots need to be offered to the wait list and general public before getting a second one.

12 plots were nor renewed. Emails were sent to those on the wait list have gone out with applications if interested in plot rental.

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Compiling pertinent info and forms for garden chairperson duties.

Creating outline and details of chairperson duties

Grounds Committee Report

November 20, 2013 Submitted by Roy Benner, Chairman 11/17/13 to Barbara Morgan

Accomplished:

1. Cut grass 1-1/5 times since my last report in October; mower problems on November 11th.
2. Met with the U.S. Naval Academy (Miriam Stanicic), NRCS, and the AASCD regarding the Midshipmen Action Group (MAG) assisting Goshen Farm with select projects (each participating Midshipmen gains Community Service Credits). The projects cannot be no more than one day in length, and be approximately 5 hours in duration.
3. Conducted a brief tour for FNB employees Rhonda and Jeanne to familiarize them with Goshen Farm, its history, and the GFPS mission. The Bank had recently made a donation to GFPS.
4. Met with Congressmen Wayne Gilchrest, Jaime Belanger, Dean Cowherd, and others. Received many suggestions on developing a successful educational agricultural campaign. Great ideas, suggestions, and approaches were relayed to the discussion group. These will be relayed to the Board in a separate document.
5. Re-cleared an area outside the Sharing Garden (to the west). The seven existing compost piles currently against the Sharing Garden fence will be combined into a larger, more effective, and better composting site for future use.
6. Cleared more trees at the Goshen Farm barn (site #10) in preparation of MAG clearing vines on November 23. This project is in preparation for the geophysical evaluation in January 2014.
7. Cut back vines in preparation for new Soil Health Educational Pit in the lower field parking lot area. The soil health pit will be used by K-12 and college classes and other interested groups such as 4H to learn about soil. Schools will utilize the Goshen Farm soil health pit to meet the State of Maryland's Outdoor Educational Curriculum requirements. Schools will thus meet the new State Environmental Literacy Program.
8. As part of our educational outreach at Goshen Farm, and with the assistance of the NRCS, the MAG will be excavating a Soil Health Educational Pit at the Goshen Farm on November 23rd. The Midshipmen will arrive at the Goshen Farm at 8am, November 23rd (Saturday). Dean Cowherd of the Natural Resources Conservation Service (NRCS) will give a brief presentation about soils and the relevance of this soil health pit. A brief history of Goshen Farm will also be provided. Former Congressman Wayne Gilchrest will give a brief discussion of his working with the Kent County Board of Education and outdoor education related to soil health. Additional attendees will include: representatives of the Anne Arundel County Board of Education, the Anne Arundel County Soil Conservation Service, and a United States Department of Agriculture media crew. Wendi Winters has a previous commitment but is hoping to cover the event with another option. Approximately 20+ MAG

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will be participating in two tasks: task #1, the soil health educational pit excavation project, and task #2, clearing vegetation from the area where the barn once stood.

9. The USDA Farm Service Agency approved Goshen Farm to receive USDA agricultural services in early November. This allows the AASCD to officially begin working on Goshen Farm's 'Soil Conservation and Water Quality Plan,' aka 'farm plan.' The official acreage is 17.07 acres of woodland and 4.45 acres of open land for agricultural purposes. It was strongly suggested that Goshen Farm should request a Forest Management Plan (which costs about \$200) as a result of the unique forestry on the farm.
10. The final draft of the Grounds Master Use Plan *Outline* continues to be refined but because of so many other tasks, the master plan task has slipped.
11. Becky Benner recently met a person who had lived on the property. As a result, Karen Hodges (GFPS member and social worker), Becky, and I met with her, discussed her memories of living at Goshen, and recorded the conversations on November 16, 2013. The results will be published in the future.
12. It was another very busy and productive month for the Goshen Farm Grounds Chair.

Needs Accomplishing:

1. Incorporate the collected and yet to be collected data, the USDA and the AASCD comments and findings into the GFPS Grounds Master Use Plan (GFPS GMUP) for the 22-acre property.
2. Long Term:
 - a. Develop a plan to attack and control rampant growth of trees and 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.
3. Complete drafting the GFPS GMUP.
4. Working on these educational ideas with Congressman Wayne Gilchrest and the Eastern Shore Land Conservancy's Jaime Belanger (Educational Program Coordinator) may be added to the GFPS GMUP.

Needs Approval:

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The Goshen Farm website seems to highlight outdated events or announce coming events – which already occurred. Perhaps add notes on the results, the money raised, the members that joined, or the winner(s) (e.g., the Kayak Raffle) to indicate success of fundraiser participation.

New Business:

- 1) Has the yearly report to the AACBOE been forwarded as required in our “Lease”?
- 2) Does the Board of Directors or Society get to comment on this document prior to its submission?

EVENT COMMITTEE REPORT – NOVEMBER 2013

(needs are in bold)

Halloween Ball Summary:

Ticket stubs collected: 60, but not all of these were paid attendees as I instructed all working helpers to put a stub in the bin for the door prize drawing; actual ticket revenue \$1,060

Cake wheel profit: \$332

Silent auction profit: \$1901

Donations: \$142

Concession: \$264

50/50: \$129

Sponsorships: \$700

Expense total: \$849.67

Overall profit: \$3,678.33

2014 Events:

Java & Jazz:

- Date is Sunday, March 9, 2013
- Location is Cape St. Claire Clubhouse

Spring Open House

- **Need to pick a date**

Strawberry Festival

- **Date?**

Kayak Raffle

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

Report from the History Chair

November 2013

Several people have committed to attending the next meeting on Dec. 5.

While researching Thomas Jefferson Hall I came across several records regarding slave sales and manumissions, and have identified one of Richard Gardiners slaves by first and last name, which is quite rare. Have been following up on this info.