

Goshen Farm Preservation Society  
Meeting Minutes February 19, 2014

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Louis Biondi	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	February 19, 2014	<b>Time: 7:34</b>	7:30 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Lou Biondi, Becky Benner, Sharon Biondi, John Maggio, Joseph Poist, Stu Bailey, Barbara Morgan, Roy Benner, Rose Mary Stocker, Terry Brandon		
<b>Members Attending:</b>	Karen Bailey, Patty Feldt, Christy Folderauer		

1. The meeting was called to order on Wednesday, February 19, 2014 at 7:34 PM by President Lou Biondi. Member, Christine Folderauer was welcomed.
2. President Biondi stated that he is in the process of acquiring and reviewing all of the files and data received from the previous President, Barbara Morgan.
3. Review of Minutes
  - a) November 2013 - A motion was made by Roy and seconded by John to accept the Minutes with corrections. The motion carried.
  - b) December 2013 – A motion was made by Roy and seconded by John to accept the Minutes with corrections. The motion carried.
  - c) January 2014 – Lou stated that the Annual Meeting minutes should be reviewed and voted upon at the next Annual GFPS Meeting. It was agreed that they could be reviewed, but not approved until the next Annual Meeting.
  - d) Posting of draft v. approved Minutes – process and procedure.
    - i) John made a motion to put the final approved Minutes on the website and continue to post the Agenda and Committee Reports in advance of the monthly meeting. The motion was seconded by Roy. The motion carried.
4. Actions were not reviewed.
5. Treasurer’s Report (Joe Poist) (No written report submitted.)
  - a) Joe reported he is reviewing all of the records for the GFPS finances and the Grant disbursements, starting from “scratch”. Joe will initiate an invoice approval procedure. There was discussion about invoices (related to Board Member purchases) and donation receipts, and expenditure reimbursement forms. Karen stated that we have these forms and she will send these to Joe via e-mail. Sharon asked Joe if he was familiar with the Corporate Sponsor notification procedure. Joe asked that she send that procedure and the Corporate Sponsor Chart to him via e-mail. Barb will also share information with Joe that may clear up the status of some of the contractors (invoices, proposals, ETC.) related to work on the Goshen Main House. Stu will also meet with Joe regarding work on the Main House (Stu has created a form for work and materials acquired) and reconciliation of the State Grant. Joe will also

review the current “Square” used for processing credit cards at events. He is researching cheaper alternatives and will report on the results. He also needs to update the signature sheets at First National Bank of Pittsburg. Joe made some changes to Pay Pal so when someone makes a payment it goes back to GFPS Home page but he would like to make a change so when a payment is made it goes back to a page that says Thank You ... He will talk with John about this and other changes. Joe is recreating the new proposed budget in Quick Books so he can track actuals against planned expenditures. Finally, Joe would like for members who have checks and cash to make the deposit and give him the deposit slip with details. He is working on this process and will have it ready by the March Meeting. Lou thanked Joe for all of his hard work reviewing and streamlining our finances.

6. Committee Reports:

- a) Building & Maintenance (Stu Bailey – No written report)
  - i) There is now a “free slide” in the upper back room for debris removal.
  - ii) The Building and Maintenance Committee had a meeting with Jane Cox and her team in January to coordinate and prepare for the next stage of the clean-up – the upstairs. They will be using a “punch list” system that they have agreed upon room by room with coordinated inspections by Jane Cox.
  - iii) Also, Jane was contacted by a man who is a retired mason and plaster specialist who is working on his Master’s Degree from University of MD in Historic Preservation who needs a project. He would like to do an assessment for his thesis on plaster and what we can and cannot do in the upstairs of the Main House. Stu has his contact information. The building Committee will soon be starting on the upstairs bathroom.
  - iv) Stu also stated that all of the invoices submitted towards the Grant have been paid.
  - v) Lou asked for Stu to send him a short report on the meeting with Jane Cox and her team.
- b) Communications (John Maggio – Report attached)
  - i) John will soon have membership renewal set up on the website.
  - ii) John needs a short description for Java and Jazz to go with the flyer. Barb will send out. Barb will also send him a flyer for the Open House and Garden Party.
  - iii) He wants to set up an Events Section for those events that are annual.
  - iv) He is catching up on his **to do** list.
- c) Events Coordination (Barbara Morgan – Report attached)
  - i) Java and Jazz – March 9<sup>th</sup> 3-5 PM
    - (1) Menu is approved for J&J, sponsors for the event are coming in, flyers were put up by Suzette Langley, and Barb asked for and received volunteers for set up and clean up, Stu agreed to bring artifact display, she will call Michael Buchet for slide show set up, and she would like to use some of the sponsor money to buy a 30 cup coffee pot for GFPS use – Sharon will bring one as well.

- ii) Open House/Garden Party
  - (1) Barbara needs to contact Scott about getting Boy Scouts for parking, get someone to put up flyers, we have the balloon certificate from the Artist Flat so we can get these and put up at key points, have volunteers bring sweets and other refreshments and get the artifacts and the power point presentation set up.
  - (2) Terry is attending the History and Heritage Cemetery Workshop at Asbury Broadneck UM Church on March 29<sup>th</sup> given by Historian, Elinor Thompson. He hopes to tie this in to a potential event at the Goshen Open House whereby Individuals dressed in period dress will have live reading of the two wills that GFPS has, dated 1845 and 1870. In the will dated 1845 among the possessions noted were the Gardiner's slaves, identified by first name. He believes these slaves may have attended the Asbury UM Church. He is in early discussion with the workshop historian to see if this live narration is a possibility. Terry sent this workshop announcement out to the Board last week for those Board Members who might also wish to attend.
- iii) Revising the Goshen Farm Book
  - (1) Barb wishes to update this book (printed in 2008). She is researching costs with Minuteman Press. The cost at this time looks prohibitive. Barb will send what she has to Karen on disk and Karen will see what can be done. If cost can't be managed, Barb will just have them print the original book.
- iv) Kayak Raffle
  - (1) The Board agreed that 2 kayaks should be raffled. Rose Mary suggested that we might do a Ski House gift certificate. John will approach Ski Haus for suggestions on other items and the gift certificate idea and report back at the next meeting.
- v) Strawberry Festival – Barbara asked about the festival parade and no one has seen or heard information on this. If they have a parade, Barb has volunteered to drive the Hot Rod for the GFPS float.
- d) Garden (Terry Brandon – Report Attached)
  - i) Terry is hoping to put together a small group of gardeners who will focus on the education side of GFPS goals. He would also like to grow GFPS's relationship with the CSC Garden Club and other community organizations in the long term.
  - ii) Terry also explained more about the Hoop House addition to the garden (north end, outside of the garden) that was in his report. More will be discussed in new business.
  - iii) Terry, with Roy's help added five new plots to the garden (four are left to rent) and realigned the original garden plots. Terry will also streamline the process for new renters.
  - iv) Terry would also like the Board to work on the safety aspect on the farm.
- e) Grounds (Roy Benner – Report Attached)

- i) Roy reported on the 25 Cub Scouts that came up several weeks ago to hear about how people lived back in the 1700's and 1800's. Michaela Allen and Steve Allen ( Pack Leader) were involved. Roy and Becky arranged this event.
- ii) The riding mower needs more work (estimated cost is \$500.00). There is money in the budget.
- iii) Roy passed out and discussed an outline draft of his Master Plan for the 22 acres of Goshen Farm. He will send this out via e-mail attachment for comments, suggestions and changes from the Board and a way to prioritize the projects.
- iv) Related to his discoveries on the property Roy feels we need to be thinking about a repository of all the data – pictures, history research, E.T.C. which GFPS has in various locations. While attending the Annual Conference of the Small Museum Association, Roy and Becky learned of a program called Past Perfect whereby organizations can electronically archive and organize their materials. The cost is approximately \$600.00.
- v) Roy announced that the ground penetrating radar project continues on March 27<sup>th</sup> and 28<sup>th</sup> , and the MAG group will be working on projects at the Farm on March 29<sup>th</sup>. Roy invited Board members to drop by on these dates.
- f) History & Research (Scott Powers – Report Attached) Scott was ill and did not attend the meeting.
- g) Membership (Becky Benner – Report Attached)
  - i) We have 117 members. Lou stated that we need a handout summarizing the various reasons to join GFPS which incorporates all the reasons people may become involved – preserving and restoring an historic site, preserving 22 acres of open space, gardening, education, etc. This needs to be available for events and meeting with other organizations. Sharon stated that this would be helpful as members are reaching out to the community. Member, Laura Murray who is taking a history class at AACC recently did a presentation to the class on GFPS.

#### 7. On-going Business

- i) Lou will send out the Committee Guidelines for the Board to review and send changes back to Lou.
- ii) Lou will send out the Business Plan for the Board to review and send back changes to him.
- iii) Corporate Sponsorship duration – Corporate Sponsors will stay on the website; expired Corporate Sponsors will continue to be listed and new Corporate Sponsors will appear with level, logo and link.
- iv) From the Floor
  - (1) Barb asked for approval of the Java and Jazz and Open House/ Garden party event forms. A motion was made by John and seconded by Terry to approve the fund raisers' forms. The motion carried.

#### 8. New Business

- a) Terry requested formal approval of the Hoop House. A motion was made by Terry that we approve the Hoop House as described. This was seconded by

John. In discussion, Terry stated he will buy this and loan it to GFPS to be installed outside of the garden on the North side behind the Servant's Quarters. The motion carried.

- b) Terry suggested we have two more Board Members; one for Financial Development and one for Strategic Planning. As relates to Financial Development, rather than wait until next January to do this we should look for and recruit these people because raising funds is critical to our immediate goals. In the area of Strategic Planning, there should be a Program Master Plan for what we will be doing for the outreach and education goals.
  - c) Lou tied in Terry's concerns with his research on recent grants that Goshen has heard about and investigated. We have missed the opportunity for Maryland Charity Campaign for 2014 but there others such as Endangered Maryland and Local Development Council (Maryland Live!) and corporate donation programs that we can apply for when we get a chair willing to do the job. Lou will prepare with an overall fundraising strategies plan to direct a new chair. Barb also brought up using the "urgent needs" page on the website to recruit.
  - d) Lou suggested that in future meetings the majority of the meeting needs to be spent on strategic planning and getting business done and not the vast majority of time on committee reports. If actions are needed for a committee chair, that can be acted on after they state "report as submitted". Committee reports should last no longer than 15 minutes.
  - e) Lou will send a copy of the letter to the AACBoE to the Board.
  - f) Roy asked that electric to the Motion light be turned on. Stu asked Roy to send him an e-mail about this.
  - g) Becky talked about the conference that she and Roy attended. She has a list of people who have skills that we need. She will share these names and contact information with the Board. Becky also met Mary Alexander from the MD Historic Trust who would love to come and speak at one of our meetings.
  - h) There was no review of New Actions.
9. Meeting was adjourned at 10:15 PM.

ACTIONS					
Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)			Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE		
Cntrl #	Task	POC/Lead	Due Date	Status	Comment
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15011	working	Heat pump vs. window ac and baseboard heat
056-03-11	Research available private sector grants for GFPS	Lou	05-30-11	Working	
057-04-11	Get completed plans for caretaker cottage to BOE	Bld chair	10-10-11	On Hold	Roy will contact Richard Luxembourg
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Stu	04-31-12	OBE	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	Working	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
103-10-12	Security Cameras	Lou, Stu	11-30-12	Working	Lou will test camera purchased by Piers Committee and report back on effectiveness
104-10-12	Lou will contact A.A .Cares about putting a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	Working	For the new Membership Packet
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	Working	ASAP
129-11-13	Update Network for Good	John	12-15-13	Working	Listed in Member Packet
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	Working	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	Working	With help from Rhonda and Becky

### Completed Actions

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June	Gene Barnhart
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005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys, Keys tested
006-02-10	Response to General Services re :bond extension	Patty	Unknown	OBE	renewed
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chmn from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallager re: CSCIA Bd. Liaison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 <sup>th</sup>
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010
024-06-10	Review website for section for membership and pay on line	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay on line CTE
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12"by 12' minimum needed
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items)	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held, path coordinates identified
009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby

026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason ,Barb		CTD	Electric must be permitted, installed and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationary and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1



084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT– Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.

118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved
115-07-13	Draw up an agreement that can be used with outside interests who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement
121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through PayPal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara