

Goshen Farm Preservation Society
Meeting Minutes April 18, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Barbara Morgan
Date:	May 16, 2012	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Barbara Morgan, Stu Bailey, Karen Bailey,		
Chairman and members Attending:	Patty Feldt, Roy Benner, Becky Benner, John Maggio, LuAnne House,		

President's Remarks: Barbara opened the meeting by welcome new member LuAnne House. She reviewed that members of the Board are meeting with the Department of General services on June 1 to discuss stipulations with the Grant. She also announced that Kirk Young of Superior Distributions has offered to donate all of the supplies needed for the farmhouse roof (30 year shingles).

- 1) Minutes were reviewed and accepted with minor changes.
- 2) Committee Reports
 - a) Finances (Karen) – Savings Acct. – \$19,878.78, checking Acct. - \$2,656.68.57. Total checking and Savings - \$22,535.46. The payment for the kayaks was not included in these totals. The Board will purchase D & O Insurance at \$556 per year.
 - b) Building/Maintenance (Nick) – (report as submitted)
 - i) Per Jane Cox, AACO Preservationist, it was not recommended to put up used gutters, we are seeking a quote for ½ round gutters which will be historically accurate, from Superior Dist.
 - ii) A work day needs to be coordinated for pre-painting work to be done to the house. Volunteers will be needed.
 - iii) Sherwin Williams is donating 35 gallons of paint- John Maggio offered to store this in his basement.
 - iv) Karen is sending Thank you notes to Sherwin Williams and to Superior. She needs contact information for the donator at Sherwin Williams.
 - v) Goals and priorities for the Main House and cottage will be discussed when more is known on the Matching Grant requirements.
 - vi) Discussion ensued regarding port a pot at the garden- quotes need to be procured regarding the cost (and how many months?) do we rent or have a built structure with a chemical toilet.
 - c) Membership (Becky) – (Report as submitted) We have 75 resident members for 2012 (15 individuals and 60 households), and 25 non-residents for 2012 (8 individuals and 17 households) for a total of 100 memberships.

- i) The new membership procedure was passed to those involved. All membership forms and Garden forms will go to Becky for processing. She will then get checks to Karen and notify Nicole of garden forms that are received.
 - d) Communications – (John) – (Report as submitted)
 - i) Newsletter was emailed to members from Vertical Response- there are concerns that many members did not receive the newsletter. Vertical response sends back a report saying how many are sent, rejected, opened etc. This is a new process and needs some work-John will follow-up.
 - ii) Asked John to send out press release local news about Kayak ticket sales: Broadneck Patch, Capital, What's Up.
 - iii) Discussion regarding eliminating the "individual" membership- but grandfathering in previous members. We decided to table this issue until the September meeting
 - iv) Discussion regarding combining membership forms and garden forms to streamline for next year.
 - v) Discussion about selling tickets over the phone via credit card, filling out the stub and emailing the buyer a picture of the completed stub to go into the pot.
 - e) Members' Garden-(Nicole)- (Report as submitted)
 - i) Several issues on the Garden report need to be discussed with the Board. Becky informed us that several of the items mentioned on the report were dismissed such as selling produce from the garden. It was discussed that we need a committee report (breaking down what's been done, what needs to be done, what needs Board approval, not garden notes which are confusing to the Board.
 - f) Grounds – (Roy) – (Report as submitted)
 - i) It was requested that an extra link be added the driveway gate.
 - ii) Discussion regarding trail map, map will be revised with disclaimer and posted on the board at the farm
 - g) Oral History (Patty-looking for a new Chair)-(No Report)
 - h) Caper (Open Chair) – Roy submitted the article for June. July/Aug will be a previous article written about the history of the Cape
 - i) History Research (Scott) - No report.
 - j) Special Projects-
 - (1) Kayak Raffle Fundraiser.
 - (a) The kayaks have been procured, tickets are available to sell and or purchase. Several members at the meeting took tickets to sell.
 - (b) Flyers will given to member Barbara Breeden to mail out. Brochures from Ski Haus should go to each ticket purchaser
- 3) Upcoming Events
 - a) Strawberry Festival (6/9)
 - i) The schedule was passed around and several slots were taken.

- (1) We still need 2 to 5 members to fill in from 2 pm to 5:30 pm in one or 2 hour shifts.
 - (2) John suggested we have a fishbowl and raffle a free t-shirt or Book to anyone who fills out an information slip (for those who do not wish to purchase raffle tickets.)
 - b) St. Margaret's Church Joust (7/14)
 - i) Roy, Becky and Patty have volunteered, however Roy and Becky may have to cancel so we need backup volunteers for this event.
 - c) Open House (Date TBD) – September- tabled
 - d) Halloween Ball (10/27)
 - i) We discussed not have a haunted trail and once again – having a “Fall Festival” vs. a Halloween Ball. That maybe no costumes will bring in more people.
- 4) On-Going Business
- a) Stu emailed out Committee Guidelines to all Committee Chairs and the Board. The guidelines need to be followed going forward.
 - b) We are still looking for an Event Planning Chair, Fundraising Chair, and Oral History Chair.
 - i) Discussion regarding having members just Chair one event (not all three). Looking for members who are willing to do this.
 - c) Eagle Scout Project – Alden has received signatures for his project and had several questions regarding painting and material for under the shed. We told him that we might have paint left over from the house and should know by the time he is finished the shed.
 - d) Karen had the Board and Committees IDs however they need to be re-laminated.
 - e) Creating a “Physical Use Plan” for the Main House will be determined at a separate meeting after the financials of the matching grant is known.
 - f) No decision was made for examining or storing Dr. Radoff's books. Stu will send list of books to Becky and Roy.
- 5) New Business
- a) Karen requested that we employ an accountant to review our books and to help with taxes. An email will be sent to the membership regarding this.
 - b) John mentioned he has a friend who is a professional fundraiser for AACC who might be able to help us raise the remaining \$80K for the matching grant.
 - c) Jane and Barbara will be going to the farm on 5/29 to collect the artifacts from the shed to be displayed at the Strawberry Fest and then to be sent to the County for research and cataloguing.
 - d) CSC resident John Bloh emailed regarding printing up t-shirts for the GFPS. We received a t-shirt and sweatshirt quote for future use as we need to sell our inventory down first.
- 6) Meeting adjourned at 10:00 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	Working	
031-09-10	Identify duties and qualifications for caretaker			Working	
032-09-10	Identify rent/ utilities for Caretaker Cottage			Working	Jan '11 Clean-up
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	Obe	Will be ripping that out during cleanup
040-12-10	Locate septic system for both houses	Jason/Greg	12-30-10	Working	Septic for Caretaker Cot. Located/Roy may have found main house septic
050-02-11	Renew Domain name	John	03-15-13	working	
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Jason	04-15-11	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	Nick or Bld chair	10-10-11	Working	With Teresa Todd now
058-07-11	Set up free contract with Economy Pest Control	Roy	09-30-11	Working	Cottage and main house need termite treatment
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	done	Make it easier to get donations of \$ and materials
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	done	Suggestions from Mmbrshp Comm. Chair
065-01-12	Dumpster for interior demolition	Bld chair	04-18-12	Working	Need to put junk from demo
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	done	
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Nick	04-31-12	Working	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
079-04-12	Add John Maggio as "admin" on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	done	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	done	Kayak Raffle
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	Working	Selling Kayak raffle tickets
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	done	Meeting is June 1
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Stu	04-31-12	Working	Needs titles, etc. to research value
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	Delete	Need new historic downspouts

Completed Actions

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June	Gene Barnhart
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	Not renewed, budget constraints	
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 th	
007-02-10	Tax filing	Patty	Unknown	CDT	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	CDT	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