

Goshen Farm Preservation Society
Meeting Minutes June 20, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Stuart Bailey	Recorder:	Barbara Morgan
Date:	June 20, 2012	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Stu Bailey, Barbara Morgan, Karen Bailey		
Chairman and members Attending:	Patty Feldt, Roy Benner, Becky Benner, John Maggio, Doug McClelland		

1. The meeting was called to order at 7:39 PM. The May meeting minutes were reviewed and accepted with minor changes:
 - a) Under Communications D ii, add Becky's comment about adding Bay Weekly to the list of publications to be notified about the kayak raffle.
 - b) Under Communications, Item D iv, add Becky's comment about the difficulty of combining membership and garden forms due to the fact that gardeners have to agree to specific terms and conditions (contract).
2. Committee Reports
 - a) Finances (Karen) – As submitted. A question was raised about the Garden Expense line item on the P&L statement; Karen took the action to review the expense and reclassify them as necessary.
 - b) Building/Maintenance (Nick) – No report submitted.
 - i) Barbara has been speaking with Jane Cox, AACO Preservationist, regarding the issue of needing Maryland Historic Trust's approval on all proposed renovation work. Jane thought that since the easement language was removed from the bond bill that MHT was no longer involved. Jane is investigating and will inform Barbara of her findings.
 - ii) Prep and cleanup day has been scheduled for June 30 with a spillover day on July 1 if needed. To date, 10 members have volunteered to participate.
 - c) Membership (Becky) – As submitted.
 - d) Members Garden: (Nicole) – As submitted. The Board reviewed the event proposals in the report with the following outcomes:
 - i) Weekly movie nights would be logistically difficult due to the frequency proposed and the lateness of the event (due to the fact that the event would not be able to start until after dark). A suggestion was made to hold a fall movie night event, perhaps around Halloween, with a kid-friendly spooky movie.
 - ii) The Harvest Party is a great idea, and Scenarios 1 and 3 were preferred (Scenario 2 would involve substantial cost to rent the CSC clubhouse). The Board needs additional information about the event, including the name of

the event coordinator, estimated costs to be incurred, and estimated number of people that may attend.

- iii) Two board members visited the garden over the past week and noted that there are three plots that appear to be lacking care. Roy noted that Nicole may be contacting gardeners about their plots.
- iv) The item about the suspicious trespasser was discussed. The Board emphasized that all suspicious activity should be reported to the police, and members should obtain license tag numbers if possible. Barbara also commented that she will accept calls about suspicious activity and report them to Cape Security. A discussion then occurred regarding the lack of communication of this incident to the general membership. It was noted that all security issues should be reported to the Board immediately either via phone call to Barbara or email to goshenfarm1783@gmail.com. Communications to the membership about security issues should follow a procedure that ensures that the safety of all members who may be on site while also ensuring that the proper authorities are involved. Stu took the action to draft a security awareness bulletin for the bulletin board and draft an email message to go to the membership. Roy will post the bulletin and John will send out the message.
- e) Communications – (John) – As submitted.
 - i) Becky and Roy, as well as another member, are not receiving emails from the Vertical Response system. John will address this issue. John will also notify Becky when he receives email bouncebacks from the system to obtain corrected email addresses if necessary.
 - ii) John plans to create four mailing lists in the system: board, board and committee chairs, garden members, and all members.
 - iii) The website is averaging 8.5 visitors per day per the tracking software that was recently installed.
 - iv) Becky will update the membership list and will send it to John once current changes/corrections have been incorporated.
- f) Grounds – (Roy) – As submitted. It was noted that whenever dirt is disturbed on the property, Jane Cox needs to be notified so that she can arrange to be on site to preserve the history and any artifacts that may be uncovered.
- g) Fundraising – (Open Chair) – No report submitted.
 - i) All unsold raffle tickets must be returned to Barbara or Karen by July 4 so that they can be offered for sale at the Joust on July 14.
 - ii) Barb will be selling Goshen t-shirts, books, and raffle tickets at the Cape yard sale on June 23.
 - iii) Another letter campaign should be considered for fall 2012, and members who expressed an interest in helping with this type of task should be contacted.
 - iv) John reported that he spoke with Lisa Jacobs (professional fundraiser who works with AACC) who said that she is unable to fundraise for GFPS due to

the proximity to AACC but can make suggestions and offer tools that can be used for fundraising. She also suggested a letter campaign.

- v) Becky discussed a flyer that she received from Hancock's Resolution that contained information, an event calendar, membership information, etc., and suggested that GFPS consider a similar flyer.
 - h) Oral History (Patty-looking for a new Chair)- No report submitted.
 - i) Caper (Open Chair) – Barbara was contacted by Alden B. to include information about his Eagle Scout project in the Caper. The next article will be a history article from the article archives.
 - j) History Research (Scott) - No report submitted. Stu spoke with Scott, however, and Scott reported that he has snippets of information but not enough to submit a committee report at this time.
 - k) Special Projects-
 - (1) Kayak Raffle Fundraiser – Drawing will occur when all tickets are sold, and the winner will be posted on the GFPS web site.
 - (2) If all tickets are sold at the Joust, the drawing will occur when board members are available to conduct the drawing.
3. Upcoming Events
- a) Joust (7/14)
 - i) Roy, Becky and Patty have volunteered; however, Roy and Becky may be unavailable at the last minute. If this occurs, Patty will work the booth for the day, and John will assist as he is available.
 - ii) Patty will coordinate the collection of all setup and sales materials, and all items will be collected by July 7.
 - iii) Barb will send Becky the checklist of items that are needed for the event.
 - b) Open House – The Board chose the date of Saturday, September 15, for the open house. Stu took the action to contact Nicole with this information.
 - c) Halloween Ball (10/27)
 - i) Becky sent Barbara a list of members who expressed an interest in event planning.
 - ii) Patty volunteered to co-chair the event but needs someone to assist.
 - iii) It was determined that a separate meeting to plan the event needs to be scheduled. Barbara took the action to draft an email to the membership about this meeting.
4. On-Going Business
- a) Event Planning Chair, Fundraising Chair, and Oral History Chair are still needed. John will include pleas for volunteers to fill these positions in each eblast.
 - b) Eagle Scout Projects – Alden is targeting August to complete the garden shed. Jeff has received Boy Scout approval for his project and is also targeting late August as a completion date. He has applied for a grant from Lowes through the Boy Scouts and will also be fundraising.
 - c) Karen distributed Board and Committee ID cards as well as GFPS business cards.

- d) Physical Use Plan – The Board needs to have a separate meeting with Jane Cox to draft and finalize the plan for submission to MHT. The deadline for the completion of the plan is unknown; Barbara will follow up with Jane on this.
 - e) Oral History Transcription – There are about 8 hours of recorded oral histories that need to be transcribed. Doug took the action to contact the Maryland Archives to find out if they can assist.
 - f) Land Records – Roy expressed an interest in reviewing the land records. These are currently held by Scott Powers.
 - g) Roy reported that Richard Luxemburg, an architect who teaches at AACC, expressed an interest in assisting with the house and cottage. Barbara noted that Teresa Todd is already involved but will contact her on her current status.
 - h) Karen and Barbara reviewed the results of the June 1 meeting with the state on the procedures and requirements for the grant.
5. New Business
- a) An email blast went out to the membership this week soliciting interest in participating in the July 4 CSC parade.
 - b) A Brownie troop visited the property this week and planted a butterfly bush.
 - c) Richard's Tree Care is looking for a place to park their trucks and approached Barbara regarding parking the vehicles on the GFPS property. It was noted that this would cause additional wear and tear on the road, as well as present another target for vandalism. A motion was made to deny this request; the motion was seconded and passed unanimously without further discussion.
 - d) Board meetings/membership meetings: The need to modify the structure and frequency of these meetings was discussed. Concerns were voiced re: putting a damper on new ideas, etc. The Board explained the reasons behind the changes. It was noted that the meeting minutes and reports will be posted to the web site to ensure that members have access to information monthly. A suggestion was made to open a discussion forum on the web site to allow members and potential members to share ideas, hold discussions, comment, and learn. Future meetings will follow the schedule outlined in the report (with members encouraged to attend the quarterly meetings). All communications will be updated to reflect this change.
 - e) Roy reported on an incident of vandalism that occurred overnight on June 19/20 and suggested looking again into security cameras.
6. Meeting adjourned at 9:50 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	04-15011	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	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	CTD	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	CTD	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	CTD	
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	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	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	CTD	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	OBE	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	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