

Goshen Farm Preservation Society
Meeting Minutes July 20, 2011

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	July 20, 2011	Time:	7:30 PM
Location:	River Bay Roadhouse		
BOD Attending:	Barbara Morgan, Karen Bailey, Sharon Biondi, Stu Bailey		
Members Attending:	Lou Biondi, Nicole Neboshynsky, Joan Machinchick, Doris Hazel, Rob Mauk, Jason Brown		

- 1) Barbara welcomed new member, Terri Brandon.
- 2) Motion was made, seconded and approved to accept the minutes without changes.
- 3) President's Remarks –Barbara thanked everyone for helping man the booths at the Strawberry Festival and the St Margaret's Church Joust.
- 4) Committee Reports
 - a) Finances (Karen) – Savings Acct. – \$15,658.44, Checking Acct. - \$1,355.32. Total Checking and Savings - \$17,013.76. (See attached Financial Report). The kayak raffle fundraiser grossed \$695.00 and netted \$416.00, which was significantly lower than last year. A short discussion took place as to possible reasons for this, i.e. saturation for kayaks, economic downturn, one kayak instead of two as we did in 2010, etc. No decisions were made for next year's raffle.
 - b) Building/Maintenance (Paul/Jason) –
 - i) Jason is working through permitting issues with the BOE. After reviewing Paul's plans, the BOE is requesting more detail on certain aspects of the plan. Barbara will contact Greg Stewart at the BOE to set up a meeting to discuss these details.
 - ii) A used storage container was purchased for \$1000.00 and we can now receive and store donated items for restoration of the caretaker cottage.
 - c) Membership (Joan) – There are 61 memberships total, composed of Resident households – 35, Resident Individual – 10, Non-resident Household – 11, and Non Resident Individual – 5. Preparing for completion of 2012 CSCIA Form for "Recognized " Organizations Joan gave a membership count of 150 people: 129 residents and 29 non-residents. Barbara will request the third Wednesday of the month for our meeting. This information must also be included on this form.
 - d) Website (Karen)- Karen updated the website with the kayak winner and a link to Nicole's garden blog. Nicole presented website templates at the meeting. A motion was made and seconded to vote on the template

- designs and one was chosen by unanimous decision. Barbara requested that "Become a Member" be a separate button to click on.
- e) Oral History (Patti)- No report.
 - f) Caper- (Barb)- September's article will be about the kayak winner and the Halloween Ball.
 - g) History Research (Scott)- No report
 - h) Goshen Garden-(Nicole)- Nicole reported that the Test Garden is doing well in spite of the drought conditions. Jason is putting up guttering on one side of the main house to allow runoff water to fill the rain barrels. Nicole added that she still needs newspaper (without glossy sections) to put down for weed prevention. Perhaps this could be put onto the website and/or sent out via e-mails to the general membership. Newspapers should be in plastic bags and left near the garden. She has also given vegetables to the CSCVFD. The first Garden Club Committee meeting drew 10 people who are interested. The next meeting will be on August 13th at the farm at 9 am. (See Report)
 - i) Special Projects-
 - (1) Strawberry Festival/St. Margaret's Joust
 - (a) Raffle tickets were sold and 6 new memberships were received from both Strawberry Festival and St. Margaret's Joust.
 - (2) Halloween Ball – Saturday, October 22nd
 - (a) Entertainment was discussed and it was decided that we would go with a DJ. Barbara has several that she will contact.
 - (b) There was discussion on Food. Still no decision on what exactly will be served. Karen stated that if we use the same caterer as we had for Java and Jazz then we need to give her our budget and she will determine what she can prepare.
 - (c) Silent Auction will be held again. It was decided that we should have fewer items and the list should be divided up among several people (allowing people to go to merchants they frequent and know).
- 5) On-Going Business
- a) Stu is still working to schedule a meeting with the principal and primary instructors at CAT South to determine on what projects they can assist. Work on the cottage will better coincide with the first marking period of school year.
 - b) Corporate Letter Campaign - Karen completed levels of donation: Bronze - \$250, Silver- \$500, Gold - \$750, and Platinum \$1000. Also Lou will continue research into corporate donations and grants.
 - c) From the Floor-
 - i) Sharon contacted Annapolis pest control after getting a contact name from her exterminator. Jason volunteered to contact Jan and be the contact person to set up a contract for free termite treatment for the caretaker cottage.
 - ii) Nicole presented a list of garden projects for the Boy Scouts to consider.

- iii) Jason needs blank letterhead and Karen will send this to him electronically before she leaves town.
- 6) New Business:
- a) It was suggested that we have a “Grounds Committee”. We will have to set up rules for this committee.
 - b) Consideration was made for reducing the prices of the books and T-shirts. We decided on \$16/members and \$21/nonmembers for both books and T-shirts
 - c) From the floor- Jim McCrea told Barbara that he was walking his dog and was wearing his GFPS T-shirt. Several people stopped him and asked him about Goshen. We should wear our T-shirts more often when we are out and about. This might generate some more memberships.
 - d) Open House at Goshen Farm
 - i) Saturday, September 17th was the date decided on.
 - ii) Joan suggested that we have an incentive for membership sign up at the open house.
 - iii) Barbara will advertise the event on AA County Facebook page, Eye on Annapolis, Broadneck Patch, AA Co Website, and in “What’s Up Annapolis”.
 - iv) Terri Brandon suggested that each member bring two friends to the Open House.
 - e) Review of Actions – See attached Action Log
- 7) 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	
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	working	
040-12-10	Locate septic system for both houses	Jason/Greg	12-30-10	Working	Septic for Caretaker cot. located
048-12-10	Make a list of corporations to target	All		working	
050-02-11	Renew Domain name	Barbara	03-15-13	working	
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	working	Questions on liability and buildings
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	Paul/Barb	04-20-11	Working	Paul will complete and get to Barb to send to the BOE (Need this to acquire permits)
058-07-11	Set up free contract with Jan at Annap. Pest Control	Jason	09-30-11	Working	Cottage need termite treatment

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	09-30-19	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