

Goshen Farm Preservation Society
Meeting Minutes July 17, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Lou Biondi
Date:	July 17, 2013	Time:	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Barbara Morgan, Karen Bailey, Stu Bailey, Roy Benner, Becky Benner, John Maggio, Lou Biondi, and Rhonda Titus		
Chairman and members Attending:	Mike Maggio, Michael Buchet and Doug McClellan		

1. The meeting was called to order on Wednesday, July 17, 2013 at 7:30 PM by President Barbara Morgan.
2. June Minutes were reviewed. e) iii, paragraph 6 was corrected from "...a request to use funds was made and approved by the Board or Executive Board." To read "...approved by the Board or the Executive Committee." A motion was made by Stu and seconded by Karen to accept the minutes as corrected. The motion to approve Minutes was approved. (Roy recommended that Barb check the official committee titles and use those on the agenda to avoid confusion. Barb will complete this. John Maggio was asked to double check to see that all e-mail links to committee chairs on the GFPS web site were forwarding properly. He said he would check.) **(Action 114-07-13)**
3. Committee Reports
 - a) Finances: (Rhonda) –Summary as submitted.

Karen asked Rhonda about the apparent large increase in state sales taxes paid. Rhonda responded the increase was mainly due to the sale of May Baskets. Rhonda also asked that she be included in any information on new Corporate Sponsorships.
 - b) Building & Maintenance: (Stu) – Report as submitted.
 - i) Stu reported that there was no fee for the building permit for modifying the front porch as a staging area for lead abatement and removal. Mike reported that it is likely that future permits will also be granted without cost. Mike finished his training on removing lead and mold. We need to update BoE on upcoming improvements to the Main House. Stu stated that the Building Committee will prepare a renovation plan update for the BoE. **(Action 113-07-13)** No dates on improvements have been set.
 - ii) Rhonda asked Mike what the cost of lead cleanup would be. He responded that the costs would be spread out over several months since all of the materials did not have to be on site at the start of the project. He also stated that cost would be kept down because on firm has agreed to reimburse part

of the cost of materials we will buy from them as a donation (Corporate Sponsor).

- iii) Stu asked if the construction would impact the Open House in September. Karen stated “No”. All planned activities would take place outside of the fence and the portable toilet could be moved outside of the fence.
- c) Membership: (Becky) – Report as submitted.
 - i) Becky reported that we have 1 new member. There are currently 138 overall memberships for 2013.
- d) Communications: (John) –Report as Submitted.
 - i) Network for Good is operational on the web site.
 - ii) As soon as we decide on our Member-Tiered donation plan, John will put this information on the web site so we can begin to receive donations.
 - iii) John is still working on reorganizing the website to make it more user friendly. He and Barbara will meet to discuss these changes.
- e) Sharing Garden: (Nicole) –No Report Submitted.
 - i) Nicole has secured a place and date for the Harvest Dinner – Gloria Dei Church on September 21st. She responded to inquiries about monies raised and explained that the money raised would go to GFPS.
 - ii) She is working with John on merging the Sharing Garden information to the GFPS web site.
- f) Grounds: (Roy) –Report as submitted.
 - i) Barbara reported that the trees mentioned in Roy’s reports that require trimming or removal will be done by Richard’s Tree Service. They have agreed to do this work without charge. Benton will come on Friday, July 26th with a crew. Richard’s will actually do more work than was included on the bid list. Barbara needs to verify the lock combinations to make sure they can get onto the property. Roy will prepare a list of work done by Richard’s.
(Action 110-07-13)
 - ii) The fire department Knox Locks are now on the gates.
 - iii) Roy is working on the Master Plan for grounds and the outline is under development. The report should be ready for review in several months.
 - iv) He also that he has been contacted by Lee Glen, a member who is a professional herbalist who would like to discuss setting up a formal garden based on plants and herbs that would have been grown during the colonial period. The Boards view was that this idea fits the Business Plan and Roy should pursue the concept.
 - v) Rhonda asked that Roy get a bill from Randy for welding the locks so we have a record of his “in-kind” donation. Roy will get this from Randy and give to Rhonda.
 - vi) Rhonda asked about getting the goats to Goshen for weed eating. Roy explained that this can be considered after his Master Plan for Grounds is completed and reviewed.
- g) Events & Fundraising: (Karen) – Report as submitted
 - i) Kayak Raffle

- (1) Karen reported that we have sold over half of the kayak raffle tickets based on the stubs she has received.
- ii) Fall Open House –Saturday, September 14th, 1-4 PM
- iii) Harvest Dinner –Saturday, September 21st, 5-7 PM
 - (1) Karen checked with Nicole about what help will be needed for the Harvest Dinner. Nicole stated that help will be needed. Karen will help Nicole with the planning as appropriate.
 - (2) Tickets for the event will be \$8 per person. Funds raised will go to GFPS.
- iv) Lou is continuing to look into a Wine Paring and he will meet with Val.
- v) Fall Fundraiser –Saturday, October 26th
 - (1) We will be hiring Dave (DJ we used last year) for \$350.00.
 - (2) Karen heard from Chris Batista and they have already found a venue for their chili cook-off.
 - (3) Art has agreed to do the catering for the Fall Fundraiser. Art gave Karen a proposed menu which she discussed with the Board and members.
 - (4) Rhonda made a motion that the Events Committee chose the Theme for the Fall Fundraiser. It was seconded by John. The motion was approved.
 - (5) Karen, Barb and Lou will develop plans for the next two events – Open House and Wine Paring. **(Action 111-07-13)**
- h) History & Research: (Scott) – Report as submitted.
 - i) Becky reported that on June 27th, there was a meeting with 5 members. Members were impressed by the amount of knowledge Scott has accumulated on Goshen and the surrounding area. Scott sent Barbara his report and John would like Barb to send him a copy for his information.
 - ii) The consensus at the meeting was that we get something on the GFPS website. Becky recommended the Hancock’s Retreat web site as a good model of displaying historical information. John said he would look at the web site and possibly develop a similar format for GFPS. **(Action 116-07-13)**
 - iii) Rhonda asked Becky to send her a list of members who said they would like to work on GFPS history and the list of people willing to be interviewed for oral histories. Becky will. **(Action 117-07-13)**
 - iv) Barbara will send Scott a timeline that she created on GFPS. **(Action 118-07-13)**
 - v) Discussion on possible ideas for the website and committee goals ensued.
- i) Caper: – Barbara submitted an article about upcoming GFPS events.
- 4. On-Going Business
 - a) Barbara, Karen and Rhonda will attend the meeting with the state Board of Public Works on the final grant distribution amount on Wednesday, July 24, 2013 in Annapolis. Barb clarified the process for getting the grant funds. GFPS spends their money on approved projects and then submits documentation to the state for reimbursement. The grant money must be spent by 2015.
 - b) Barb will try to give Wendi Winters an article to publish on the kayak ticket sales before the deadline.

- c) Discussion of Member – Tiered Friends of Goshen Proposal (versus Corporate Sponsors) submitted to the Board by Lou with follow up suggestions and comments from the Board, was tabled until next meeting.
 - d) Decision on this was again delayed until the August meeting. Becky was asked to write up her comments on the giving structure discussed at the last several meetings and send it to the Board in advance of next meeting. **(Action 112-07-13)** The Board’s consensus was that they should be able to finalize this at the next meeting.
5. New Business
- a) Karen’s procedure for approving fundraising events and the form to be submitted for review and approval were reviewed and approved. Karen gave the Board a completed form for the Fall Fundraiser as an example.
 - b) Lou needs to send John the most recent copy of the Business Plan.
 - c) Becky handed out the new membership package for review. Discussion ensued. It was tabled for discussion at the next meeting.
 - d) Barb will start the list of do’s and don’ts (rules) for GFPS members - Terms and Conditions of membership (building on what is on the lease). **(Action 109-07-13)**
 - e) Roy and Becky met with Joe Lamp and his sister, Judy Wells and her son Duce for 4 hours. Roy will discuss and report back. Stu will draw up a non-disclosure agreement that can be used with outside interests who want to work collaboratively with GFPS. **(Action 115-07-13)**
6. Actions were reviewed earlier in the meeting. New Actions and who is responsible were reiterated before adjournment.
7. Meeting adjourned at 9:20 PM on a motion by Lou, seconded by Rhonda and approved by voice vote.

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	04-15-11	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	Bld chair	10-10-11	On Hold	Roy will contact Richard Luxembourg
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Nick	04-31-12	OBE	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	OBE	Needs titles, etc. to research value
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
102-10-12	Create list for Oral Histories	Lou	11-30-12	Working	Rhonda has digital copy of recordings to date
103-10-12	Security Cameras	Lou	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
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	Working	Suggested by Mike Maggio for future use
109-07-13	Create list of do's and don'ts for GFPS Members – Terms and Conditions of membership	Barbara	08-21-13	Working	For the new Membership Packet
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	Working	Work to be done on July 19, 2013
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	Working	Open House and Wine Paring
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	Working	Rough draft presented on 7-17-13
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara	08-21-13	Working	General terms
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	Working	Some problems evident
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	Working	
116-07-13	Check out Hancock's Retreat web site for ideas on displaying historic information	John	08-30-13	Working	History Committee recommendation
117-07-13	List of members interested in History Committee and list of people willing to be interviewed for oral histories	Becky	08-21-13	Working	Send lists to Rhonda

118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	Working	For History Committee

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	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. Laison	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
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	Ctd	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