

Goshen Farm Preservation Society
Meeting Minutes August 21, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	August 21, 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 Nicole Neboshynsky		
Chairman and members Attending:	Mike Maggio, Michael Buchet, Joe Lamp, Terry Brandon, Rose Mary Stocker, Patty Feldt		

1. The meeting was called to order on Wednesday, August 21, 2013 at 7:30 PM by President Barbara Morgan.
2. July Minutes were reviewed. The following corrections were made: Under "Members Attending" "Doug McClellan" was changed to "Doug McClelland", f)iii "Lee Glen" was corrected to "Leigh Glen" and "member who is" was deleted, g)iv "Wine Paring was corrected to "Wine Pairing", h)i was corrected from "Scott sent Barbara..." to "Becky sent Barbara..." and "copy of report" was corrected to "timeline", h)iii "Rhonda asked Becky to send her a list..." corrected to "Rhonda would like Becky to send her a list of GFPS members who indicated they were interested in helping to conduct oral histories...".
3. Actions were reviewed and completed actions were noted.
4. Committee Reports
 - a) Finances: (Rhonda) –Financial Report as submitted.
 - i) Rhonda is on vacation. Becky asked about the cost of a building permit in the financial report as the Building and Maintenance Report showed no cost for this. The \$350.00 under building permit was for Mikes time; the permit was no charge.
 - ii) Rhonda has the invoice from Chris Battista of Annapolis Accounting for GFPS tax preparation. He donated the cost, \$500.00 and is eligible for the Silver Corporate Sponsor Level. Sharon will send the letter and inform Becky and John (for website).
 - b) Building & Maintenance: (Stu) – Report as submitted.
 - i) Stu reported that the plan for lead and mold abatement is progressing smoothly. The building permit number and hardcopy documentation has been received from the county for the staging area.
 - ii) Mike reported that he hopes to set up a meeting with Jane Cox to review and verify some details before the above work begins. Materials for temporarily enclosing the porch as a staging area have been delivered by 84 Lumber to Goshen Farm. 84 Lumber is eligible for a Platinum Corporate Sponsorship for

- donating material valued at \$1,161.88 and Sharon will send the letter and notify Becky (for membership) and John (for our website). It is estimated that enclosure of the porch should begin in late August. Lead and mold testing of the interior of the main house may begin in early September.
- iii) Mike will be ordering the portable potty for the construction by late August (so it will be on site for the Open House as well).
 - iv) Stu will be ordering a dumpster. There was a question from Becky concerning what could be put into the dumpster (i.e. brush, vines,). Stu will send an e-mail to the provider in order to clarify this.
- c) Membership: (Becky) – Report as submitted.
- i) There are currently 141 overall memberships for 2013.
- d) Communications: (John) –Report as Submitted.
- i) John reported that he completed the e-mail Forward for Board Members on the Website. There were a few additions and/or corrections from members that he noted.
 - ii) The Spaghetti Dinner is on the website and tickets can be purchased through Pay Pal. Becky asked that he change the post to “Harvest Spaghetti Dinner” and he agreed.
 - iii) 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.
 - iv) John continues to work with Barb on reformatting the website to make it more user friendly.
- e) Sharing Garden: (Nicole) – Report as Submitted.
- i) Nicole has secured donations for the Harvest Spaghetti Dinner.
 - ii) Flyers for the dinner have been made and printed and will be distributed by Karen and the tickets have been printed.
 - iii) Nicole plans to have a table at Graul’s Market on September 7th or 8th to sell Harvest Spaghetti Dinner tickets, advertise the Open House, Wine Paring (10/5/13) and sell Halloween Ball Tickets and kayak raffle tickets. She will check with Graul’s on permission and send out an e-mail to members with date, time, and other details.
 - iv) Nicole has concerns about keeping track of the money at the dinner. Karen will help man the table to keep the money accurate.
 - v) Nicole had a question about getting the information on tickets ordered through Pay Pal so she can have a list of those who have paid through the website at the table. She will write the names on the tickets. Rhonda will forward this information to Nicole as tickets are ordered. **(Action 119-08-13)**
- f) Grounds: (Roy) –Report as submitted.
- i) We have received the invoice from Richard’s Tree Service for the work done and donated. It was for \$3,150.00 and they qualify for a Platinum Corporate Sponsorship with the appropriate Corporate Sponsor Thank You letter. Sharon will send the letter and notify Becky and John. (Richard’s also chipped cuttings resulting in two dump truck loads of wood chips to be used later on the farm.)

- ii) In conjunction with Roy's work on the Master Plan for grounds and the outline that is under development, a meeting was held with representatives of the USDA, NRCS, AASCD, and GFPS at the farm on Monday, August 18, 2013. Initial agreement documents were signed allowing Goshen Farm to become a "District Cooperator". Roy spoke with Jim Stein who in charge of the AASCD. Approval of the plan through AASCD should come in September. In addition, the GFPS extended permission for NRCS to utilize a ground-penetrating radar effort on the 22 farm acres for a Cultural Resource Study to take place in September and later in the fall when the leaves have fallen. The results will be shown on a GPS map and given to GFPS. This should give us valuable information on farm dumps and other artifacts beneath the ground for future planning. Roy sent out a thank you to all involved in this meeting and restated approval from the Executive Committee for the Cultural Resource Study. The Board expressed much enthusiasm and their appreciation for the support provided by all of these representatives and their agencies.
- iii) Roy is still working on getting an invoice for donated work from Bill Debaugh for re-grading our driveway.
- g) Events & Fundraising: (Karen) – Report as submitted
 - i) Kayak Raffle
 - (1) Karen stated that she wants all unsold kayak raffle tickets back by September 20th for the drawing at the Harvest Dinner.
 - ii) Fall Open House –Saturday, September 14th, 1-4 PM
 - (1) Karen will send out an e-mail with a sign-up sheet for working the Open House and requesting refreshment donations.
 - iii) Harvest Dinner –Saturday, September 21st, 5-7 PM
 - (1) Karen will contact Rhonda about help manning the ticket table and keeping the ticket money separate from other GFPS sales.
 - (2) Karen asked for volunteers to help distribute flyers for the Open House and the Harvest Spaghetti Dinner. She will meet with those who responded after this meeting.
 - iv) Lou talked with Val and the Wine Pairing is tentatively set for Saturday October 5th. This date was approved by the Board. Lou will complete Event Request Form and send to Karen.
 - v) Fall Fundraiser –Saturday, October 26th
 - (1) We will be hiring Dave (DJ we used last year) for \$350.00. Barb reviewed and changed the DJ's Play List.
 - (2) Karen is gathering business sponsors for the event.
 - (3) Sharon will begin delivering silent auction item request letters in early September. These were generated from last year's spreadsheet created by Michael Buchet (updated in July).
- h) Oral History & Research: (Scott) – Report as submitted.
 - i) Roy mentioned that Scott will not be able to be fully involved until September. Barbara will contact Scott to formalize his chairmanship.

- ii) Lou and Barbara will double check to see if they have their lists complete for people who said they are willing to be interviewed for oral histories. They will combine into one list and send to Rhonda.
 - i) Caper: – Barbara had earlier submitted an article about upcoming GFPS events that will be in the September Caper issue.
5. On-Going Business
- a) There was again discussion of Member – Tiered Friends of Goshen Proposal (versus Corporate Sponsors) submitted to the Board by Lou with suggested changes and recommendations by Becky and Roy.
 - i) It was decided that all member-tiered levels include membership at no cost and donors can opt out of membership. The third category should be called “Supporting Donor”.
 - ii) There was a motion by Karen that we accept as decided the levels and names for the Friends of Goshen Farm decided at the August 21st GFPS Meeting with the exception of the physical recognition on the property (plaques) to be discussed at a later date. This was seconded by Lou, the vote taken and the motion was approved.
 - b) Barb reported that Rhonda informed her that Bulk Postage was due to be renewed. Discussion ensued. It was decided not to renew Bulk Postage.
 - c) There was a discussion on Members – Terms of Service.
 - i) Roy submitted suggestions and comments in writing on the rough draft sent out earlier by Barbara to the Board. (This is being developed to go out with membership packets.) Roy thought the name, “Members – Terms of Service” was unclear. He suggested “Behavior While at Goshen Farm”. John commented that “Terms of Service” is the accepted term used for this. There was extended discussion on this and the actual rules’ wording.
 - ii) Board members were asked to send Becky their comments, clarification ideas, and additions via e-mail to help move towards finalization of this important document. **(Action 120 – 08 – 13)**
 - iii) It was agreed upon that the finalized version of this should also be posted at Goshen Farm.
6. New Business
- a) New Actions were not reviewed.
 - b) Meeting with AASCD on August 19, 2013.
 - i) There was additional clarification of this meeting (See Grounds Report).
 - ii) Lou stated that he asked Dean Cowherd of the USDA to send us a letter summarizing what the person will be doing related to the ground penetrating radar activity.
 - iii) Lou and Stu will work together to draft a formal letter from the Board to respond favorably regarding the above activity. **(Action 121 – 08 – 13)**
 - c) Lou stated that he spoke with Val and was given a tentative date of October 5th for the Wine Pairing. Lou asked for a “sense of the Board” on this date. He received this. Lou will complete the Request for Fund Raising form and send to Karen.

- d) Becky asked about Guidestar (Network for Good) on the website. When she clicked on this she noticed that much of the information needs updating. John is aware of this and will work to correct.
- 7. Dr. Joseph Lamp gave an explanatory introduction and Power Point presentation related to the on- site study by Judy L. Wells, Charles Neal Wells, Jr. and himself on May 26th regarding possible paranormal activity at Goshen Farm. Becky and Roy were also present. Joe Lamp stated that the presentation and additional CDs resulting from this visit were the only copies of this event, belonged exclusively to GFPS and he was turning everything over to GFPS tonight. Many present were new to this subject and Dr. Lamp answered questions from those present during and after his presentation. The presentation was definitely informative and thought provoking.
- 8. Meeting was adjourned at 9:45 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
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
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
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	
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	Working	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	Working	Help get this finalized for Membership package and posting at Goshen Farm
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	Working	Official Response

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. 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
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	Nicole/Barb	04-31-12	CTD	Give John access to make changes

	pages				
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
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