

Goshen Farm Preservation Society
Meeting Minutes October 17, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Barbara Morgan
Date:	October 17, 2012	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Stu Bailey, Barbara Morgan, Karen Bailey, Smitty Biondi		
Chairman and members Attending:	Roy Benner, Becky Benner, Michael Buchet, Patty Feldt, Lou Biondi		

1. The meeting was called to order at 7:30 PM. There were no new members or visitors to introduce.
2. September Minutes were reviewed and accepted...
 - a) 1. It was noted that when Minutes are sent to the website, they should say "Draft Minutes" as there may be changes or correction made at the subsequent meeting.
3. President's Remarks:
 - a) Barbara Morgan stated Harvest Dinner was a success. There were 143 attendees. We need to streamline some of the procedures for next year as there was a problem with counts on certain items such as tickets. We definitely need two cash boxes for all events – one for the particular event and one for other GFPS items being sold. The dinner made \$655.00 and it was suggested by some attendees that next year the tickets be \$10.00 instead of \$5.00.
 - b) The Wine Tasting on October 6, 2012 was also a success with approximately 75 attendees. The event made \$883.00. The wine was donated by Val Sullivan and the catering was donated by Art and George Lewis. Val said she would be willing to host another Wine Tasting this year. Perhaps call it a "Wine Paring" so attendees know that you get a glass of wine and then a food item that goes with it. Also Barb brought up that Wine at Home (a sponsor of the Halloween Ball) sells marking pens and eraser fluid that can be used to mark your wine glass. We could write "Goshen Farm" on the glass and the attendee could decide whether to leave that on their glass. The owner of Wines at Home could be there selling her pens.
 - c) The Anne Arundel County Trust for Preservation Award Ceremony was wonderful. It was held at Indian Range, a home dating to 1852 in Davidsonville. The owners, Dr. James and Bridget Blake have been renovating their home for 20 years. It is a significant example of Gothic Revival architecture and was marvelous! In being recognized for her work on Goshen Farm and receiving the Preservation Volunteer Award, Barbara brought much attention to the Goshen Farm project and made GFPS part of a much larger preservation organization -

AACTP, Inc. AACTP, Inc. presented Barbara with a check for \$1000.00 for our Capital Campaign Fund.

- d) The CSC Garden Club gave us \$700.00 (% of their rain barrel sale) and then matched that for a total donation of \$1,400.00. Very generous! Barbara will get in touch with Laura Kellman to get the information for a Thank You letter and notification for Corporate Sponsorship.

4. Committee Reports

- a) Finances: (Karen) –Summary as submitted. Karen reported again that the budget for 2013 needs to be done. She will talk to Dotty about help on this on Quick Books. It was mentioned by Roy that the CSC Garden Club did not receive a Thank You letter for their previous donation several years ago. Karen will check on that figure and let Smitty know so that can be rectified in the above mentioned Thank You letter. Karen also asked Patty about the status of our 2010 Tax issue. Patty brought the paper work for Barbara Morgan to sign and Patty will then send in.
- b) Building/Maintenance: (Nick) – Report as submitted.
 - i) Nick Neboshynsky received his Thank You letter and Corporate Sponsorship for his work as Improvement Zone, LLC. For power washing and painting the Main House.
 - ii) There was some confusion by the Board on the work to be done on lead abatement – the next step on the Main House. Nick had previously submitted an estimate for Improvement Zone to do the lead abatement for an approximate \$30,000 in-kind donation. In the October report, Nick stated he would do the lead abatement with GFPS volunteers who were certified in lead abatement. Stu will contact Nick to see if Nick's original in-kind donation still stands.
 - iii) BGE responded to Roy's inquiries about our extremely high electric bills. BGE gave us a large credit on our bill (\$863.27). Karen will check with BGE to see if they can write us a refund check instead.
 - iv) Roy mentioned that he had found some pieces of wood from the original roof, one with old handmade nails while working on the side porch. He shellacked and saved these. Jason also gave Roy some old nails he recovered while roofing. Stu mentioned that there were some nails found previously in the attic that went to Jane Cox's predecessor (Jenna) and we have never seen them again. Barbara will call Jane Cox to check on this.
 - v) Saturday, September 29th, the roofing of the Main House was begun by Jason Brown and his crew. It was completed in early October after Roy finished reconstructing the porches for roofing. It looks fantastic and now the house is protected from the elements.
- c) Membership: (Becky) – Report as submitted. Membership renewal letters will go out in November, 2012 with the mass mailing. Karen had a question related to deadlines for Sharing Garden Membership and GFPS Membership. Becky stated that Nicole's original e-mail to gardeners asked that they choose their

garden plot(s) by October 1, pay for the plot by November 2, and pay GFPS membership by December 1.

- d) Sharing Garden: (Nicole) –Report as submitted.
- e) Communications: (John) – Report as submitted.
 - i) John completed a long list of activities for the website this month. Barb mentioned that John prefers a list of things to do on the website and she provided him a list last month. She will provide a Board generated list for this month.
 - ii) There are a few concerns such as GFPS Minutes for September did not go to all members using Vertical Response (and John did say there was an issue with the membership list being corrupted with the Kayak ticket list that has to be rectified). He is also working on getting the Corporate Sponsor Logos and Links established.
- f) Grounds: (Roy) –Report as submitted.
 - i) Barbara contacted Benton Huntman to discuss taking down the tree next to the Servant’s Quarters and trim trees inside the fenced Main House yard and he responded he will do it but that it will be a while before he can get to this.
 - ii) Barbara and other members thanked Roy for all the work he did to get the porches ready for roofing.
 - iii) Roy asked about the Metal Eagle Scout Plaque that will be mounted on the garden shed. Stu explained that we do not have to do that – it will be provided and placed on the shed by the troop sometime in the future when they have it.
 - iv) Roy sent a Thank You to the Mercers for donating fourteen mums to Goshen Farm.
 - v) The ceiling of the side porch needs replacing. Roy estimated the job and will do sometime in the future. We recommended staining the porch ceiling.
- g) Fundraising: (Open Chair) – N/A
- h) Oral History: (Patty-looking for a new Chair) - No report submitted.
 - i) Barbara Morgan again mentioned that member; Barbara Breeden met a gentleman who dined with the Radoffs at Goshen Farm. He is hesitant to be interviewed and if St. Margaret’s interviews him they will share their transcripts with GFPS.
Barbara has several other people she is e-mailing who want to do oral histories. Finding someone to do this is a must.
 - ii) Karen has been in contact with Stephanie Kastle of AACC Service Learning Group. It was decided that they may potentially be of help on turning oral histories into videos. Karen will check on this but someone else needs to fill out the forms necessary and submit to AACC.
 - iii) Patty and Barbara will compile a list of people to interview. Lou will help coordinate scheduling oral histories with Patty and Roy said he would be willing to help on these.

- iv) Becky mentioned that the new membership form does not have skills or talents on it for members to fill out so we don't know who may have experience in oral histories. Barb will look into adding this back into the membership form.
 - i) Caper: (Open Chair) – Barbara will do an article on the Halloween Ball for November thanking those who donated auction items/ door prizes to the event and sponsors. Barbara is no longer doing the Caper so we need to be aware of the deadlines for future submissions.
 - j) History Research: (Scott) – Scott is willing to do a history presentation at the CSCIA Annual Meeting. Barbara will call or e-mail Scott to remind him.
5. Special Projects-
- a) Letter Campaign –We are doing a letter campaign in November 2012 to generate donations for our matching grant. Karen has researched bulk rate cost minus the \$104 credit. Karen will contact Minute Man Press to check their price now to do the mailing and see if they will donate paper and envelopes. We will do approximately 3000 letters. This letter needs to be rewritten and updated.
 - b) Halloween Fundraiser –
 - i) Barbara did a rough estimate of tickets sold (approximately 50). More work needs to be done on ticket sales.
 - ii) Beth Rocca will be catering and will add a few more main food dishes and replace the pumpkin dip with cupcakes.
 - iii) Donations of cakes for the cake wheel are coming in.
 - iv) Smitty reported that there are 34 auction items. There are 6 Wheel items / Gift certificates and 6 door prize items / gift certificates.
 - v) The silent auction will be set up in the Cox room.
 - vi) Joan Machinchic will be creating the auction sheets from the spreadsheet Smitty will send on Friday (10/19).
 - vii) The cake wheel was discussed. It will be set up in the main room. Karen is working on how the wheel and strip will be coded. It was decided that we will charge \$1.00 for a ticket to play the wheel. Karen and Stu will pick up some bottles of wine for additional cake wheel prizes.
 - viii) Barbara reviewed the volunteer helper list for the Ball. Most areas are covered although we can use more help with clean up.
6. 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. There may be a volunteer to take treasurer.
 - b) Eagle Scout Projects –
 - i) Jeffrey Bailey's sign board is targeted now for early November as a completion date.
 - ii) By-law changes, accomplishments list, and membership renewal letters will go out in one mailing in November.
7. New Business

- a) Lou mentioned creating a GFPS video for the Anne Arundel Cares Organization website. They have a preservation component. Being on their website will raise awareness. He will do the video of Barbara talking about GFPS.
 - b) Jim McCrea through Rotary Club brought the president up to Goshen to encourage their support but apparently the president is not interested. Perhaps the new president will be more amenable.
 - c) Jim also had a person from the club who suggested we have inmates work on Goshen Farm and he could set it up. Barbara said "No thank you", for now. Becky suggested that community service groups should be considered.
 - d) The suggestion for a fund raising activity for an Air Soft Battle was brought up. It was decided that it was probably not a good idea at this time.
 - e) Security cameras were brought up again by Roy. Barb will contact Tony Kubic to see if he would research options and cost (minimum of three types).
 - f) Stu's father has 12 – 18, 2 foot wide old windows for "cold covers" for the garden. He needs to let his dad know whether the garden group is interested in these or not. Roy will bring this up at the November 1st Sharing Garden meeting to get a decision and get back to Stu.
 - g) Karen will be ordering more t-shirts with additional larger sizes.
8. Actions were not reviewed.
9. Meeting adjourned at 9:30 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
040-12-10	Locate septic system for both houses	Roy/Greg/Doug	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	Remind John
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
065-01-12	Dumpster for interior demolition	Bld chair	04-18-12	Working	Need to put junk from demo
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
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
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	Working	Karen will e-mail copies of '09 and '10 letters
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
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	Working	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	Working	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	Working	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	Working	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	Working	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	Working	Karen gave info
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT–Main House still on	Stu	11-30-12	Working	Will write Nick a note
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	Working	Done in time for November memb. mailing
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	Working	Done in time for November memb. mailing
102-10-12	Create list for Oral Histories	Barb/Patty	11-30-12	Working	Lou will help with coordinating schedule
103-10-12	Contact Tony Cubick about researching security camera systems	Barb	11-30-12	Working	3 estimates

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

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
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup