

Goshen Farm Preservation Society
Meeting Minutes October 16, 2013

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| Called by: | Barbara Morgan | Type of Meeting: | Board of Directors |
| Facilitator: | Barbara Morgan | Recorder: | Sharon Biondi |
| Date: | October 16, 2013 | Time: | 7:30 PM |
| Location: | Cox Room, CSC Clubhouse | | |
| BOD Attending: | Barbara Morgan, Karen Bailey, Stu Bailey, Roy Benner, Becky Benner, Lou Biondi, Sharon Biondi and Rhonda Titus | | |
| Chairman and members Attending: | Michael Buchet | | |

1. The meeting was called to order on Wednesday, October 16, 2013 at 7:30 PM by President Barbara Morgan.
2. September Minutes were reviewed. The following corrections were made: 5. B) "... Rhonda who will create a new set up for accounting." Is changed to read, "...Rhonda who will revise the chart of accounts for all donations." The motion to approve (Rhonda) was seconded (Karen) and the Minutes were approved as corrected.
3. Actions were reviewed and completed actions were noted. Note: on Action 083-04-12, Sharon will e-mail Joan to request her to send her list of Dr. Radoff's books to Barbara so we have one complete list.
4. Committee Reports
 - a) Finances: (Rhonda) –Financial Report as submitted.
 - b) Building & Maintenance: (Stu) – Report as submitted.
 - i) There were questions about bathrooms that will be installed in the Main House. There are two bathrooms in the use plan. Location of these as well as when they will be completed are still in discussion. The entire house has to be certified safe before actual renovations are begun.
 - ii) Sharon will contact Annapolis Pest Control to see if they can do a treatment now that the beams and other areas are exposed (**Action: 126-10-13**).
 - iii) Becky inquired about the newly made stair spindles that will be installed on October 22.
 - iv) Guttering installation that was reported on was discussed. Superior Distributors have been contacted for a quote and Jason has agreed to install at minimal cost to GFPS.
 - c) Membership: (Becky) – Report as submitted.
 - i) There are currently 141 overall memberships.
 - ii) Becky was authorized to buy 3 rolls of stamps.
 - iii) Becky has completed the "Terms of Service" and will send out to the Board. The title is still undecided and Becky will give several suggested titles on

- which the Board can decide. (Barb will send Becky the original Word document so Becky can make the changes.)
- d) Communications: (John) –Report as Submitted.
 - i) As related to Becky’s need for stamps to send out membership renewals and second reminder letters, Barbara mentioned that John is working on membership renewal on-line using Pay Pal. In the future this would reduce the number of mailings involved for renewals.
 - ii) There are some past events that need to come off the website and Barbara needs to clarify issues with website password.
 - e) Sharing Garden: (Nicole) – No report submitted.
 - i) Barbara asked if everyone received Nicole’s e-mail notifying us that she is resigning as Garden Chair effective January. Barbara had asked Nicole’s suggestions for Garden Chair. She has not heard back from Nicole yet.
 - ii) According to Nicole’s e-mail she will finish the garden plot assignments.
 - iii) Roy asked if Gloria Dei Church had been sent a thank you letter for use of their hall. He had sent Nicole a rough draft to consider but has not heard back on this. Also, Rhonda will give Roy a check for \$100.00 to pay for the Gloria Dei Hall rental.
 - iv) Becky and Roy will be helping Nicole in the interim period until a new Sharing Garden Chair is found.
 - v) Karen suggested that we go out to the membership in an e-mail blast to see if anyone is interested in becoming the new Sharing Garden Chair. Becky and Roy will create a job description for Barb to include. **(Action 127-10-13)**
 - vi) Barb will send out this e-mail blast. **(Action 128-10-13)**
 - vii) The Harvest Dinner was a success and raised \$1,242.00.
 - f) Grounds: (Roy) –Report as submitted.
 - i) The Ground Penetrating Radar activity and soil testing generated a lot of information. Roy received the final report from the Natural Resources Conservation Service, National Soil Service Center. Roy has given Sharon a copy for our GFPS records, will send Barbara a copy and has a copy for his planning.
 - ii) Barb will show this report to Jane Cox when we have our meeting at Goshen Farm on October 24th. Jane may be able to help us generate an archeological dig at the sights identified in the report. Becky suggested that Diane Gelburd, of USDA-NRCS who is an archeologist, might also be interested in discussing a future archeological dig.
 - iii) Roy also discussed the overview study of the Goshen Farm forest resources on September 22nd and 25th by Bartlett Tree Service. This study was completed under the guidance of Jon Cowherd and assisted by Mark Wheeler. In the future this will allow us to identify and label various trees accurately.
 - iv) Roy also received the signed copy of the approved “District Cooperator” with Anne Arundel Soil Conservation District. He gave Sharon a copy of this for our GFPS records.

- g) Events & Fundraising: (Karen) – Report as submitted
 - i) Kayak Raffle
 - (1) The Kayak raffle was a success and brought in \$2,980.00. Karen will create a different tracking system for next year’s raffle.
 - ii) Wine Pairing
 - (1) The Wine Pairing was enjoyed by all who attended and brought in \$740.00 in donations.
 - iii) Fall Fundraiser –Saturday, October 26th
 - (1) Karen has completed filling the slots on the volunteer sign- up sheet and will send this out so everyone knows their times and duties.
 - iv) Java and Jazz
 - (1) The date for Java and Jazz is Sunday, March 9, 2014. Barbara stated that the CSC Clubhouse is available but probably not for free. We may be charged on an hourly basis. It was determined that we would need 4 hours for the event including set up and clean up. Barbara is still in negotiations on this. **(Action: 124-09-13)**
 - h) Oral History & Research: (Scott) –Report as submitted.
 - i) Scott will be having a meeting in November and will send out an e-mail with possible dates. Barbara stated that she would like to attend as she has volumes of historical materials that she has collected that she will bring to the meeting. She also bought a copy of Lanny Rideout’s book about building of the James Brice House in downtown Annapolis.
 - ii) Rhonda, Roy and Becky have been in touch with a member who may be interested in doing Oral History interviews. Rhonda stated that when this interviewing process is begun that the tapes and recordings should go to Sharon to hold for the GFPS archives. Becky has a lead on someone who has done these tapings and find out the best procedure and equipment. She will be meeting with this person.
 - i) Caper: – Barbara did not submit an article for the November Caper issue due to family issues.
5. On-Going Business
- a) Sharon passed out a sheet pertaining to the procedure and information needed for a Corporate Sponsorship. She explained that following these steps and including this information is necessary to streamline the process for any member of the Board or chairperson who receives a donation of money, materials, and/or services. Roy suggested putting a date on this procedure sheet.
 - b) Karen asked about donations that come in for event sponsors. Typically, these donations do not qualify for Corporate Sponsorship as they are under \$250.00. This year however, we received an event sponsorship for \$250.00. She wanted to know if this would qualify as a Corporate Sponsorship. Discussion ensued. It was decided that if a business donated for any event and the donation amount qualified them for Corporate Sponsorship they will be contacted for Corporate Sponsorship. It was also decided that if a member made a donation as a

member and also as a business, they would be entitled to a "Friends of Goshen" listing on the website and a Corporate Sponsor for their business donation (if the donation(s) values meet both criteria.

6. New Business

- a) New Actions were not reviewed.
- b) Building Committee
 - i) There was discussion about the furnace that was removed from the Main House. Two parties have shown an interest. One party has been contacted multiple times and has not responded. Stu made a motion that the furnace be given to Skip Doda who has donated about a thousand dollars in work on the Main House. The motion was seconded by Karen and was approved.
- c) Rhonda requested that the ban on purchases of \$100.00 or less by chairpersons (unless they receive Executive Committee approval) be lifted. The procedure was put in place due to a shortage in the budget which has now been rectified with recent fundraisers. Discussion ensued. Rhonda made a motion to lift the ban requiring Executive Committee approval of Board and chair expenditures of \$100.00 or less. Stu seconded, there was discussion editing the motion and the vote carried.
- d) There was discussion on continuing rental of two Sharing Garden plots by one family due to the large number of persons on the waiting list for plot rental. Although the two plot rental was discussed at previous garden meetings, as was the issue of the second plot no longer being discounted from \$25.00 to \$15.00, the application forms did not contain this new information. A motion was made by Lou stating, "The Board will direct the new Sharing Garden Chair to state that in the 2014 season, a., those who presently rent two plots can retain and continue renting those plots and are grandfathered, b., current single plot renters can continue to rent their current plot and new plot renters will be given one plot, and c., in the 2015 season all plots will be priced equally." Discussion ensued. Lou accepted amendments to the motion, seconded by Rhonda, and the motion carried. Becky and Roy will monitor the garden rentals.
- e) Related to Chairs of committees having a budget in 2014, Rhonda will send out an e-mail giving the expenses of the last 3 years to each Committee Chair. Each Chair will respond in an e-mail to Rhonda with their proposed budget before the November Meeting. Rhonda will then develop the proposed budgets for each chair. This process should be completed before the Annual Meeting in January.
- f) Rhonda contacted Kim Langkan at the Board of Public Works to find out the procedure for turning in invoices for work completed on the Main House. GFPS must send them the contract(s) and invoices for our vendors for approval. Once our vendors have been approved, we send the invoices to the Comptroller's office in Annapolis to our "grant" monitoring person for payment. (We must document the vendors and their contracts GFPS have already paid for work done and establish that we have spent all of our money that will be matched

through the grant.) Once these vendors have been approved, all future invoices can be paid through the grant. We can have BPW reimburse the vendors directly. Discussion and questions ensued. It was determined that GFPS will have contracts for Jason Brown, Greg Young and Dave Sloskey to send to BPW. If these contractors do work for GFPS in the future, they will be on the approved vendor's list. Stu will work up these contracts when needed for Barbara's signature. In response to a question about needing three bids, Barbara stated that if a contractor donates his work, the bid process is not required. Rhonda will write up "Why we chose this vendor" for those contractors who have already donated work. Karen looked up her notes with our meeting with the State of Maryland on our matching Grant and stated "We do not have to do competitive bidding but we do need to let them know how we selected our contractors."

- g) Roy has created a list of tasks for the U.S, Naval Academy Midshipmen to donate labor on weekends. Each task should not require more than one day for completion. This work would be completed under the guidance of USDA-NRCS and GFPS. He will send out the list of tasks to the Board in an e-mail for their response on any additional tasks they feel could be on the list.
 - h) Karen had a question about new Pine trees that were planted on the property. Some are in bad shape. Roy is aware of these trees.
7. Meeting was adjourned at 9:45 PM.

| ACTIONS | | | | | |
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| Status Key: New, Working, Completed (CTD), Overcome By Events (OBE) | | | Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE | | |
| Ctrl # | 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, Stu | 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 |
| 109-07-13 | Create list of do's and don'ts for GFPS Members – Terms of Service for membership | Becky | 08-21-13 | Working | For the new Membership Packet |
| 113-07-13 | Update the Business Plan for the BoE | Stu, Mike, Barbara, Lou | 08-21-13 | Working | General terms |
| 122-09-13 | Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS | Stu | 01-15-14 | Working | ASAP |
| 123-09-13 | Create a list of tasks for volunteers from Naval Academy | Roy with Board input | 10-30-13 | Working | Tasks will be completed under auspices of NRSCD |
| 124-09-13 | Check available dates for CSC Clubhouse | Barb | 10-30-13 | Working | Java and Jazz Event |
| 126-10-13 | Contact Annapolis Pest Control for Main House treatment for termites and other pests | Sharon | 10-17-13 | Working | Speak with Jan of A.P.C. – Already been a Corp. Spon. For termite treatment 9/12 |
| 127-10-13 | Create a job description for Sharing Garden Chair | Becky, Roy | 11-20-13 | Working | ASAP |
| 128-10-13 | Send out e-mail blast to all members for Sharing Garden Chair Vacancy | Barbara | 11-25-13 | Working | Present Chair leaving 1/01/14 |

Completed Actions

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| 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 | | |

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| 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 |
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| 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 |

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| 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 | John | 08-30-13 | CTD | History Committee recommendation |

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| | historic information | | | | |
| 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 |
| 111-07-13 | Develop plans for the next two events | Karen, Lou | 08-21-13 | CTD | Open House and Wine Paring |
| 114-07-13 | Check e-mail forwarding for Board Members on web site | John | 08-21-13 | CTD | Problems resolved |
| 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 | CTD | Non-disclosure Agreement |
| 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 | OBE | Official Response |
| 107-02-13 | Create a generic Corporate Sponsor Form to carry when making purchases | Stu | 04-30-13 | CTD | Suggested by Mike Maggio for future use |
| 112-07-13 | Finalize new Membership Package and distribute for discussion | Becky | 08-21-13 | CTD | Rough draft presented on 7-17-13 |
| 119-08-13 | Forward info on who bought Harvest Dinner tickets through PayPal on website to Nicole | Rhonda | 09-14-13 | CTD | 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 | CTD | Help get this finalized for Membership package and posting at Goshen Farm |
| 125-09-13 | Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs | Rhonda | 10-15-13 | CTD | Need this info ASAP |