

Goshen Farm Preservation Society  
Meeting Minutes August 19, 2015

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Louis Biondi	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	August 19, 2015	<b>Time: 7:30</b>	7:33 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Lou Biondi, Sharon Biondi, Barbara Morgan, Roy Benner, Becky Benner and Rose Mary Stocker		
<b>Members Attending:</b>	Bob Nestruck		

1. Call to Order and welcome of new or present members
  - a) The meeting was called to order on Wednesday, August 19, 2015 at 7:33 PM by President Lou Biondi.
  - b) Lou welcomed member Bob Nestruck.
  - c) Lou stated we will not have the Eagle Scout Presentations by Benjamin Marsh and Leo Brown that were on the Agenda as he did not hear from either Eagle Scout.
2. President's Report (Lou Biondi)(Report Submitted)
  - a) President's report is as presented with one addition. The report summary on the meeting with AACPS Superintendent, Dr. George Arlotto will be sent to the Board this week.
  - b) Sharon asked for a clarification on volunteers who helped at the August 16th Wine Tasting/Silent Auction Event. This information will be in the September Caper Article when we thank businesses who donated and those members who helped during the event.
3. The Minutes of July 15, 2015 were reviewed. A motion was made by Becky to accept the Minutes as corrected and seconded by Rose Mary. The motion carried.
4. Treasurer's report (Joe Poist) - (Financial Report for July 31, 2015 was submitted.)
  - a) July Financial Report was reviewed. Checking Account Balance as of 07/31/2015 is \$18,953.53 and Savings Account Balance is \$1,286.40. A motion was made by Barbara and seconded by Rose Mary to approve July's Financial Report. The motion carried.
5. Committee Reports:
  - a) Building & Maintenance (Vacant) – (Report submitted by Lou Biondi)
    - (1) Lou reviewed his report on the visit from Michael Dowling concerning structural issues with the Main House first floor. We are waiting for contact from the two construction companies that Michael Dowling is contacting for this work so we can get a full report from them and bids for the work.
  - b) Communications (Vacant) – (No Report submitted)

- i) Lou reported that Color Fire is continuing their work on cleaning up and updating the website. Our liaison at Color Fire, Shannon Beauchamp Lepthien has been very receptive.
- ii) Becky had a question about the list that we used for Vertical Response. We are no longer using Vertical Response; we are now using Mail Chimp. Barbara stated that previously we had a Master List (everyone who was added from various sources that have not unsubscribed from the GFPS Website), a Gardener List, and a Member List. She and Becky do not think that Color Fire has all of these lists for GFPS “blasts”. Lou will send an e-mail to Shannon inquiring about these three lists.
- c) Financial Development Committee ( Lou, Terry and Becky) (No report submitted)
- d) Events Coordination (Barbara Morgan) – (Report as submitted)
  - i) The Wine Tasting/Silent Auction Event, held on August 16, 2015, was successful bringing in approximately \$2,200.00.
  - ii) Harvest Dinner – September 19, 2015 – Barbara sent Terry and Becky the inventory list from last year and will box up the inventory left from last year’s dinner. Becky will pick up. Terry has had one meeting to prepare for the dinner and will have a second meeting on August 30<sup>th</sup>.
  - iii) Fall Open House – October 10, 2015 – In planning phase
    - (1) Barb will ask Scott Powers if “Trekkie Jones” can play again at the Fall Open House. Barb will contact new member, Dirk Schwenk about playing this event. Becky will send Barb contact information for the Schwenks. Barb has invited all of the groups discussed at the July Meeting to participate except for Master Gardeners. Becky will check with our gardeners who are Master Gardeners for more information and e-mail this to Barb. Lou suggested inviting the Wimsey Cove Framing and Art that does historic maps. Lou will invite this business. Barb also will send out a request for volunteers to work the grill using the list from the Spring Open House. Last, she will send out a Facebook post asking for volunteers to do children’s activities. Street signs for events are done and Lou will pick them up.
  - iv) December Phantom New Year Ball – December 31, 2015 - Barb brought copies of the invitation as a guideline and the Board reviewed these. The challenge will be to “farm” the Master List for addresses and send to members. Barb suggested we look for members who said they were interested in “communication” activities on their membership form and e-mail them with a request for help on compiling this mailing list. Lou suggested we do a “critical path” chart listing the critical dates for jobs that need to be done for this event to work. Barb will complete this. **(Action: 196-08-15)**
- e) Garden (Bob Nestruck, Acting Chair) – (Report as submitted)
  - i) Gardeners have been cleaning up their plots.
  - ii) The next planning meeting for the Harvest Dinner is Monday, August 31<sup>st</sup>.

- iii) Bob briefly discussed the concept of a Hugel Kultur. Logs and branches are stacked a certain way and covered with soil. This pile decomposes and creates a raised “bed” for plantings. This would help reduce the piles of debris created when clearing an area and the Hugel Keltur could be used by the teachers as a biology lesson for the High School students.
  - e) Grounds (Roy Benner) – (Report as submitted)
    - i) Roy mentioned that during the Harvest Dinner there will be recognition of the Girl Scout, Eagle Scout and Brownie projects which have enhanced Goshen Farm’s grounds. He and Terry are gathering names of individual scouts and the Brownie Troop to send out invitations. The scouts and brownies will receive a free dinner.
    - ii) Roy is still trying to work on finishing the “wild grapevine” fence for the front of the Henson-Hall Slave Garden.
    - iii) September 29, 2015 is the date that students involved in The Stream Restoration Program from Southern and Broadneck High Schools will be at Goshen Farm to plant 28 Fruit trees for the orchard and 25 White Oaks for the Memorial Grove. Roy has both areas staked out for each tree location.
  - f) History & Research (Scott Powers) – (No Report submitted)
  - g) Membership (Becky Benner) – (Report as submitted)
    - i) We have 155 members for 2015.
    - ii) When Becky gets notification that someone has become a member through Pay Pal from the GFPS Website, she sends them the membership packet with a membership form to complete. Sometimes they do not send this form back. She has no way to contact them other than address and e-mail. Barbara suggested that Becky e-mail them as Barb did with sending receipts for the kayak raffle ticket receipt.
- 6. On-going Business
  - a) Review of Open Actions Items was completed. There was a general discussion of possible areas for storage space in the event we purchase a tractor. Roy stated that there are about 25-30 boxes of various sizes on the enclosed porch. One box that he opened contained comic books. Sharon will send Michael Maggio an e-mail inquiring about these boxes. **(Action item: 197-08-15)**
- 7. New Business
  - a) Revisions to Corporate Sponsor Levels
    - i) The Board reviewed and discussed the new Corporate Sponsor Level descriptions. Free memberships; Individual versus Family were discussed. The Board decided to keep it as listed (Family Memberships) on the various levels. Sharon made a motion to accept the new Corporate Sponsor Levels and description of benefits as presented. Roy seconded and the motion carried.
  - b) Setting project and budget priorities
    - i) Lou stated that he had sent out a list of projects and asked for Board members to send him their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices. There was discussion of Board responses and reasons. There was discussion concerning the grading

and gravel for the driveway. Roy has been unable to get a positive response from Debaugh (who has done this for Goshen Farm in the past at no charge). Barbara will ask Christie to contact Debaugh about this work. Roy has purchased a load of gravel (\$493.00 per load) to spread into ruts and gulleys. Stan and Terry helped spread this gravel. This is a short term fix. Related to removing the Maple Tree near the house that caused costly damage to the house due to the July 2014 storm, Roy has one estimate and will get another. Lou suggested that we do the road grading, the cutting of the Maple Tree and purchase the tractor to keep the property viable, useable and safe. The cost of all three projects would be approximately \$8,200.00. Sharon asked about storage for the tractor and discussion ensued. A motion by Roy to spend up to \$1,400.00 for grading and crusher run, spend up to \$2,400.00 to remove the Silver Maple, and spend up to \$4,500.00 for a tractor totaling \$8,400.00 for all 3 projects. Rose Mary seconded the motion. The motion carried.

- c) Lou recapped the meeting with Dr. Arlotto and GFPS Board members Lou Biondi, Roy and Becky Benner and member Larry Jennings. All present at the meeting felt encouraged about future resolution of many of the issues raised by GFPS.
  - d) Lou will bring up the small fence and set it up around the poison ivy area.
8. New Actions from this meeting were not reviewed.
  9. A motion was made by Barbara to adjourn and was seconded by Becky. The motion carried. The 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
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou, Becky, Terry	05-30-11	Working	135-03-14 was folded into this action We need an updated Strategic Plan
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
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
141-05-14	Create a library of financial forms using Google Docs. (i.e. fillable donation sheet) and send this to Lou to put on website	Joe	06-18-14	Working	New Chairs should be made aware of this. Should be labeled "GFPS Forms"
146-06-14	Update Committee Responsibilities	Lou	7-15-14	Working	With written input from committee chairs
156-08-14	Review By-laws to check tracking of donations for specific use requests	Joe	09-31-14	Working	Would like to keep funds "general"
158-08-14	Remove hardware from existing shutters and dispose of shutters	Lou, Mike, Roy	09-15-14	Working	Can use hardware on new shutters and this will also make room in the storage facility
164-10-14	Determine arcs on Main House for mounting new cameras (8 cameras), Get Wi-Fi from BoE and then write a proposal for security system.	Lou, Michael Buchet, Doug McClelland	11-05-14	Working	Additional security coverage
165-11-14	Reinstall plywood faux window in shute window and tighten screws in plywood on window on east side and check all faux windows for tightened screws	Roy	12-15-14	Working	Security / weather protection
171-12-14	Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911	Roy	1-31-15	Working	Roy will decide the number of posters and locations to post
173-12-14	Install flag pole to display US Flag and Shaw Flag at Farm	Roy	3-01-15	Working	In Roy's Master Grounds Plan
178-12-14	Contact AASCD to see if they have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited	Roy	2-15-15	Working	Michael Buchet needs this for the Power Point slide show he is creating for GFPS
181-03-15	Lou will contact (meet) Dave Sloskey to discuss location of new Electrical Panel and problems with the two security lights on the NW corner of the Main House	Lou	04-30-15	Working	Roy suggested that the panel remain where it is
185-03-15	Complete a list of "needs" and approximate costs for GFPS	Lou	04-30-15	Working	Lou will locate Grant Application paper work for the original list of needs and approximate cost and update. He will send draft list to Board for comment.
186-03-15	Lou will request a formal bid for the window manufactured in PA and donated by Mike Maggio	Lou/Mike	04-30-15	Working	Satisfies our two bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15)
191-06-15	Get bids from contractors for taking down the Maple tree next to the Main	Roy	7-30-15	Working	This tree lost a limb last summer and caused

	House				approx... \$1 0,000 in damage to roof and upstairs and the roots are starting to undermine the foundation of the house
195-07-15	Research Goshen Farm address	Roy	8-15-15	Working	Relates to records for old septic system at Public Works
196-08-15	Create "critical path" chart for Phantom Ball	Barbara	10-15015	Working	Need dates by which certain things must be done for this event to happen
197-08-15	E-mail an inquiry about 20-30 boxes stored in the enclosed porch to Mike Maggio	Sharon	07-31-15	Working	Need this space for storage

### RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013 and 2014	Every February		New and Changed Board Members
Every 2 years	Renew Website Domain Contract –Host Gator	Treasurer/Communications Chair	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2014.
Annually	Annual Report to the AA County Board of Education	President	January		Chief Operating Officer (Alex L. Szachnowicz, P.E.)
	Renew 501 c3 status	Treasurer	April		(Federal)
Annually	Non Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014 (Chris Batista)
Every two years	CNR-First Insurance Services Renewal (liability), agent is Sharon Shipley, CPCU,CIC	Treasurer	Every other February		166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, <a href="mailto:Sharon@cnrinsurance.com">Sharon@cnrinsurance.com</a> ,Fax: 410-897-5957

### COMPLETED ACTIONS

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
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 <sup>th</sup>
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 bkgrnd. 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 stationery 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	CDT	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
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 Pay Pal 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
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
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	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE On hold at this time
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above On hold at this time
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
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 On hold at this time
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold at this time
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change
143-05-14	Purchase blank certificates and complete on for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 <sup>th</sup> Open House

103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm

169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees
177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2016	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	OBE	Many organizations have lost funding
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	CTD	So new signs to not have to be made every year for events 9 new signs ordered by Barb
189-04-15	Research gravel for driveway	Roy	5-30-15	CTD	2 loads of Gravel will cost about \$454 and about \$200 for grading.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	CTD	Board decided that there are no guarantees...
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	CTD	Update website and give Roy a copy for his records Sent to website in August
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio(with John's help)	12-15-14	OBE	So Board knows what to look for when inspecting house
168-11-14	Meet with engineer Michael Dowling (recommended by Jane Cox) to evaluate strengthening downstairs support walls	Lou, Michael	01-15-15	CTD	ASAP To facilitate group tours
182-03-15	Lou will contact Mike Maggio to get a prioritized list of maintenance tasks for the Main House	Lou/Mike	04-30-15	OBE	Main House has ongoing maintenance issues
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	CTD	Needed for restoration plan
192-07-15	Create prioritized list of large immediate needs and e-mail to Lou	Chairs	8-15-15	CTD	Need ASAP for Lou to discuss and Board to vote on at the August Meeting.
193-07-15	Inventory supplies left from 2014 Harvest Dinner and send list to Terry	Barb	8-15-15	CTD	Need by planning meeting 7/11/15
194-07-15	Send Michael Buchet a list of Corporate Sponsors and Friends of	Sharon	8-15-15	CTD	Power Point is on-going. Will need when we look at Grants

	Goshen for the Power Point presentation he is creating				and presenting to other groups. Sharon reworking Corporate Sponsor levels so will need to change list for Michael Buchet.
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