

Goshen Farm Preservation Society
Meeting Minutes March 18, 2015

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	March 18, 2015	Time: 7:30	7:34 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Sharon Biondi, Roy Benner, Terry Brandon, Rose Mary Stocker, Barbara Morgan and Joe Poist		
Members Attending:	Christina Folderauer		

1. The meeting was called to order on Wednesday, March 18, 2015 at 7:34 PM by President Lou Biondi.
2. President's Remarks (Lou Biondi) - Lou asked for a motion to suspend the agenda for the presentation on Project Hope. Terry made a motion to suspend the agenda, Becky seconded the motion and the motion carried.
3. Lou Introduced Molly Ridout, Director of Horticulture for Historic Annapolis and Cheryl Miller, the Project Manager of Project Hope. Cheryl gave us some background on herself and how she came to create Project Hope through Historic Annapolis. Project Hope's mission is to grow and donate healthy organic produce to under-served communities in Annapolis. She presented a sample proposal for her project. (See attached proposal.) Initially, Cheryl hoped to secure a ¼ acre plot on the grounds of Goshen Farm for an organic produce garden for 2015. With the help of the Master Gardener Program of Anne Arundel County she would have launched the Hope@Blum Program to provide the residents at the Morris H. Blum Senior Apartments with fresh produce. Cheryl stated that she realized that her goal of an organic garden of this size will not happen this spring. Lou stated that her realization was a relief as GFPS at this time is in the process of clearing and planting a Memorial Grove, an orchard and is in the planning stages for a colonial garden and slave garden. Molly stated that Cheryl had just informed her that Grow Annapolis has several plots available on the Seznick Farm in Amberley or six plots on Compromise St. in Annapolis that Cheryl may be using with the help of the Master Gardeners Program and community volunteers for the immediate needs of the Hope @Blum Program. It is Molly's hope that a garden at Goshen Farm is in their future. Discussion ensued. The Board gave Cheryl the names of GFPS members who are Master Gardeners for future reference (Linda Droneburg, Catherine Salam and Ginny Klocko). Roy mentioned that we do not currently have a well that could support another large garden. Barbara mentioned that GFPS has had Both Eagle Scouts and Girl Scouts complete projects such as a garden shed at no cost to GFPS and that Project Hope may want to research utilizing this community resource. The Board was not in a position to agree to partner with

Historic Annapolis's Hope Project but Lou will write up a "sense of the Board" and send this to Cheryl Miller. **(Action: 180 – 03 -15)**

4. Lou briefly discussed his meeting with Senator Ed Reilly. The senator plans to come out for Dr. Arlotto's visit on April 21st.
5. The Minutes of February 18, 2015 were reviewed. A motion was made by Terry to accept the Minutes as amended and seconded by Roy. The motion carried.
6. Treasurer's report (Joe Poist) - (Financial Reports for January and February submitted.) January Financials were reviewed. Joe will send Roy copies of December, January and February BGE bills so he can track kilowatt usage. A motion to approve January Financials was made by Terry and seconded by Becky. The motion carried. February Financials were reviewed. A motion was made by Becky and seconded by Barbara to accept February Financials. The motion carried.
 - a) The balance in checking as of 2/28/2015 was \$15,269.40.
 - b) Joe reported that our 2014 Income Taxes and Personal Property Tax have been completed and filed by Annapolis Accounting. 1099 forms were sent out to all 2014 vendors.
 - c) Becky reminded the Board that we need to send a form reporting a change of by-laws to the State of Maryland for our 501(c)(3) status. She will send the info to Lou. He will send this and the letter from the Secretary of State related to 501(c)(3) status to Joe.
7. Committee Reports:
 - a) Building & Maintenance (Vacant) – (Report as submitted by Lou Biondi)
 - (1) Roy commented that he would like to see the new electrical box remain in its present location rather than be moved to room 1G. He thinks it would be unsightly on the wall in 1G (potential meeting room). Lou will discuss this with Dave Sloskey. **(Action: 281-03-15)**
 - (2) Terry suggested that several members work with Lou on the Building and Maintenance Committee until we have a permanent Chair. His concern is that maintenance may be neglected with no one monitoring the house condition. We will put a form on the table at the Open House for sign up for Committees and Chairs that need help. Lou will be contacting Mike Maggio for a list of what needs to be done in the area of maintenance on the Main House. **(Action: 182-03-15)**
 - (3) Becky brought up that two security lights at the NW corner do not work. Roy will try to check this out this week.
 - (4) Roy will hook up a hose to the dehumidifier to drain the water that accumulates. **(Action: 183-03-15)**
 - b) Communications (John Maggio) – (No report submitted)
 - c) Development Committee (Lou, Terry and Becky) (Report as submitted)
 - i) Lou reported on the initial research the committee has done reviewing The Foundation Center's database of foundations that give grants.
 - d) Events Coordination (Barbara Morgan) – (Report as submitted)
 - i) Spring Open House combined with Maryland Day – March 21, 11 AM – 4PM

- (1) Barbara will send out the final schedule of events and volunteer assignments this week.
- ii) Java and Jazz – April 19, 3-5 PM
 - (1) Barbara reported that she has received \$105.00 in Sponsorships and other businesses have indicated they will be sending checks. We will be catering this event ourselves. Discussion of food suggestions ensued.
- iii) Kayak/ Stand Up Paddle Board Raffle - April
 - (1) Ski Haus gave us a quote of \$490.00 for 2 Spitfire 8 Kayaks and 2 paddles or \$400.00 for the SUP package from California Board Co. (includes paddle, fin, leash, and soft roof rack). They also provided graphics for flyers.
 - (2) Raffle tickets are ordered and will be in soon. Cost for ticket printing was \$50.00. Barbara will contact John Maggio to put ticket sales online.
- iv) The tee shirts and sweatshirts - (March, 2015)
 - (1) The order is in. Barb brought in several sweatshirts to sell to Board Members and we saw the finished logo. Shirts will be on sale at the March Open House.
- v) Wine Tasting – Date to be determined – In planning phase
- vi) July Event – July 31, 2015 – In planning phase
 - (1) CSC Clubhouse is reserved
 - (2) Barbara has recruited a college student studying Event Planning to help with this event.
- vii) Harvest Dinner – September 19, 2015
- viii) Fall Open House – October 10, 2015 – In planning phase
- ix) Terry brought up a possible event at Goshen Farm this summer. Lou stated that we do not have the facilities yet needed for an event like this (toilets, stage, etc.). Lou suggested that Board members write up what they envision for this event and send these to Barb. Lou plans to meet with Dr. Arlotto after his April visit to discuss some issues that are preventing events at the farm and other issues with our lease. Becky is designing a survey of potential GFPS events to have for the Open House.
- x) Terry also brought up that he is doing some posting on the web and wanted to know if we needed a release for photos. Becky has a form that she will send to Lou regarding this. **(Action: 184-03-15)**
- xi) Related to the website, corporate sponsor logos need to come to the secretary so she has a file of logos. This needs to be changed in the corporate sponsor thank you letter.
- e) Lou broke from the agenda to speak to the Bylaws. According to the Bylaws “conflict of interest” clause, Board members cannot get a discount on the shirts GFPS is selling. This also applies to GFPS dues. The Board decided on the pricing for t-shirts (\$16 for members, \$21 for nonmembers) and sweatshirts (\$24.00 for members, \$30 for nonmembers).
- f) Garden (Terry Brandon) – (Report as submitted)

- i) Terry spoke to updates to his report. Terry reported that the Garden Committee will shift over to growing tomatoes in the greenhouse over the summer and these will be dedicated to the Harvest Dinner, be sold as a commercial crop, donated or a combination all of these options. The Slave Garden that BB&T is putting together will be down near the barn foundation and Terry hopes to have gardeners involved in this. We have 7 plots available which may be rented at Open House.
 - ii) Terry also mentioned a plan to reward gardeners who do extra work at the farm by giving them extra space. He is thinking about next year and he asked the Board to give this idea some thought.
- e) Grounds (Roy Benner) – (Report as submitted)
 - i) Roy reported that he has samples of the wavy glass for our window project. We will examine the samples after the meeting.
 - ii) The Oberon Company donated 100 pairs of safety glasses to GFPS for upcoming projects. He sent a thank you note and will try to get the value of the glasses for our records.
 - iii) Roy asked for volunteers to help clean the Main House for the Open House. Sharon volunteered to clean the house on Friday.
 - iv) Kara Maddox asked about getting several loads of gravel for our driveway. Roy will get the specific amounts and type to Kara. Lou suggested that perhaps Roy could talk to her about chairing the Financial Development Committee. Roy will talk to Kara about this.
 - v) Lou thanked Roy for going to Public Works and getting maps showing where the county water mains will be running in respect to Goshen Farms boundary.
 - vi) Roy has blocked off several rooms and areas with 2 by 4's for safety during the house tours.
- f) History & Research (Scott Powers) – (Report as submitted)
 - i) Terry suggested we need a PR side to the History Committee so there is constant information going out to the members as information, photos, etc. are discovered. Lou stated that he has started putting some history information in the Caper article. He will also meet with Scott about expanding this committee and the opportunity to have interns working with Scott. Bob Nestruck is a member who is interested in history and perhaps being on the committee.
- g) Membership (Becky Benner) – (Report as submitted)
 - i) Becky stated that as of this meeting we have 102 members for 2015.
- 8. On-going Business
 - a) Review of Open Actions was not completed.
 - b) Lou surveyed the Board on which window option (Window Plan provided at the February Meeting) we will use on the Zone A and Zone B sections of the Main House.
 - i) Option D was selected in the survey. A motion was made by Terry to accept Window Option D with minor modifications to be discussed at a later date as

the will of the Board of Directors. Becky seconded the motion. The motion carried.

ii) Lou hopes to get the window donation form completed by the Open House.

c) From the Floor

i) Lou asked the Board to think about our Operating Budget and our Restoration Funds as separate accounts in terms of future fund raising. We may need to set up two separate checking accounts. Terry stated that we need a list of immediate needs (well, sewer, etc.) with approximate cost to be drawn up and given to all Board Members. Barbara stated that the State Grant paper work has this information. Lou will look for this in order to complete his list. **(Action: 185-03-15)**

ii) Terry passed out Edgar's recommendation for the wood to use in the window construction and the muntin piece. Edgar has finished the window for A1 which Terry brought to the meeting and the Board examined. There are 10 windows in the 1783 section. The window built for A3 donated by Mike Maggio may be able to be modified (to be in line with Option D) and used in the 1783 section for window A10 . There was further discussion including about total cost of each window including the shutter. Lou will contact Mike Maggio to get a formal bid price for the window that he had made. Edgar will submit a formal bid for the cost of a window. **(Action: 186-03-15)**

9. New Business

i) None

10. New Actions were not reviewed.

11. A motion was made by Barbara and seconded by Roy to adjourn. The motion carried. The Meeting was adjourned at 10:00 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 (i.e. fillable donation sheet)	Joe	06-18-14	Working	New Chairs should receive this
146-06-14	Update Committee Responsibilities	Lou	7-15-14	Working	With written input from committee chairs
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	Working	Public Relations necessity
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	Inventory existing shutters	Lou, Mike, Roy	09-15-14	Working	Need total useable shutters to determine what shutters need to be purchased or built
164-10-14	Write a proposal for a security camera system	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	Mike Maggio	12-15-14	Working	Security / weather protection
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio(with John's help)	12-15-14	Working	So Board knows what to look for when inspecting house
168-11-14	Strengthen downstairs support walls	Mike Maggio	01-15-15	Working	ASAP To facilitate group tours
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
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	Working	Needs updating
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
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	Working	Update website and give Roy a copy for his records
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
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	Working	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
181-03-15	Lou will contact (meet) Dave Sloskey to discuss location of new Electrical	Lou	04-30-15	Working	Roy suggested that the panel remain where it is

	Panel and problems with the two security lights on the NW corner of the Main House				
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	Working	Main House has ongoing maintenance issues
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	Working	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	Working	Terry needs this to put photos on the website
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.
186-03015	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

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD	President Karen Bailey has done 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 and 2012 (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, Sharon@cnrinsurance.com ,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 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/		CTD	Bush hogging 3/12

		Corinne			
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 Breedon 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 Breedon
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	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use

	purchases				
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 th

					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