

Goshen Farm Preservation Society  
Meeting Minutes October 21, 2015

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Rose Mary Stocker	<b>Recorder:</b>	Becky Benner
<b>Date:</b>	October 21, 2015	<b>Time: 7:30</b>	7:29 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Rose Mary Stocker, Barbara Morgan, Terry Brandon, Bob Nestruck, Roy Benner and Becky Benner		
<b>Members Attending:</b>	Michael Buchet, and Douglas McClelland		

1. Call to Order and welcome of new or present members
  - a) Board Member Becky Benner volunteered to take the Board of Directors' (BoD) meeting's notes as Secretary Sharon Biondi was not present.
  - b) The meeting was called to order on Wednesday, October 21, 2015 at 7:29 PM by Vice President Rose Mary Stocker.
  - c) Rose Mary welcomed current members present.
  - d) Rose Mary noted that the November meeting will occur on the 11<sup>th</sup> and not the 18<sup>th</sup>. A question was posed if the Cox Room would be available.
2. President's Report (Lou Biondi)(Report Submitted)
  - a) President's report was not reviewed as Lou was not present.
3. Review of August and September Meeting Minutes did not take place as neither document was available for discussion. Review of these and of the October Minutes will take place at the November meeting.
4. Treasurer's report (Joe Poist) - (Financial Report as submitted.)
  - a) The Treasurer was not available to answer questions pertaining to the August or September financial reports. Review of both months' financials postponed until the November meeting.
5. Committee Reports:
  - a) Building & Maintenance (Vacant) – (Report submitted by Lou Biondi)
    - (1) Terry noted that he spoke with GFPS member, Dave McCormack who is "on deck to become the Building & Maintenance Chair." Terry requested what direction the restoration program has accomplished regarding windows, etc. Michael Buchet noted that Architect, Michael Dowling had stated "No" to any installation of windows. During the August inspection, Architect Dowling had stated that the load on all floors be limited to 5-6 people. Further, shifting of walls and floors during any foundation work could result in broken windows.
    - (2) Rose Mary asked if the second floor beam in the front wall of the Farm House were to be "sistered." Roy replied that Architect Dowling said the beam should be repaired or replaced.

- (3) Becky noted that she had provided two additional companies which contract for historic restoration at the September BoD's meeting and they did not appear in Lou's report. She will locate and send the information to Lou.
- (4) Terry noted that according to the Financial Reports, GFPS pays \$78/month for phone service. He stated GFPS should act on Doug McClelland's suggestion at the September meeting and switch from phone service to internet service. GFPS should put security cameras in place quickly.
- (5) Roy expressed concern about the BGE invoices. He has access to the BGE account but is not able to see the amount of usage per month. Roy thinks the bills are much too high for the small amount of electrical equipment used on the Farm. It was noted that BGE did check the meter a few months ago and found that it performed satisfactorily. It was suggested that BGE should test the electrical equipment which is running, not the meter. Roy also noted that BGE indicated that GFPS "...used 58% higher than our efficient neighbors."
- b) Communications (Vacant) – (No Report submitted)
  - i) Postponed until the November meeting as Lou was not present.
- c) Financial Development Committee/ Volunteer Committee ( Lou Biondi and Terry Brandon) (Combined Report as submitted by Terry Brandon)
  - i) Terry had one volunteer, Alex Butler, who will be available on Saturdays for working on the Farm. Roy has emailed Alex regarding staining the two picnic tables donated by the BB&T/Arnold Branch.
  - ii) Jim McCrea from the Annapolis Rotary Club will meet with Terry and Roy and "coach" them on what the Annapolis Rotary Club looks for when reviewing Requests for Proposals, aka grant funding. The Annapolis Rotary Club designated February 2, 2016, as GFPS presentation morning. Jim stated that the Annapolis Rotary Club's primary focus is on giving funds to children and their educational needs.
  - iii) Terry presented additional information about the meeting with Lisa Barge, Agricultural Marketing and Development Manager/Anne Arundel Economic Development Corporation. Lisa noted that the agricultural world has a tremendous lack of people for relatively high-paying jobs. Goshen Farm could become the first step for students to achieve an agricultural job.

Lisa felt that GFPS should add "educational center" (underscoring Terry's ideas) to all public relations materials and to any information provided to Dr. Arlotto. The public should be aware that GFPS is working with more than just a historic building. Lisa noted that the Phoenix Center in Annapolis received a \$40,000 grant from the Annapolis Rotary Club for a greenhouse which has not yet been built; and the Annapolis Rotary Club is continuing to supplement the greenhouse project.

- iv) Terry noted that Lisa Womeldorf and Loretta Freeman from Broadneck High School met with Terry, Lou and Roy and discussed the BHS Special Education students utilizing Goshen Farm for the Enclave Learning Program for exposure to a “sheltered workshop.” The students could be on site Tuesday/Wednesday/Thursday for a two-hour period in the morning. Further, this program would meet one of the Annapolis Rotary Club’s requirements – children – and also provide the educational venue that GFPS could describe in a Request for Proposal (RFP).
- v) Terry is ready to tackle the St. Margaret’s Church RFP. The RFP will benefit children. Terry may marry the GFPS grant application with other organizations. GFPS could provide the venue, for instance, for a summer camp for children. GFPS could charge a facility fee that would cover water, well, pavilion, etc.
- d) Events & Fundraising (Barbara Morgan) – (Report as submitted)
  - i) Many praises were given to Barbara for obtaining E Harwood for photographing the Fall Open House Event. E was extremely effective in covering all the activities which occurred. Roy will forward E’s address to Lou.
  - ii) Barbara stated that the proposed Phantom Ball should be postponed until 2016. Research of addresses and too many other details would need to be done in too little time.
  - iii) Barbara noted that after eight years, she is burnt out as are her family, friends and neighbors. GFPS “needs new blood.” She’ll continue as an active member but will be taking time away from the BoD. Barbara has several boxes of GFPS materials and the money wheel that will be stored elsewhere. Roy and Terry volunteered to pick up these items on Friday morning, October 23<sup>rd</sup>.
  - iv) Terry asked for a synopsis of each event that GFPS has hosted. Topics should include 1) what worked, 2) gross/net value, 3) attendance. Barb’s information would prevent the next Events Coordination Chair from “reinventing the wheel”. Barb is willing to provide her three-ring binders for each event which cover details, past actions, publicity, materials, etc., to the new Event Coordination Chair.
  - v) Roy asked if there were breakdowns of e-mail addresses of the different groups (membership, gardeners, all email addresses since 2006). Barbara thought Color Fire would have them but Lou should request lists from Color Fire. **(Action Item: 200-10-15)**
  - vi) Michael Buchet noted that GFPS events often clash with events presented by other organizations. Roy suggested that at the November Meeting tentative dates for each event should be discussed so research could be done with other organizations to prevent conflicts. Becky suggested that perhaps the CSCIA signboard be reserved in January for finalized dates for different events.

- vii) Barbara noted that the Spring Open House will return to an April date as the Maryland Day celebration in 2016 is earlier in March than occurred in 2015. Java & Jazz, or some similar event, would again be held in March. Having J&J in March is the best timing as more people came for warm fluids and socializing in cold weather. However, Barb stated that J&J did well for the first few years but many changes have occurred in the last couple of years.
- viii) Discussion ensued regarding the differences between the Wine Tasting Fundraiser and the Harvest Dinner. The Wine Tasting didn't cost GFPS anything as Val Sullivan, a staunch supporter of GFPS, provides all the wines, food and venue. New in 2015 was the Silent Auction held at the Wine Tasting Fundraiser. The Auction boosted the net to over \$2,200. The demographics at the Wine Tasting generally are those who attend the Bella's monthly wine-tasting nights. The Harvest Dinner netted \$2000, involved many more volunteers and members in preparation, and had more dining participants. Terry felt that GFPS got "more mileage" out of the Harvest Dinner.
- e) Garden (Bob Nestruck, Acting Chair) – (Report as submitted)
  - i) Acting Garden Chair, Bob Nestruck reported that only two gardeners (plots #57 and #58) haven't cleaned their plots.
  - ii) The Broadneck High School Special Education Class will rent two plots: the remaining three "open" plots have been rented. There are no open, rentable plots at this time.
  - iii) Bob told the BoD that several Sharing Gardeners have already planted fall and winter crops.
  - iv) October 5<sup>th</sup>, Bob was at the Broadneck Library at 8:30am to register for the Meeting Room for winter evenings for the Sharing Garden – he was 7<sup>th</sup> in line! The last Tuesday of each month is reserved for GFPS – or for any GFPS event.
- e) Grounds (Roy Benner) – (Report as submitted)
  - i) Roy commented on the removal of the silver maple tree from the west side of the Farm House. There is a tremendous difference in the Farm House appearance and the amount of sun now available all day in the Sharing Garden. Much of the wood has been saved and will be available for benches, tables, signs, etc.
  - ii) Lyle Wallace, the Eagle Scout applicant, is nearing completion of his project. Jenni Biondi plans to work with and take over the care of the beehives. Roy said he would like to have a helper for Jenni.
  - iii) Tony Tuckfield, an Eagle Scout applicant, hasn't been heard from recently. Ben Marsh, an Eagle Scout applicant, will be working on the path between Walnut Ridge and Cape St. Claire Elementary School on October 24<sup>th</sup>.
  - iv) Roy requested a copy of the Service Project Guidelines from Becky to present to all applicants considering a community service project for Goshen Farm.
- f) History & Research (Scott Powers) – (No Report submitted)

- g) Membership (Becky Benner) – (Report as submitted)
    - i) We have 158 members (incorporating individual and household numbers, not actual physical bodies) that will expire December 31, 2015. There are 12 overall memberships that will expire on December 31, 2016.
    - ii) Membership renewal letters will be sent in early November. These will be sent to GFPS members on the Master List that Becky has accumulated in the past three years. The renewal packet will include the letter, brief summary of 2015 GFPS accomplishments and the yellow (color-coded) renewal form.
  - h) Volunteer Coordination Report
    - i) Terry noted that he combines the Financial Development and the Volunteer Coordination into one report
    - ii) Terry did reiterate that he is working on a blog to the general membership that will be 1) an easy read, 2) not be issued on a regular basis, and 3) a vehicle to ask, “two hours a month...,” “we can use these things...” etc. Barb noted that e-mail blasts from Color Fire appear to be more of a poster form than a “we’re glad you are part of GFPS, and here’s what’s happening.”
6. On-going Business
- a) Roy announced that Dean Cowherd will appear on the 2015 premier episode of *Maryland Farm and Harvest*. The show appears weekly on Maryland Public Television. Dean’s episode will air November 10<sup>th</sup> at 7pm.
  - b) It was suggested that a GFPS tee-shirt be given to Dean for all that he has done for Goshen Farm.
7. New Business
- a) Additional discussion of changing phone service to internet service continued. Doug McClelland described the process of switching and what equipment would be required to effectively record and save all images. A video recorder would be located in the Farm House to store the cameras’ images. Becky asked what equipment would be required since originally GFPS was told that only cameras and internet/Wi-Fi service was needed, and now at least three pieces of additional equipment (Magic Jack, video recorder, router) are required for the security system. Of concern to Becky was that no explanation or guarantee that what was recorded would be saved either in the Farm House or “in the cloud”. Doug promised to send a total schematic of the security camera setup. Michael Buchet noted that there are several aspects that should be determined prior to purchasing the multiple pieces of equipment: 1) temperature, 2) battery life, 3) depth of field, 4) location height of camera(s), etc.
  - b) Purchase of a second storage container was discussed. Barbara noted that the current container was purchased for \$1000 but delivery was done by a friend. However, the truck was not a contain-hauling vehicle and the hauling and delivery were “interesting”. This container may cost \$1800 and will likely have a delivery charge. Based on Barb’s comments, GFPS should not rely on friends to move the storage container to Goshen Farm but should contract a regulation vehicle. It was suggested that the storage container(s) be located to another site rather than the Farm House side yard. Roy will research and present his

- recommendations. **(Action Item: 201-10-15)** Doug stated that he has a contact for storage containers. He will pass the information to Lou.
- c) Volunteer to assist Ann B. Worthington was tabled until the November meeting. It was suggested that Scott Powers be the Point of Contact.
  - d) The Enclave Training Program support was tabled until the November meeting. BoD members present are not familiar with this topic.
  - e) Michael Buchet brought up insurance coverage. There are members who sign up for individual membership (\$20) and bring their family member. What coverage is there for these “nonmembers”? Michael suggested that the BoD review the \$20 vs \$35 topic again and have one fee for membership.
  - f) BoD listed names of members who should be invited to the November and December meetings to see what the BoD discusses and acts upon. These select individuals could determine if they like or dislike and if willing to run for the BoD. Names suggested include: 1) Steve Derby, 2) Joyce Gooldy, 3) Kara Maddox, and 4) David McCormick.
  - g) Facebook problem exists in that Color Fire determines what appears on the page. Individuals can no longer post current or immediate information to Facebook.
  - h) Dropbox concerns include: 1) how can I make sure the GFPS material goes into that file and that my personal information is not viewed by others, 2) how does it work, 3) how does file sharing work and 4) read-only files and can they be changed.
8. New Actions from this meeting were not reviewed.
9. A motion was made by Terry to adjourn and was seconded by Barbara. The motion carried and the meeting was adjourned at 9:31pm.

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
198-09-15	Contact Jim McCrea to set up presentation to Annapolis Rotary Club	Terry	10-31-15	Working	
199-09-15	Add Change batteries on sensors for house cameras to Recurring Actions	Sharon	10-31-15	Working	
200-10-15	Request all e-mail lists for GFPS from Color Fire	Lou	12-15-15	Working	So we can compare with what we think we have
210-10-15	Research cost and transport of additional storage unit	Roy	12-15-15	Working	Doug McClelland will assist

### RECURRING ACTIONS

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
Bi-annually	Change batteries on sensors for Farm House cameras	Lou (Building & Maintenance Chair	June, November		Need a schedule so house security is always functioning

### 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. Laison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 <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 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 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	Stu	08-30-13	CTD	Non-disclosure Agreement

	who want to work collaboratively with GFPS				
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
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 McCreas' 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	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS

	insurance coverage				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 Goshen for the Power Point presentation he is creating	Sharon	8-15-15	CTD	Power Point is on-going. Will need when we look at Grants and presenting to other groups. Sharon reworking Corporate Sponsor levels so will need to change list for Michael Buchet.