

Goshen Farm Preservation Society
Board Meeting July 20, 2016

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| Called by: | GFPS Board | Type of Meeting: | Board of Directors |
| Facilitator: | Lou Biondi | Recorder: | Sharon Biondi |
| Date: | July 20, 2016 | Time: 7:30 | 7:32 PM |
| Location: | Cox Room, CSC Clubhouse | | |
| BOD Attending: | Lou Biondi, Sharon Biondi, Bob Nestruck, Terry Brandon, Rose Mary Stocker, and Linda Beck, | | |
| Members Attending: | Michael Buchet and Diane Vincent | | |

1. Call to Order and welcome of new or current members
 - a) The July 20, 2016 Board Meeting was called to order by President Biondi at 7:32 PM. Lou welcomed members, Michael Buchet and Diane Vincent. Lou asked if anyone would like to move to add anything to the agenda for this month under ongoing or new business. Terry made the motion and Bob seconded. The motion carried. There was one topic added to New Business on the agenda.
2. President's Report (Lou Biondi – Report as submitted)
3. Review of Minutes
 - a) The June 15, 2016 Board Meeting Minutes were reviewed. Terry made a motion to approve the June 15, 2016 Board Meeting Minutes. Bob seconded the motion and the motion carried.
4. Treasurer's Report (Linda Beck – Report as Submitted)
 - i) Linda Beck presented the Profit & Loss Statement and Balance Sheet as of June 30, 2016. Checking account balance as of June 30, 2016 is \$20,415.91.
 - ii) Bob made a motion to accept the June 30, 2016 Treasurer's report. Terry seconded the motion and it carried.
5. Committee Reports
 - a) Building and Maintenance (Dave McCormick – Report as submitted)
 - i) Dave's report stated that he had gotten an estimate from Robert Beall Services to locate and inspect the septic systems for the Farm House and the Caretaker Cottage. He will seek a second estimate for this work.
 - ii) Dave also reported that the St Andrew on the Bay Church camp at Goshen Farm on July 11, 12 and 13 was a success. He thanked Terry B., Sharon B., Bob N., Jenni Biondi, and Diane Vincent for helping to assist with the campers. Much work was completed by the campers over the three days and they enjoyed the tour of the Farm House, Garden, Hoop House and Apiary. Dave had all of the supplies and tools on premise and organized for the tasks the campers performed.
 - iii) In his report Dave brought up the issue of controlling the poison ivy that is spreading on the grounds and up the driveway. Terry was asking for

suggestions from the Board. There was discussion regarding organic solutions to control the poison ivy. We will start with a vinegar and coarse salt solution and see how that works. Terry will try this.

- iv) Lou stated that as it relates to Building and Maintenance that he had heard from Scott Brunner who had volunteered to help us update and install our security system. Lou sent Scott Brunner, Dave's e-mail and phone number and Lou sent Dave, Scott Brunner's e-mail and phone number. Dave will follow up with Scott Brunner. **(Action: 240-07-16)**
- b) Communications (Lou Biondi, Acting – Report as submitted)
 - i) Lou reported that Shannon from Color Fire is stepping down as our point of contact. Our new point of contact is Jennifer Whetsell.
 - ii) Lou has been meeting with and working with Jim Barcliff. Jim is assisting with some website work and helping Lou learn how to do certain tasks on our website. Lou is also updating the membership list and other segmented lists for better communication about our events and news updates.
- c) Events (Lou Biondi, Acting – No report submitted)
 - i) **The Wine Tasting** event is set for Saturday, August 20, 2016. Sharon with much help from Michael Buchet sent the Silent Auction Request Letters out to local businesses. Annapolis Green is posting notices for our Wine Tasting and he will contact other publicity points to advertise. Color Fire is updating last year's poster to be used again.
 - ii) Lou reported that he went on our website and saw that all of the notices for the Wine Tasting, Fall Open House and the Harvest Dinner are up and the information is correct. There was one piece of information that was incorrect and Lou was able to correct that.
- d) Volunteer Coordination & Financial Development (Terry Brandon – Reports as submitted)
 - i) Terry added that there will be 7-8 garden members making the spaghetti sauce from the tomato plants that were set aside for this purpose and are periodically harvested. This sauce is being prepared for the Harvest Dinner.
- e) Garden (Bob Nestruck – Report as submitted)
 - i) Bob stated that the Garden experienced a huge bug problem this growing season that caused a loss of some vegetables. Due to the large amounts of rain the weeds in the plots have exploded. Various gardeners are helping other gardeners who have gotten behind or are sick take care of their plots.
 - ii) Bob stated that he still wants to install a "live cam" that sends a continuous stream of pictures of what is happening in and around the Garden. Hopefully we will be able to share this on our website. He also wants to install a weather station and be part of the reporting on the news channels' weather reporting from various places in Maryland.
- f) Grounds (Roy Benner – No Report submitted)
 - i) Terry reported that the Buntings, Paul and Karen have been mowing and trimming the grounds in Roy's absence. Member, Stan Synowezynski came up and helped Paul replace the lawn riding mower blade so the mowing

could continue. It is so great the way members are pitching in. Thank you, Paul, Karen and Stan!

- g) History & Research (Scott Powers – Report as submitted)
 - i) Scott reported that Jane Cox did not get the grant for the county program for historic location signs. We have not made a decision on ordering a sign – without the grant, the cost is prohibited (\$1,500 - \$1,800). Lou stated that we may bring in enough from the Wine Tasting to pay for this sign. Terry suggested that the Board have a “round table” discussion of the projects we are working on, make a list and have this list available for the three upcoming events. These projects could be announced at each event. The completion of this list could be done through an e-mail stream. Terry will start with a list in an e-mail and send out to the Board. **(Action: 141-07-16)** It would be more effective if we could include graphics such as a picture of the sign. The Board will not restrict these donations to a separate account and will state this in the announcements.
 - ii) Scott also reported that Ann Brice Worthington had a computer malfunction and lost all that she had written thus far for her book. Scott has been resending information for Ann to rewrite her book.
- h) Membership (Becky Benner – No report submitted)

6. Review of Action Items

- a) Action Items were reviewed. Some were edited and updated and six were completed. **Action: 181-03-15 was edited and deemed completed but generated another action. (Action: 242-07-16) Have Dave Sloskey wire the Meeting Room and install one or more switches on the wall as you come into the “kitchen” to operate the temporary lighting in the rest of the house. Dave McCormick will be responsible for contacting Dave Sloskey.**

7. On-Going Business

- a) Lou reported that Kayak Raffle ticket sales are very slow. Linda suggested we use a wheel (free spin with the purchase of a ticket) at the Open House and possibly at the Harvest Dinner to attract people to buy raffle tickets. Linda will look into this.
- b) We also need help in getting Wine Tasting flyers out to individuals and businesses. Michael will need 100 flyers to pass out at the CSCIA Quarterly Meeting. Diane Vincent volunteered to put a poster up at Giant in Severna Park.
- c) Lou reminded the Board Members present that they should think about whom among them will run for GFPS President. Lou asked Terry to design a “help Wanted” poster for recruiting new Board Members. This would go out to the membership as an e-mail attachment. **(Action: 241- 07-16)** Terry suggested that each Board Member speak to a friend or other member about this as well. He thought we may also reach out to staff members at the schools that have actively been using Goshen Farm as an educational center.
- d) The Strategic Planning Committee (Terry Brandon, Lou Biondi, Dave McCormick, Becky Benner, Roy Benner, Bob Nestruck, and Michael Buchet), has been

meeting regularly with Kate Mahood to develop a Strategic Plan. Their goal is to complete the Strategic Plan by September 1, 2016, but no later than October 1, 2016.

8. New Business

- a) Michael Buchet stated that the conversion to Quick Books 2016 is going to take a while. As Michael and Linda experimented converting what we are using to Quick Book 2016 format, they realized that this was not working. He is working with Intuit and tech support from Tech Soup and finding out how to reorganize everything we have. He also talked about creating “merge lists” for various lists within our organization. When he tried to do this it did not work. They are meeting with Terry Belcher on July 29th. Terry is the accountant for the CSCIA and on the boards of various non-profits. Terry Belcher coaches people on how to use Quick Books 2016 and has agreed to meet with Linda and Michael.

9. New Actions were reviewed.

10. Final comments from the floor

- a) Michael Buchet stated that we need more people to help with the Silent Auction – watching the tables, reminding the guests to check out the auction and the final checkout when the auction closes. Lou will send out a blast for volunteers and a schedule of tasks that need to be manned.

11. Lou asked for a motion to adjourn. Terry made a motion to adjourn and Bob seconded. The motion carried. The meeting ended at 9:10 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) | Becky, Terry | 05-30-11 | Working | 135-03-14 was folded into this action We need an updated Strategic Plan |
| 113-07-13 | Update the Business Plan for the BoE and align with Strategic Plan | Lou | 08-21-13 | Working | General terms |
| 141-05-14 | Create a library of financial forms using Google Docs. (i.e. fillable donation sheet) | Lou | 06-18-14 | Working | New Chairs and officers should be invited to the Drop Box after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box |
| 146-06-14 | Update Committee Responsibilities | Lou | 07-15-14 | Working | With written input from committee chairs |
| 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 | 02-15-15 | Working | Michael Buchet needs this for the Power Point slide show he is creating for GFPS |
| 206-12-15 | Create a toilet facilities plan | Lou,Roy,Terry | 09-01-16 | Working | Grant needed for this project |
| 207-12-15 | Develop and execute well plan | Roy,Terry,Lou | 09-01-16 | Working | Need well for garden expansion and Farm House use |
| 208-12-15 | Develop a plan for farm house foundation remediation | Dave McCormick, Michael Buchet, Lou, Roy and Terry | 03-15-16 | Working | Foundation must be exposed before engineer, Wallace can do full inspection. |
| 209-12-15 | Plan to increase Board and volunteer involvement | Terry, Becky | 03-01-16 | Working | Reach out to skill sets of members |
| 211-12-15 | Contract VOIP, buy and install new security camera system | Dave | 03-25-16 | Working | Lou getting estimates from internet providers to present to Board |
| 213-12-15 | Convert room 1-G to a meeting room | Dave, Lou | 06-01-16 | Working | Most work can be done with volunteers |
| 221-03-16 | Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system | Roy | 04-30-16 | Working | If original septic system can be located then Board can find out if it can be used under current P and Z rules. |
| 222-04-16 | Lou will set up a meeting with Cathy Vitale to discuss issue of MOU with AA County BOE | Lou | 5-31-16 | Working | Cathy may be able to assist with MOU |
| 225-04-16 | Pick up donated electrical supplies from retired electrician, John Nolan | Roy | 5-31-16 | Working | Much can be used in the Meeting Room Project |
| 226-04-16 | Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored | Roy and Lou | 5-31-16 | Working | Need to know for upcoming painting projects |
| 229-05-16 | Research night vision camera that operates off of Wi-Fi and report back to the board. | Bob | 6-15-16 | Working | Locate at the garden to observe animal that is digging up garden plots |
| 230-05-16 | Research router boosters to extend the Wi-Fi signal to other parts of the grounds. | Bob | 6-15-16 | Working | Wi-Fi signal is weak at the garden, hoop house and beyond |
| 231-05-16 | Send thank you letters to EDC and Aggregate Industries for the millings delivered and put down on Goshen Farm's driveway. Roy will also check to see if either or both companies would like Corporate Sponsorships for this donation of millings and provide receipt with value of donation. | Roy | 6-30-16 | Working | It would have cost GFPS tens of thousands of dollars if we had to purchase these milling to improve our driveway. |

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| 232-05-16 | Develop a Strategic Plan | Strategic Plan Committee | 9-01-16 | Working | Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet |
| 234-05-16 | Establish a Fall Open House Planning Committee for fall 2016 event | Lou | 07-15-16 | Working | If Open House Event is going to continue to grow, we need a committee to handle tasks involved. |
| 235-06-16 | Get bids for septic evaluations for Caretaker Cottage and Farm House | Dave | 07-31-16 | Working | Will know if we can use present septic system for toilet facilities plan |
| 236-06-16 | Contact graphic artist members to see if willing to create flyers and posters for events. If so, send names and contact information to Lou | Roy | 08-31-16 | Working | Will then use Color Fires' help with more technical tasks. |
| 237-06-16 | Contact various small museums to inquire about the management software they use (particularly interested in Past Perfect) | Roy and Becky | 08-31-16 | Working | Researching a better software for all GFPS needs |
| 240-07-16 | Contact Dave Brunner for technical assistance in purchasing and installing updated security system for the Farm House | Dave | 09-30-16 | Working | Mr. Brunner gave tech support to the CSCIA and has agreed to help GFPS. |
| 241-07-16 | Create a list of GFPS projects that need funding to hand out and announce at upcoming events | Terry with input from Board | 08-15-16 | Working | Terry will create a list of projects and send out to Board for input. Final handout needs to be ready prior to August 27 th Wine Tasting Event for printing and it was suggested that some projects listed should have graphics. |
| 242-07-16 | Contact electrician, Dave Sloskey about wiring the Meeting Room and installing 1 -3 switches on the "kitchen" wall as one comes into the house from side door to turn on temporary lighting throughout the Farm House | Dave | 09-01-16 | Working | Ideally, this would be completed before the Fall Open House on September 17 th . |
| 243-07-16 | Create a "Help Wanted" poster for recruiting new Board Members | Terry | 10-01-16 | Working | This could be sent out to all members and possibly staff in the schools that have used Goshen Farm as an educational resource. |

RECURRING ACTIONS

| RECURRING ACTIONS | | | | | |
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| | 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, 2014,2015,2016 | Every February | | New and Changed Board Members |
| Every 3 years | Renew Website Domain Contract – Go Daddy | Treasurer/Communications Chair | April | | Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$53.97. Renew in 2019. |
| Annually | Renew Basic Managed Word Press | Treasurer | April | | Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2016 for \$59.88. |
| Annually | Annual Report to the AA County Board of Education | President | January | | Chief Operating Officer (Alex L. Szachnowicz, P.E.) |
| Annually | Renew 501 c3 status | Treasurer | April | | (Federal) (Form 990 from accountant suffices) |
| Annually | Non Profit Tax preparation and filing | Treasurer | April | | Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014 (Chris Batista) |
| Every year | CNR-First Insurance Services Renewal (liability), agent is Sally Martin, CPCU, CIC. 1. General Liability Policy with Erie Insurance, # Q351500837 2. Directors and Officers Liability Policy with Navigator’s Insurance, #NY12DOLVO1270NY | Treasurer | 1. General Liability Insurance due November 15 th : \$1,065.00 | 2. D and O Liability with Navigator’s Insurance due on May 21 st . \$558.00 | 166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, sally@cnrinsurance.com ,Fax: 410-897-5957 Both policies are due annually. Reminder for payment sent to treasurer@goshenfarm.org . Copy of policy sent after premium payment by mail. |
| Bi-annually | Change batteries on sensors for Farm House cameras | (Building & Maintenance Chair) | Change in January and June | | Need a schedule so house security is always functioning |

COMPLETED ACTIONS

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| 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. Chrmn. 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 Gallagher 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 |

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| 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 | Barb | 09-10-12 | CTD | Needs to be ordered before roof is done on 9/29 |

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| | materials | | | | |
| 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 |

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| 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 McCreas's shed |

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| 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 |

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| 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. |
| 156-08-14 | Review By-laws to check tracking of donations for specific use requests | Joe | 09-31-14 | CTD | Would like to keep funds "general" |
| 158-08-14 | Remove hardware from existing shutters and dispose of shutters | Lou, Mike, Roy | 09-15-14 | CTD | 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 | CTD | Additional security coverage |
| 185-03-15 | Complete a list of "needs" and approximate costs for GFPS | Terry, Lou | 04-30-15 | CTD | Terry created this list and brought to Board for comment in November, 2015. |

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| 191-06-15 | Get bids from contractors for taking down the Maple tree next to the Main House | Roy | 7-30-15 | CTD | This tree lost a limb last summer and caused approx... \$1 0,000 in damage to roof and upstairs. and the roots are starting to undermine the foundation of the house Tree taken down by Richard's Tree Service in October, 2015 |
| 196-08-15 | Create "critical path" chart for Phantom Ball | Barbara | 10-15015 | CTD | 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 | CTD | Need this space for storage Boxes removed by member |
| 198-09-15 | Contact Jim McCrea to set up presentation to Annapolis Rotary Club | Terry | 10-31-15 | CTD | Possible grant opportunity Presentation date is 2/2/16 |
| 199-09-15 | Add Change batteries on sensors for house cameras to Recurring Actions | Sharon | 10-31-15 | CTD | Change in January and June |
| 202-11-15 | Contact Mike Maggio to ascertain if any of the construction equipment on the enclosed porch belongs to him | Lou | 12-20-15 | CTD | Need to clear space on porch for classroom. All building supplies on porch belong to GFPS. |
| 171-12-14 | Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911 | Roy | 01-31-15 | CTD | Roy will decide the number of posters and locations to post |
| 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 | OBE | Satisfies our two bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15) In Board discussions Mike stated that the value of the window was \$1,200.00, including installation |
| 201-10-15 | Research cost and transport of additional storage unit | Roy | 12-15-15 | CTD | Doug McClelland will assist |
| 204-12-15 | Prepare presentation for Annapolis Rotary Club (Feb. 2, 2016) | Terry, Roy | 01-20-16 | CTD | Aligning their goals and GFPS goals and needs Successful presentation on February 2 nd , 2016 |
| 205-12-15 | Contact Jazz Bands for playing sessions at Java and Jazz | Lou | 01-25-16 | CTD | Need bands set so can determine hours for event for sign board. |
| 212-12-15 | Convert Farm House porch to meeting room/classroom | Roy, Terry | 01-31-16 | CTD | For meetings and educational programs |
| 215-01-16 | Contact Karen Bailey about making ID cards for new Board Members | Lou | 02-15-16 | CTD | Karen has made these in the past and they look professional |
| 104-10-12 | Lou will contact A.A. Cares about putting a video of GFPS on their website | Lou | 12-30-12 | OBE | Lou will video tape Barb talking about GFPS. There has been a leadership change at A.A.Cares so this is postponed indefinitely. |
| 195-07-15 | Research Goshen Farm address | Roy | 08-15-15 | CTD | Relates to records for old septic system at Public Works |
| 203-11-15 | Compile a list of local wedding planners, pick a date, and invite them to Goshen Farm | Lou | 12-20-15 | OBE | It was decided that some priority projects such as the well need to be completed before investigating this. |
| 210-12-15 | Develop a specific wedding venue plan | Lou, Terry | 03-01-16 | OBE | Revisit this action in a year |
| 217-03-16 | Send Dave McCormick contact information for Sherwin Williams Store #3335 | Sharon | 03-15-16 | CTD | Dave can discuss appropriate paint of exterior of Caretaker Cottage with contact |
| 218-03-16 | Send Board Members directions for setting up g-mail accounts which tie in to contacts listed on GFPS Website for Board Members | Lou | 03-20-16 | CTD | Will make transitions easier as these g-mail accounts will transfer to new Board Members as Board Members change. |
| 220-03-16 | Send out needs list to Board Members for Spring Open House on April 23 rd | Lou | 04-01-16 | CTD | This allows us to make sure everything is covered for the event. |
| 224-04-16 | Michael Buchet and Linda Beck will get a final receipt (minus tax) | M. Buchet | 5-31-16 | CTD | If the total is \$100.00 or more, this would qualify them as |

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| | for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting | and Linda Beck | | | Friends of Goshen Farm – level to be determined by total donation |
| 228-04-16 | Locate permission form to be used for intern interviewing various people for her project on the history of GFPS, Inc. Send this to the President Biondi. | Becky | 06-01-16 | CTD | Those being interviewed will need to sign off on this form. |
| 173-12-14 | Install flag pole to display Shaw Flag at Farm | Roy | 03-01-15 | CTD | In Roy's Master Grounds Plan. Completed on Flag Day, June 14,2016 |
| 216-02-16 | Contact Broadneck Asbury Methodist Church and Cape Methodist Church to find out if their choir performs at functions outside of the church | Terry | 03-15-16 | CTD | Cape Methodist Church choir agreed to perform at the Fall 2016 Open House, and possibly Spring 2017 Open House. Move this to the Fall Open House Committee for completion. |
| 219-03-16 | Acquire a 4 drawer metal file cabinet | Roy | 04-15-16 | CTD | Need for important documents for the Society –to be kept at the Farm. Rose Mary Stocker donated 2 vertical and 2 horizontal file cabinets |
| 233-05-16 | Send Kate Mahood pertinent documents relevant to first meeting of the GFPS Strategic Plan Committee and cc members of this committee. | Lou | 6-10-16 | CTD | Examples of documents are Mission Statement, Master Plan, BoE Lease, Grounds Master Plan, By-laws, ... |
| 238-06-16 | Submit MSEA 150 th Anniversary Grant application for 5 picnic tables | Sharon | 03-31-16 | CTD | Completed grant application, Rec'd notification on 5/16/16 that we were awarded the grant for \$500.00 and rec's check on 6/17/16 |
| 239-06-16 | Submit Constellation Energy Grant Application for driveway diverter structures. | Lou | 05-15-16 | CTD | Completed grant application on 5/11/16 and was awarded grant on 06/12/16 |
| 165-11-14 | Reinstall plywood faux window in shut window and tighten screws in plywood on window on east side and check all faux windows for tightened screws | Dave | 06-14-16 | CTD | Security / weather protection |
| 181-03-15 | Lou will contact (meet) Dave Sloskey to move location of new Electrical Panel to the Meeting Room and label. | Dave | 04-30-15 | CTD | Dave has completed moving the electrical panel to the Meeting Room. |
| 200-10-15 | Request all e-mail lists for GFPS from Color Fire | Lou | 12-15-15 | CTD | So we can compare with what we think we have and need to know if they have home addresses for contact list for 2015 and 2016. Lou has updated Member List. |
| 214-12-15 | Plan segue from Color Fire redesign to GFPS maintenance of website | Lou | 04-15-16 | CTD | Color Fire will give some maintenance help after May 1, 2016. GFPS will be responsible for writing updates and articles for Color Fire to post and Mail Chimp blasts. Member, Jim Barcliff has volunteered to assist with website. |
| 223-04-16 | Dave McCormick will get a final receipt (minus tax) on discounted paint from Sherwin Williams and send copies to the treasurer and secretary | Dave | 5-31-16 | CTD | If the discount is valued at \$500.00 or more, Sherwin Williams would qualify as a Corporate Sponsor and the donation amount should be entered in our financial report |
| 227-04-16 | Dave will create a form for groups coming up to Goshen Farm for classes to complete for our records. He will send this out to the Board. After complete, Lou will convert to a fillable PDF. | Dave and Roy | 6-15-16 | CTD | Help us keep better records of who has come to the Farm and when. Dave created a fillable form and sent out to the Board. |
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