

**Goshen Farm Preservation Society
Board Meeting, August 16, 2017**

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	August 16, 2017	Time: 7:30	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Sharon Biondi, Bob Nestruck, Linda Beck, Dave McCormick, Roy Benner, Becky Benner and Terry Brandon		
Members Attending:	Michael Buchet		

- 1 **Call to Order and welcome of new and current members**
 - a) **The August 16, 2017 Board Meeting was called to order by President Biondi at 7:30 PM. Lou welcomed member, Michael Buchet.**
- 2) **Review of Agenda**
 - a) **There were no changes requested to the agenda.**
- 3) **President's Report – Lou Biondi (No Report submitted)**
- 4) **Review of Minutes – July 19, 2017**
 - a) **The July 19, 2017 Minutes were reviewed. One correction was made after discussion. Becky and Roy also made editorial corrections in an earlier email that will be corrected in the Minutes. Roy made a motion to approve with corrections, Bob seconded and the motion carried.**
- 5) **Treasurer's Report (Linda Beck – Report as Submitted)**
 - a) **The checking account balance as of July 31, 2017 was \$26,986.91.**
 - i) **Becky made a motion to accept the Treasurer's report dated July 31, 2017 and Terry seconded. The motion carried.**
- 6 **Committee Reports**
 - a) **Building and Maintenance -Dave McCormick (No report submitted)**
 - i) **Dave stated that Roy was present during the John Tung of Field & Tung structural inspection of the Farm House and would elaborate. The inspection was 2 hours. Roy reported that Tung did an inspection from attic to basement. Mr. Tung will be sending a report on the inspection and a list of questions regarding what is sacred (must be historically**

preserved) and to what period we want to restore the house (given that there is the original 1783 section, an 1800's addition and a 1960's addition). Clearly, Jane Cox will need to see the report and list of questions. Terry and Roy stated that they were surprised that John Tung did not crawl under the house to inspect the foundation. Dave believes that he needs to call Tung and Jane Cox (perhaps in a conference call) to discuss the findings in the report and the additional questions. (Action Item: 284-08-17)

ii) Dave met with architect, Theresa Todd at the farm regarding building an ADA accessible free standing bathroom facility. She thinks a small stand- alone, 2 -stall bathroom facility near the septic system for the Tenant Cottage would be viable. She is willing to do the drawings for this building but Dave needs to do further research on a stand- alone that has a holding tank (self-contained) versus one that uses the old Tenant House septic tank. Dave will call Beall Septic and State Wide Septic to get long term costs for both options. (Action Item: 285-08-17) Dave also stated that before we actually build a bathroom facility, this plan would have to be presented to the AACPS for approval.

b) Communications- Leigh Neugebauer (No report submitted)

i) Lou reported that Leigh has been doing a great job on Facebook posting and Mary-Lynn has been doing frequent twitter posts. Lou talked to Jim Barcliff regarding the GFPS Website and getting him additional help with updating. Jim said he would welcome the help and if Lou could do a Mail Chimp Campaign to ask for web site assistance from members who know how to work with Word Press, this would be great. Lou would like Jim to continue as "gate keeper" and any updates would go through Jim to whoever would assist with posts. Last, Lou commented that he was pleased that the Communications Committee now had three members; Chair, Leigh Neugebauer, Mary-Lynn Neil and Jim Barcliff.

ii) Communications and notifications for the Fall Open House came up with a question from Becky. She stated that she had volunteered to do the publicity notifications for Fall Open House at the planning meeting for that event. She had already sent Lou the list of contacts for publicity in publications that she had. Lou will combine the contacts he has with Becky's list and send to Leigh for the next event, the Harvest Dinner. Leigh will be handling publicity through Facebook and also publicity through announcements to local publications.

c) Events (Vacant)

d) Financial Development/Volunteer Coordination -Terry Brandon (Report as submitted)

i) Terry reported that the Fall Open House plans for September 16, 2017 are moving along nicely. There are a few things that need to be finalized. He needs Lou to send forms from last year's Fall and Spring Open Houses, such as Sign- up sheets of volunteers, shifts and the form for collecting the cash, checks, ETC. He has lost the original email Lou sent. Lou will resend this information. Sharon asked Terry if there will be enough students at the Open House to build the oyster reef balls. Terry said that he had been reassured by Larry Jennings that there would be. Becky mentioned that in the publicity she has sent out she included the reef ball activity and that visitors would be able to participate. Bob also suggested that Terry contact Leigh as she could request help for this activity from Girl Scout Troops with some advance

notice. Terry also stated that he has talked with Ms. Velozo about students coming to hear a presentation on oyster reef balls and building reef balls on the Friday before Fall Open House – September 15th.

- ii) In addition to the activities planned for Fall Open House, Terry spoke with Mark Stover (former PE Teacher at CSCES) who suggested some games that would be enjoyed by children attending. He will be looking for persons to handle these games and perhaps the Boy Scouts could help. He asked the Board to consider volunteering for supervising these games.
 - iii) Lou said he had placed the order for printing the Fall Open House posters and would notify Terry when they were ready for pick-up. Terry has a member willing to put the posters up at businesses in the area.
 - iv) Terry has ordered a banner announcing the Fall Open House to be displayed several weeks ahead of the event and smaller ground signs announcing the highlights and activities at the Open House.
 - v) Terry also reported that there has been little communication with teachers who have been participating in educational programs at Goshen Farm. He is concerned that he will be receiving requests for classes to resume without ample notice.
- e) Garden -Bob Nestruck (Report as submitted)
- i) Bob reported that volunteer gardeners have made 20 gallons of sauce for the Harvest Dinner, October 14th. There are still many tomatoes to harvest and Bob will have to think about how to use them. Thursday, Terry will take about 150 tomatoes over to Park Place Apartments for distribution to the residents.
 - ii) Bob also reminded the Board that members are encouraged to help themselves to produce that is ripe or has fallen to the ground. This time of year, there is a lot of produce ready to pick and gardeners are vacationing or for other reasons not able to come up and harvest frequently.
 - iii) Sharon asked about the situation related to finding ammonia in the well water used for the Garden. Roy will have the well water tested by a professional and Dave gave Roy information on this. (Action Item: 286:08-17)
- f) Grounds -Roy Benner (Report as submitted)
- i) Roy reported that the third storage container that was donated by a local family has been delivered and set up next to the two storage containers we had. He is also in the process of painting two of the three containers and the inside of the doors so they are the same color as the one we ordered that came painted. The Board thanked Roy for doing this work and saving the Society a great deal of money. Roy in turn, thanked Terry for loaning him Terry's sprayer to do this job. Sharon reminded Roy to contact the donors for a letter giving us the value of the container donated. (Action: 287: 08-2017)
- g) History & Research – Scott Powers (No Report submitted)
- i) The Board will discuss the remaining two concerts in Scott Power's Goshen Farm Concert Series under Old Business.
- h) Membership- Becky Benner (Report as submitted)
- i) Becky reported that we have 175 membership units as of August 16, 2017.

- ii) **Becky also reported that the PVA Intern student, Sydney Roberts, has withdrawn from the PVA Program. Originally, Sydney was to start creating curriculum lessons over the summer and Carolyn Jackson was to continue this process through the fall semester. Becky contacted Sydney Roberts and explained that Becky and Terry had met with teachers, Mrs. Velozo and Ms. Weisgerber and they would give more support on this project. Becky has not heard back from Sydney regarding staying in the PVA Program.**

7 Review of Action Items and re-occurring items

- a) **As relates to Action Item: 260-03-17, Linda spoke to Chris Batista’s assistant and she stated that as far as a participant receiving a tax deduction for their Harvest Dinner payment, GFPS would have to calculate the value of the meal and subtract that from the cost of the payment. The difference would be what is tax deductible. It was suggested by Batista’s assistant that Linda to go to KOMAR to get this information. Linda will continue researching this issue. Dave stated that as a 501©(3) we are not required to send a letter to the donor for donations under \$75.00. Actions Items 277-07-17, 278-07-17, 279-07-17, 280-07-17, and 282-07-17 were completed.**

8 On-going Business

- a) **Lou reported that in regards to the upcoming Wine Tasting/Silent Auction Event on August 19th he has had two responses for help on this event. He needs 2 more people to help with set-up. Linda Beck and Michael Buchet agreed to help. Michael also asked about number of tables, chairs and pop-ups we will need and what he should bring in addition to what we have from the Farm. Lou will call Dave Shoemaker and Dan Perry to see if they will help with set-up.**
- b) **Lou discussed the concert we will be holding on August 25th (as part of the Concert Series) that will be dedicated to Member Appreciation. Lou sent out an email listing the areas where we will need help. We don’t need a lot of help – Lou will man the member check-in table and give out wrist bands and raffle tickets and Sharon will man the table to sell pizza. Again there was no response from the Board for help to this email. Terry asked what was needed for this concert. Lou stated that we need at least two more people to help man the membership table and the pizza table. Scott needs help putting up the stage and setting up the pop-up. Roy, Terry, Michael and Bob will help with set up about an hour before the concert (5:00 PM). Linda will help at the pizza table.**
- c) **Lou opened more discussion about the progress of the Open House Committee. Terry reported that he had nothing to add from his above report. Lou said that it looked like an exciting array of activities with the “Birds of Prey” exhibit and the Oyster Reef Ball Activity. Terry asked for input on his focus on the Radoff Family history. He mentioned the seminar that Bea Griffith gave on Dr. and May Radoff last year. Would it be a good idea to ask Bea Griffith to have an opportunity to talk to visitors about the Radoffs in a stationary location under a pop-up. Becky thought that we already had so many activities planned for Open House that this would be too much. Roy suggested that Bea Griffith and Ann Brice Worthington be invited to talk to a limited group in October at the Farm either in the Farm House or under a pop-up. Terry thought that inviting a few members of the MD State Archives to attend would be beneficial. Further discussion will be needed at a later time.**

9 New Business

- a) Sharon suggested the idea of allocating a certain amount of money from the monies brought in by the Summer Concert Series set up by Scott. The money would go to Scott and Sean Powers to repair or replace those parts damaged by vandalism done to Sean's Eagle Scout Historic Trail and Signage Markers Project. Terry made a motion to give Sean up to \$100.00 to replace or repair damage to his Eagle Scout Project. Roy seconded and the motion carried.
- b) Lou reminded the Board that he and Sharon will not be at the September Meeting. He asked if anyone had heard from Vice-President Rose Mary Stocker (who would traditionally head the September Meeting). Becky stated that Rose Mary's brother in Ohio was going through some health issues and she was in Ohio. Bob stated that he would chair the meeting and Becky will take notes. Sharon will give Becky the tape recorder for that meeting and show her how to use it.
- c) What should be on the September Meeting Agenda is the discussion of the GFPS events' dates for 2018 to be finalized at the October Meeting Agenda.
- d) Roy announced that he found a full set of Goshen Farm keys in the Farm House. He suggested that everyone on the Board that has a set of keys (Cellar, front gate, Tenant House, Farm House, ETC) check to see if they have them. If not, get in touch with Roy. The key ring is a square.
- e) Roy is concerned about the Report to the Superintendent which has not been done in several years. Lou reminded Roy that he intended to complete these important reports this year but planning and executing events and other responsibilities has overcome this responsibility. Terry suggested that the Annual Report to the Superintendent is not a summary of all that GFPS has accomplished but rather what "Capital" improvements have been done to the Farm House and infrastructure as information to the Facilities Director by the "Project Manager". Lou thanked Terry for this perspective and said he will review the lease and see what it specifically requires in the body of the Report to the Superintendent. Dave stated that he can be named as Project Manager. Lou suggested that in fact, we have three project Managers – Roy on Grounds, Bob on Security, and Dave on Farm House and Buildings. In any event, the description of the improvements should be written by those responsible for the above but Dave should be a "Point of Contact" for combining all this information into a report that would be finalized by Lou and sent to the AACPS.
- f) A planning meeting should be held before the Meeting with Dr. Arlotto on the lease increase. Discussion ensued and it was decided that the meeting would be on Monday, August 21, at 4:00 PM.
- g) Terry also brought up that the Lease has 1422 Cape St. Claire Road and we are now using 1420. This was because originally there were two addresses associated with Goshen Farm. The Tenant House was 1422 and the Farm House was 1420. Michael Buchet checked the address with the Post Office website and it was listed as 1422 Cape St. Claire Road. Roy will check the address the CSC Fire Department uses for Goshen Farm. This issue will have to be addressed if a new lease is written.
- h) Roy will get the well water tested. (Action Item: 286-08-17)

- i) Becky received an email from Kohner Evans, an intern with the PVA Program who was working on a history of GFPS, regarding reimbursement for two packages she had mailed back to GFPS with materials for this project. She thanked Becky and the Society for the reimbursement for \$13.85 for postage.
- j) September 1st is the deadline upon which all groups recognized as Cape Organizations must send in a listing of their members so that there will be an 80% CSC Membership in these organizations. This would allow these organizations the use of the Cox Room or the Main Room and one event at \$200.00 for cleaning fee. Becky will submit the Membership list and the Board to the CSC Improvement Association on September 1st.
- k) Michael gave the Board a Quick Books update. He talked to Terry Belcher for several hours and they hope to have a draft outline at the October Meeting. They hope to have an update on “numbers and context”. Currently in the Data base that Linda Beck inherited there over 600 people counted as “members or customers”. We don’t know how many are duplicates. There are approximately 90 who fall into the “vendor” category. One of the discussions he had with Terry Belcher is how we standardize an entity and a person so the information can import to Excel and export from Excel. They also discussed the concept of what to capture in Quick Books and what to capture in Excel. Silent Auction vendor donations – of a certain value should be brought into Quick Books as inventory whereas most of the items simply need to be cataloged somewhere else in excel and valued. That value would be brought into Quick Books. This is still under discussion with Terry Belcher (accountant for CSCIA). One area Quick Books can track is an invoice of work completed. It does not actually show that the work was done. Michael suggested that each invoice should be signed by the member in charge of overseeing the work to indicate completed as billed. Michael will try to get a working copy of the new accounting structure by early December so we can discuss it and be ready to implement by the first of the New Year (2018).
- l) Roy brought up the fact that the Farm House has lots of “stuff” in it that needs to be cleaned up before the Fall Open House next month. Roy specified that paperwork needs to be filed, and “stuff” put away. Lou reminded Roy he had created folders and put them in the file cabinets so the paperwork can be filed.

10 Review of New Action Items from meeting

- a) Four new Action Items were added from this meeting.

11 No final comments from the floor

12 Lou asked for a motion to adjourn. Bob made a motion to adjourn and Linda seconded. The motion carried. The meeting ended at 10:20 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
146-06-14	Update Committee Responsibilities	Lou	07-15-14	Working	With written input from committee chairs
178-12-14	Have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited	Roy	07-15-17	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 ,Dave	09-01-16	Working	Grant needed for this project
207-12-15	Develop and execute well plan	Dave, Roy,Terr y,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 McCorm ick, Michael Buchet, Lou, Roy and Terry	03-15-16	Working	Foundation must be exposed before engineer, Wallace can do full inspection. Need a grant for this remediation or work donated by a contractor who is historic restoration certified
209-12-15	Plan to increase Board and volunteer involvement	Terry, Becky	03-01-16	Working	Reach out to skill sets of members
213-12-15	Convert room 1-G to a meeting room	Dave, Lou	06-01-16	Working	Most work can be done with volunteers
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
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
232-05-16	Develop a Strategic Plan	Strategic Plan Committ ee	9-01-16	Working	Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet
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
260-03-17	Contact accountant, Chris Batista regarding tax deductible status for purchase of Pasta Dinner tickets. Is this ticket purchase all or partially tax deductible?	Linda	05-01-17	Working	Related to GFPS move to New Chart of Accounts
262-03-17	Investigate feasibility of grant for archeological dig	Terry	06-01-17	Working	Related to e-mail from Nancy Bourgeois on SERC archeological dig
264-03-17	Update Mail Chimp List	Lou and Becky	05-01-17	Working	Use raffle stubs to add names, etc.
265-03-17	Write paragraph encouraging CSC residents to join GFPS and post in "I live in CSC" Facebook	Lou	05-01-17	Working	Improve membership ratio...
269-04-17	Review Chart of Accounts presented by Michael Buchet and send comments or questions to Michael via email.	Board	05-15-17	Working	Michael Buchet and Linda Beck moving toward QuickBooks with nonprofit module accounting system to begin January 2018.

276-07-17	Contact CAT North in early September to request printing of GFPS Activity Book	Lou	09-08-17	Working	CAT North starts classes on September 5, 2017.
281-07-17	Set up meeting with Secretary, Membership Chair and Treasurer to meet to standardize our reporting spreadsheets for QuickBooks.	Sharon, Becky and Linda	08-25-17	Working	Need consistency for getting information in and out easily for reporting.
283-07-17	Send out publicity site contact information in a PDF format by email to Communications Chair, Leigh Neugebauer.	Lou/Becky	08-03-17	Working	Becky is doing these announcements now and Leigh will take this over as Communications Chair. Leigh will contact Becky for her list of media contacts as well.
284-08-17	Contact engineer, John Tung and County Archeologist, Jane Cox (AA Co. Planning and Zoning, Dept. of Cultural Resources) after structural report is completed and received by GFPS. This contact preferably would be done via conference call between John Tung, Jane Cox, Dave McCormick and those Board Members involved with the Farm House remediation.	Dave	09-30-17	Working	In addition to the structural report, John Tung stated there will be questions concerning what parts of the Farm House must be historically preserved and to what period. GFPS is working towards a more definitive estimate of cost for stabilization and renovation of the Farm House (possibly in stages).
285-08-17	As relates to plans for bathroom facility; stand -alone facility using the Tenant House septic system or stand-alone facility with a self- contained holding tank, contact Beall Septic and State Wide Septic respectively to get long term costs.	Dave	10-15-17	Working	Final plan will need to go through Larry Alberts, AACPS Supervisor of Planning Design & Construction for approval. (410-439-5689 or lalberts@aacps.org)
286-08-17	Have well water tested by a water testing company.	Roy	09-30-17	Working	Dave gave Roy information on companies that do this testing.
287-08-17	Contact donors of third storage container for letter estimating value of this donation.	Roy	09-30-17	Working	Value of this donation may make this family eligible for a "Friend of Goshen Farm" donor.

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, 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, 2015, 2016 (Chris Batista)
Annually	File “Exempt Organization Fund-Raising Notice” for State of Maryland	Treasurer	January		For Charities that raise less than \$25,000.00. If GFPS raises \$25,000.00 or more then the treasurer needs to file a different form. Charities and Legal Services Division 410-974-5534 can be reached for questions.
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	January		Late notice received in May, 2017. Filed in May 2017. Will receive new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder.
Every year	CNR-First Insurance Services Renewal (liability), agent is Deborah Dickerson, 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, deborah@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. Agent name: Deborah Dickerson
Bi-annually	Change batteries on security sensors on Farm House doors	(Building & Maintenance Chair)	Change in January and June		Need a schedule so house security is always functioning
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 60 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Volunteer Chair	January, April, July, and November,		Volunteer Chair, Terry will search for a volunteer to check First Aid Kits and report back to him with an e-mail for replacement items
Every 60 Days	Check fire extinguishers (2) in Farm House for expiration date and note if replacements are needed	Building and Maintenance Chair	January, April, July and November		Dave McCormick will search for a volunteer to check fire extinguishers to see that they are in working order and not expired and e-mail him with results.

Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization	Membership Chair	September 1st		80% Cape Residents
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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. 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
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 who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement
121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use

112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE On hold at this time
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above On hold at this time
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15-11	working	Heat pump vs. window ac and baseboard heat On hold at this time
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold at this time
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change
143-05-14	Purchase blank certificates and complete one for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 th Open House
103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back

139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees

177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
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 2017	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.

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) for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting	M. Buchet and Linda Beck	5-31-16	CTD	If the total is \$100.00 or more, this would qualify them as 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 shutte 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.
141-05-14	Create a library of financial forms using Google Docs. (i.e. fillable donation sheet)	Lou	06-18-14	CTD	New Chairs and officers should be invited to the Drop Box Google after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box
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	OBE	County Council Member Ed Reilly has agreed to assist with MOU and BoE
234-05-16	Establish a Fall Open House Planning Committee for fall 2016 event	Lou	07-15-16	CTD	If Open House Event is going to continue to grow, we need a committee to handle tasks involved.

240-07-16	Contact Dave Brunner for technical assistance in purchasing and installing updated security system for the Farm House	Dave	09-30-16	CTD	Mr. Brunner gave tech support to the CSCIA and has agreed to help GFPS. Gave us a proposal.
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	CTD	Ideally, this would be completed before the Fall Open House on September 17th. Dave will be giving us a proposal/bid.
246-08-16	Send Linda Beck a copy of the sale items inventory spreadsheets	Lou	08-31-16	OBE	Treasurer does not need this as part of new Quick Books change-over
225-04-16	Pick up donated electrical supplies from John Nolan	Roy	5-31-16	OBE	John gave GFPS some equipment but as we have not begun working on the electrical project for the Farm House, we were unable to provide a definitive list.
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	CTD	It would have cost GFPS tens of thousands of dollars if we had to purchase these milling to improve our driveway.
235-06-16	Get bids for septic evaluations for Tenant and Farm House	Dave	10-31-16	CTD	Will know if we can use present septic system for toilet facilities plan. Dave has 1 bid and as we have not heard back from the other contractor, GFPS will go with this bid. Dave will schedule the work.
244-08-16	Send Dave information and drawings regarding parts of the old septic systems for the Farm House and Caretaker Cottage that Roy and Dan Tester have discovered over the last several years	Roy	08-20-16	CTD	Having this information could save time and money when contractors come out to locate and inspect the original septic systems
249-10-16	Write up descriptions of the responsibilities of the Communication Committee and the Events Committee and send out to the Board.	Lou	11-16-16	CTD	Important information to have for recruiting help for these committees prior to the January 2017 Annual Meeting and election
250-11-16	Contact Pat Ferguson with regard to setting up a meeting for Color Fire presentation with the Irish Restaurant Group	Bob	12-15-16	CTD	May impact our level of service from Colorfire for our website
221-03-16	Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system	Roy	04-30-16	OBE	If original septic system can be located then Board can find out if it can be used under current P and Z rules. Contracted to have septic investigated – 03/2017
247-09-16	Dave will do temporary repairs to the Bilco cellar door, email Jane Cox regarding replacing the door in the spring and contact CAT North regarding building a Bilco equivalent door for GFPS.	Dave	11-31-16	OBE	Current door has rusty area that is letting moisture into the cella Dave will buy the metal Bilco doors and replace with assistance per conversation with Jane Cox.
252-12-16	Send Jim Barcliff an e-mail with a list of questions regarding pictures and descriptive summaries for posting on website.	Lou	01-15-17	CTD	Board members wending Jim posts will all know parameters of these posts.
253-12-16	Send pictures of constructed Bilco doors to Dave McCormick for consideration	Roy	01-15-17	CTD	A decision needs to made to buy or build Bilco doors
254-12-16	Contact MD Hall for the Performing Arts and Chesapeake Arts Center to discuss addendum to all three leases with BoE and set up a meeting.	Lou	01-15-17	CTD	Relates to timeline for these organization to respond to the BoE on lease addendum
255-01-17	Notify Lou when Silver Maple split wood is ready for sale so he can send out a blast from Color Fire	Roy	01-30-17	CTD	The blast will give Roy's and Terry's e-mails for contact to make arrangements. Several members are buying the wood.
256-01-17	Contact DNR to book 2 Scales and Tails or Birds of Prey presentations for April 22, 2017 Spring Open House	Becky	01-30-17	CTD	Would relieve volunteers from planning and manning an activity for Open House. Shows booked for 12:30 -3:30 PM

257-01-17	Contact Maureen Thomas from the Capital and Sandra Olivetti Martin of Bay Weekly about covering AACCC's "Campus That Cares Week" for the workday at Goshen Farm the week of April 25, 2017 (one day at GF)	Lou	01-30-17	CTD	Coverage would be good for AACCC and Goshen Farm
248-10-16	Contact BoE President Kobelack regarding dates and scope for an Open House type visit for the BoE Members. After getting this information, create a description of the Open House (and possible dates) to be approved by the GFPS Board.	Lou	12-15-16	CTD	Possible breakfast at a local restaurant followed by the BoE's tour, and power point presentation at the Farm... Date is April 5th with May 3rd as a rain date.
259-02-17	Contact Geo-caching website to ask that they take Goshen Farm down as a geo-cache site due to liability issues	Terry and Bob	03-01-17	CTD	Allowing geo-caching creates a liability issue as potential geo-cachers are not members or guests. Notified by geo-caching site that notice has been taken down for Goshen Farm.
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	OBE	Will then use Color Fires' help with more technical tasks.
243-07-16	Create a "Help Wanted" poster for recruiting new Board Members	Terry	10-01-16	CTD	This could be sent out to all members and possibly staff in the schools that have used Goshen Farm as an educational resource.
251-11-16	Contact Beekeepers, Jenni and Mary to discuss reasons for moving the Apiary and possible new location and then move Apiary if appropriate.	Bob	12-15-16	CTD	Bee hives have not been thriving. It was decided to move the Apiary. Roy has cleared the space and should be moved before April 6th to accommodate new colonies.
263-03-17	Change Garden rental on GFPS Website to show closed for spring 2017	Lou	04-01-17	CTD	Plots are rented but members can put their name on a waiting list.
266-03-17	Mail Chimp message regarding visitors to Goshen Farm taking all trash with them and not dumping "doggy poop bags" into port-a-pot	Lou	04-01-17	CTD	"Doggy poop bags" causing problems for Statewide Septic's pum when cleaning port-o-pot.
245-08-16	Create an accident form from the questions that our Carrier, Erie Insurance requires to be answered in the event of an injury.	Lou	08-31-16	CTD	Lou completed a form using the questions from our liability insurance carrier. Becky would like more information included on the form. Accident Report Form is kept with First Aid Kit at the Farm House.
267-04-17	Review link (that bob Nestruck emailed to Board) on security system, write questions concerning and email to Dave before next meeting on May 17, 2017	Board	05-15-17	CTD	Decision to purchase security system was made and the system purchased.
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	CTD	Terry will create a list of projects and send out to Board for input. Final handout needs to be ready prior to August 27th Wine Tasting Event for printing and it was suggested that some project listed should have graphics.
258-02-17	Purchase Bilco cellar doors and install.	Dave	04-01-17	CTD	Dave will let Board know when we have the doors to set up a work team for installation. Roy installed the Bilco Doors in June
268-04-17	Move \$2,000.00 from checking to savings for 2 window donations	Linda	05-01-17	CTD	Preserve these stipulated donations for windows and installation (Buchet and Brandon families). Brando Family window constructed but not installed. Buchet Family window not constructed or installed.
271-05-17	Contact CAT North to request printing 400 copies of Goshen Farm Activity Book designed by PVA Intern, Emily Miller during 2016-2017 school year.	Lou	08,09 -17	CTD	CAT North has agreed to print the activity book but was completed too late in spring 2017 to be printed before school year ended.

273-05-17	Direct Jim Barcliff (Web Assistant) to put new tabs on the GFPS website for a map and directions to Goshen Farm proper and a contact person and e-mail address: info@goshenfarm.org .	Lou	06-30-17	CTD	Will facilitate locating Goshen Farm property for guests coming to GFPS events and activities.
274-05-17	Set up volunteer training required by AACPS for GFPS volunteers involved with students attending educational activities at Goshen Farm and inform GFPS Board and other volunteers of the date, location and time of training.	Roy/Terry	06-30-17	CTD	Michelle Weisgerber (BHS) is the point contact for this training.
211-12-15	Contract VOIP, buy and install new security camera system	Dave	03-25-16	CTD	Lou getting estimates from internet providers to present to Board. Installation completed by Bob in May, 2017.
229-05-16	Research night vision camera that operates off of Wi-Fi and report back to the board.	Bob	6-15-16	CTD	Locate at the garden to observe animal that is digging up garden plots
261-03-17	Contact Dave Sloskey to investigate motion activated spot light on Farm House that stays on most of the time.	Dave	05-01-17	CTD	Long term problem with this one spotlight. Dave adjusted the timer early July, 2017.
270-05-17	Create a detailed summary of Fall Open House planning and execution and send via e-mail to Terry and Bob.	Lou	06-30-17	CTD	Terry will take lead on this event, and Bob will assist.
272-05-17	Send Secretary form titles and numbers for State Tax filings (exempt status) and the due dates of these forms to add to Recurring Actions List.	Linda	06-30-17	CTD	Some of the required forms are delinquent and placing this information on the Recurring Action List will prevent this from occurring in the future. Linda Beck, Treasurer, suggested that we make the due dates for all forms done annually, January so the Treasurer can start the process earlier and be aware of the various forms needed.
277-07-17	Contact Annapolis Accounting to get copies of Federal Tax Filings for 2011-2016	Linda	08-15-17	CTD	Do not have copies for Treasurer's records
278-07-17	Put updated Goshen Farm concert series in article for July/August Caper and send information out to Board.	Lou	07-23-17	CTD	Scott is finalizing bands for certain dates.
279-07-17	Check on technical steps for "Sharing" GFPS Facebook posts on I live in Cape St. Claire, I live in Revel Downs, and I live on the Broadneck Facebook pages and get to Leigh on this. Add Leigh as an Administrator to GFPS Facebook page.	Lou	7-25-17	CTD	Leigh has tried several ways to do this with a GFPS Facebook post without success.
280-07-17	Reorganize Recurring Actions chart and send to Sharon for inclusion in Minutes.	Lou	08-01-17	CTD	Columns need titles and other issues on the chart...
282-07-17	Check with a prosecutor for wording on Facebook post regarding recent vandalism of Sean Powers Eagle Scout Service Project	Leigh	08-01-17	CTD	Need to know what is acceptable as far as the law is concerned.