

Goshen Farm Preservation Society
Meeting Minutes May 21, 2014

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	May 21, 2014	Time: 7:30	7:32 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Sharon Biondi, Barbara Morgan, Roy Benner, Rose Mary Stocker, John Maggio, Terry Brandon and Scott Powers		
Members Attending:	Mike Maggio and Sean Powers		

1. The meeting was called to order on Wednesday, May 21, 2014 at 7:32 PM by President Lou Biondi. Members Mike Maggio and Sean Powers were welcomed.
2. President's Remarks
 - a) President Biondi apologized for not being up to date on PR materials, Committee Responsibilities, and creating a new Strategic Plan.
 - b) Lou also stated that he has not received the pictures from NRCS Community Relations Service taken at the 2nd Mag Day Event. Roy has spoken to Dean Cowherd and Dean stated that they are working on putting together a disk.
 - c) Lou did get GFPS signed up for the Great Give sponsored by Community Foundation of Anne Arundel County. GFPS signed up late but still will receive \$190.00 in donations. Joe asked if we had received the money and Lou stated we have not and he will follow up on this. The important thing is that we are now on their list and the date for next year is on our calendar and it was one more way for us to get our organization's name out there
 - d) Lou went to a networking cocktail party at Lowes Annapolis Hotel sponsored by Anne Arundel Cares. He was asked to speak about GFPS and said that we were interested in helping other nonprofits with their events. We are several years away from being in a position to do this but feel that this will help GFPS to become better known in the larger community. Several organizations approached him after his speech and are interested in learning more about Goshen Farm and its goals. An unexpected plus of this meeting was the offer of a gift certificate by the hotel Publicity/Events Manager for our silent auction in October.
 - e) Becky mentioned seeing the 3rd Annual Annapolis City Fair which is for local nonprofit organizations in the Capitol's events section for May 10th and 11th. We missed this event but Becky is going to put it on the calendar for next year. Becky has the website.
 - f) Terry mentioned that we need to increase our membership but also increase the participation of members who are not involved with the Sharing Garden.

Lou will put both of these ideas on the June agenda for discussion and Board Members should think about ideas to discuss at the June Meeting.

3. Review of Minutes
 - a) April 16, 2014 - A motion was made by Becky and seconded by Terry to accept the Minutes as amended. The motion carried.
4. Actions were not reviewed.
5. Treasurer's Report (Joe Poist) - (Report as submitted.)
 - a) Joe settled the insurance issue and the port-a-pot invoice. Joe passed out more financial information on the budget and gave an explanation. He started with the Budget that was in place when he took over as Treasurer and is taking the actuals and comparing them with the budget. He will keep this up every month and as we move into 2015 he will recategorize everybody's budget and as they have an expense it will be taken out of their budget. Chairs will be better informed and can be responsible for their budget. He is also planning for better reporting of revenue due to the way that revenue comes in. Sharon asked if Joe could give her the totals for Checking and Savings as part of his report. He will provide that information. Terry had a question about the Budget as it applies to the Garden and Grounds and the fact that both Roy and Terry sometimes donate the expenditures. How do they reflect the actual budget for those committees? Joe stated that donated expenses do need to be reported and there is a form to use for this. Joe is going to create a library of financial forms so new Chairs will be aware. **(Action: 141-05-14)** This list with actual forms should be handed out to new chairs. Joe also plans on streamlining the procedure (with a form) for funds coming in to the Treasurer from events.
 - b) Joe is reconciling with the State on the Matching Grant. The balance to date is \$13,410.82 but he is not sure if all invoices submitted have been paid. Mike stated that all that he has submitted have been paid and he has one more invoice to submit.
 - c) Joe also discussed a new proposal for the physical checks, online checks and the controls in place. He proposed that GFPS :
 - i) Eliminate the two signature control and implement only one signature control on all paper checks.
 - ii) Pay bills with online web bill pay service (free of charge)
 - iii) To insure proper utilization of funds, President and Vice President will review and sign (each month) Bank Statement along with Treasurer's Bank Reconciliation.

Joe discussed the history of GFPS checking controls in place and explained why he thought this system was outdated, and the controls were ineffective. He then explained the benefits of his proposal and the controls that would be in place to insure proper utilization of funds. (Proposal and rationale was submitted and included in Treasurer's report.) Discussion ensued. All officers can access the bank statement online. Lou will set this up if we choose to accept the proposal.

A motion was made by Joe (using the above proposal wording) to accept the proposal by Joe and seconded by Terry, adding "...and implemented immediately unless precluded by the By-Laws." The motion carried. Lou will check the By-laws to make sure that the change in procedure can be implemented. **(Action: 142 – 05 -14)**

6. Committee Reports:

- a) Building & Maintenance (Stu Bailey) – (Report as submitted)
 - i) Stu was not at the meeting. Mike Maggio reported. Mike stated that the next step was starting on replacing the windows. Mike also said that he has enjoyed working with Jane Cox and recently met her husband the last time she came to the Farm. We also talked about security measures as we add windows.
 - ii) Barbara told Mike that Benton is willing to haul away the metal scrap if Mike wants the help. Benton would donate what money the scrap brought in.
- b) Communications (John Maggio – Report as submitted)

John submitted a handout. He stated that he is reorganizing the website and enhancing the navigation. Each event will have a permanent page which will allow for a unique PayPal check out on each event. There will be an events and fundraiser button. There will be an online membership sign up.
- c) Events Coordination (Barbara Morgan – Report as submitted)
 - i) Strawberry Festival

Barb did not bring the sign- up sheet for the festival so she will e-mail that to everyone. The Baileys and Patty Feldt will not be there so she will really need help in filling in the schedule for our booth.
 - ii) Kayak Raffle
 - (a) The Ski Haus is giving us 2 kayaks at cost for a raffle item. Betty Brandemarte put up flyers for the Kayak Raffle. Barbara asked that all Board Members take at least ten raffle tickets. We still need to buy paddles but Barb told Joe to hold off on that check as we have time while we are selling 600 raffle tickets.
 - (b) John will have raffle tickets for sale on line. He wanted to know how we will let purchasers know their ticket numbers. Joe suggested that we take a picture of their number(s) and e-mail them. Barbara liked that idea. (It will require getting an e-mail address for each buyer.)
 - iii) Harvest Dinner
 - (a) Gloria Dei Church is willing to hold the dinner again. Becky will check dates for availability.

- (b) There was discussion on the suggestion about combining the Harvest Dinner with the Fall Open House. Most board members thought that we are not ready to entertain this idea yet as both events are so much work. Becky suggested that we really check out dates for the Harvest Dinner and Open House as the time available will be very tight.
- iv) Halloween Ball
 - (a) We need to get bids for catering
 - (b) Spread sheet has been updated and sent to Michael Buchet to generate request letters. Barb will notify Michael when we are ready to have the letters sent.
- d) Garden (Terry Brandon) – (Report as submitted)
 - i) Terry is hoping to get a working relationship between the Sharing Garden and the CSC Garden Club. Many Sharing Garden members seem to be joining the CSC Garden Club so he is pleased this relationship seems to be occurring.
 - ii) All garden plots are now rented. Terry would like to have a list of 3 or 4 people on the waiting list to prepay for their plot. They would get the next available plots. Lou stated that is an internal decision for the Sharing Garden Committee and does not conflict with our rules.
 - iii) He would also like to have a Steering Committee for managing what plots are actively being worked and if not, does that gardener plan on working that plot. This committee would give warnings so the plot is either used or given to someone on the waiting list.
 - iv) Terry is also researching the idea of gardening classes down the line. He gave an example of the grant program run by the Rotary Club. His thinking is that we should look at Institutional Involvement when we work on our Strategic Plan.
 - v) Joe asked if the Sharing Garden and GFPS has a Facebook page. John stated that GFPS has a Facebook Group – the garden has a Facebook page. John stated that we post on ‘I live in in Cape St. Claire” page and the GFPS group. There was discussion about combining the Sharing Garden and GFPS group. No decision was made.
- e) Grounds (Roy Benner – Report Attached)
 - i) In April, Becky suggested that we give Dean Cowherd a certificate for all the work he did on the Soil Pit Lectures. Stu suggested that we might want to buy certificates for recognizing people or organizations in the future. Lou will purchase certificates. **(Action: 143 – 05 – 14)**
 - ii) Roy reported that several trees downed by the recent storm damaged the new fenced area around the Soil Pit. He and Terry removed these trees from that area. There is more debris to be cleaned up.
 - iii) Roy planted 25 Orinoco tobacco plants in the lower field for educational purposes relating to early MD colonial farming. Becky suggested we also plant cotton in the future.

- iv) Mary Alexander of the Maryland Historic Trust would like to come and talk to the Board about what they can do to assist GFPS. Becky and Roy have the contact information.
 - f) History & Research (Scott Powers – Report as submitted)

Scott is still waiting for Shannon Green to finish digitizing all of his notes so he can share this information with the rest of the Board. He will contact her to see what progress is being made.
 - g) Membership (Becky Benner – Report as submitted)
 - i) We have 146 members. Joe had a question about how we count memberships. Becky explained that an individual membership counts as one and a family membership counts as 2 (regardless of the number of members in that family). Terry asked about where the new memberships came from and Becky said that 9 were from the Open House. She also said that we need to widely advertise the event. Lou stated that putting together a list from the PR Bazaar with an advertising plan is on his to do list.
7. On-going Business
- b) Open Actions were not reviewed.
 - c) Review and integration of key documents
 - i) Lou is still working on the Review of Committee Guidelines using the comments and additions sent to him and he is working on updating these guidelines. He has comments from Grounds, Membership, and Events. If other Committee Chairs have sent the re-writes, please re-send to Lou. Draft of revised guidelines to BOD by June 1, 2014.
 - ii) Updating the Business Plan is still in progress. Our objective is to turn the Business Plan into a Strategic Plan. Please send comments to Lou by June 1, 2014. If previously sent, please resend. The draft of the revised plan is to be sent to the BOD by June 15, 2014 for review before the June 18th BOD Meeting. Final plan to be adopted at the June BOD meeting.
 - b) There was a discussion on the final Ground Penetrating Radar Report. It was decided that we not publish this report on the website.
8. New Business
- a) Lou would like to set up a meeting with Mike Maggio, Terry, Roy, Edgar Blasquez and himself for Sunday, May 24th to discuss the new window construction option. Everyone was available and the meeting will take place on May 24th at 5 PM at Goshen Farm.
 - b) There was a discussion on the initial proposal from member, Tracy Blair regarding an outdoor kindergarten program at Goshen Farm. Lou felt that we are not yet in a position to support the idea of an outdoor kindergarten. Becky felt that the toilet facilities, water supply and insurance issues would be a problem. Terry had asked Tracy to send him more detail and he has not heard back from her yet. This is an educational concept that we are interested in for our Strategic Plan in the future.

- c) Roy suggested that we write a letter to the new Superintendent inviting him to visit Goshen Farm. **(Action: 144 – 05 – 14)**
- d) New Actions were not reviewed.

9. A motion was made by John and seconded by Barbara to adjourn. The motion carried. The Meeting was adjourned at 9:45 PM.

ACTIONS					
Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)			Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE		
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
056-03-11	Research available private sector and other grants for GFPS	Lou, Becky	05-30-11	Working	Need updated Strategic Plan
103-10-12	Security Cameras	Lou, Stu	11-30-12	Working	Lou will test camera purchased by Piers Committee and report back on effectiveness
104-10-12	Lou will contact A.A .Cares about putting a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
129-11-13	Update Network for Good	John	12-15-13	Working	Listed in Member Packet
133-03-14	ID Cards for new and changed BOD	Lou, Karen	05-01-14	Working	Lou & Rose Mary done – Joe and Terry still need
135-03-14	Feasibility Report on some upcoming Grants	Becky	04-16-14	Working	Some idea on upcoming Grants by May
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	Working	ASAP (Porta-Pot will be removed soon)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	Working	Send out copy of spreadsheet to all BOD
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	Working	Need to move from Jim McCreas' shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	Working	Gardeners need and would like to raise funds for renting thru October
141-05-14	Create a library of Financial Forms	Joe	06-18-14	Working	New Chairs should receive this
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	Working	In reference to Motion made by Joe Poist, Treasurer
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	Working	Brought up at April meeting but now followed up
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	Working	Public Relations

Completed Actions

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June	Gene Barnhart
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys, Keys tested	
006-02-10	Response to General Services re :bond extension	Patty	Unknown	OBE	renewed	

009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chmn from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallager re: CSCIA Bd. Laison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 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 stationary and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair

085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT– Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.
118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved
115-07-13	Draw up an agreement that can be used with outside interests	Stu	08-30-13	CTD	Non-disclosure Agreement

	who want to work collaboratively with GFPS				
121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through PayPal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE On hold at this time
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above On hold at this time
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15-11	working	Heat pump vs. window ac and baseboard heat On hold at this time
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold at this time
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints

