

Goshen Farm Preservation Society  
Draft Meeting Minutes February 20, 2013

<b>Called by:</b>	Barbara Morgan	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Barbara Morgan	<b>Recorder:</b>	Barbara Morgan
<b>Date:</b>	February 20, 2013	<b>Time:</b>	7:30 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Barbara Morgan, Karen Bailey, Stu Bailey, Sharon (Smitty) Biondi, Lou Biondi, Roy Benner, Becky Benner, John Maggio, Nicole Neboshynsky		
<b>Chairman and members Attending:</b>	Michael Buchet, Suzette Langley, Mike Maggio, Rosemary Stocker, Doug McClellan		

1. The meeting was called to order on Wednesday, February 20 at 7:30 PM. There was one new member, Suzette Langley. Barbara welcomed Suzette and had the new board and members introduce themselves.
  - a) January Minutes were reviewed and no changes were necessary. A motion was made and seconded to approve the minutes as read. The motion was approved.
2. President's Remarks:
  - a) Barbara Morgan stated that she had heard from Acer the company that is constructing the cell tower at the CSC Firehouse property. When completed it will not be visible from Goshen Farm.
3. Committee Reports
  - a) Finances: (Rhonda) –Summary as submitted. We all welcomed Rhonda Titus as the new treasurer. There was a question about the total raised for the matching grant (cash and in-kind donations). Barbara gave an estimate of \$62,000 to date. There were then questions about how the in-kind matching funds work.
  - b) Building/Maintenance: (Stu) – Report as submitted.
    - i) Mike Maggio, consultant (MJMCR) on the next phase for the main house – lead clean-up and mold removal - spoke to the question of lead abatement versus lead clean-up. In February there was an inspection of the entire house and Mike feels that there is nothing in the house that would require lead abatement. Based on Mike's meeting with the EPA, lead clean-up is what is needed. There is also black mold in certain areas of the house that will be tested. Volunteers can be trained and used as long as they follow the criteria laid down by the EPA. More information follows under "New Business".
  - c) Membership: (Becky) – Report as submitted.
    - i) There are currently 92 overall memberships for 2013.

- ii) Becky reported that there are some people who report that they have paid the 2013 membership fee. Becky will check these names with the treasurer. February 28<sup>th</sup> is the cut off. Members who have not paid will be removed from the membership rolls. There will be one more e-mail reminder.
  - iii) There was a discussion concerning the creation of a Member- tiered Friends of Goshen Farm in addition to the Corporate-tiered Sponsors program that is already in place. This was due to recent generous donations by members. How can we recognize them? Lou volunteered to put together a proposal on a Member-tiered Friends of Goshen Farm program by the next meeting. In the interim, Sharon will send out Thank You letters to the two members who made these generous donations.
- d) Sharing Garden: (Nicole) –Report as Submitted.
- i) Nicole reported that all of the 54 garden plots were renewed. There is a waiting list for plots.
  - ii) There was a discussion on AACPS’s Community Challenge Program where they have asked Nicole to be a mentor for this program in combination with GFPS. It was decided that the Board needs more information on this program. This is a program for high school students. Nicole will e-mail program head for suggestions of projects appropriate for our mutual benefit.
  - iii) Nicole is working on a year calendar. Needs to plan Garden Shower but not to rent plots, just to let gardeners meet and let the public know what is happening at Goshen Farm. It was suggested that we combine Garden Shower and Open house. The date of Saturday, April 20<sup>th</sup> with a rain date of Sunday, April 21<sup>st</sup>. (Earth Day is April 22<sup>nd</sup>) was selected. It was also suggested that gardeners get a special invitation (e-mail) encouraging them to meet their “plot neighbors”. Lou also volunteered to send out invitations to “political” friends for the event. Karen has a program with these names and addresses. Lou will e-mail Karen a list of dignitaries and she will compare to her list. She will give him 20 cards to mail out. As events Chairman, Karen wanted to know what she needs to be responsible for completing. Barbara stated that a Port-a-Pot needs to be ordered by Karen. Barbara will send out requests for brownies, cookies drinks, etc., Stu will check to see if Jazz Perpetrators can play the event, and some seating will need to be brought in for around the lawn.
- e) Communications: (John) –Report as Submitted.
- i) John stated he is still working on completing the list of activities for the website. He has completed many of the tasks do date. He would like to make the “Sponsor” section more appealing. The website looks great!
  - ii) Barbara requested that John show her how to change e-mail addresses in Vertical Response. They will meet for this.
  - iii) Java and Jazz needs to go up on website.
  - iv) John will get an excel spread sheet from Nicole with updated Sharing Garden names and e-mail addresses.

- v) Stu completed By-Law changes and gave them to Lou tonight. These need to be sent to John to put on website.
- f) Grounds: (Roy) –Report as submitted.
  - i) Roy reported that the two Motion Detector Lights are installed and the side porch ceiling is completed.
  - ii) Becky has done a lot of clearing around the pond and Danny Tester is removing the Trees of Heaven. Roy also cleared brush trees around and behind the Sharing Garden to allow for more sunlight to get to the plots.
  - iii) There was discussion about enlarging the Sharing Garden. This is a future goal due to well limitations and locating a site to expand. A discussion ensued about the well capacity as it relates to the lead and mold clean-up. The well should be able to accommodate this (Mike may bring additional water tanks as a precaution). Nicole asked that she get advanced notice of this work schedule so she can notify gardeners that water will be scarce for watering.
  - iv) In the near future, goats will be brought to the farm to eat some of the brush and growth around the barn foundation and north of the garden.
  - v) Barbara has contacted Benton Huntman (Richards’s Tree Service) again about taking down the tree next to the Servant’s Quarters and trim trees inside the fenced Main House yard. Benton has been busy.
- g) Events/Fundraising: (Karen) –
  - i) Java and Jazz (March 10<sup>th</sup>)
    - (1) Karen has 6 committed sponsors for Java and Jazz. She believes this is enough so as not to “tap out” sponsors. She encouraged every member attending to spread the word.
    - (2) Karen would like to order Goshen Farm Shirts to have available to sell at Java and Jazz. It was decided that the colors should be earth tones and an e-mail will go out to the Board for information on number, sizes, styles and base order on that. A motion was made and seconded to order 48 items based on this e-mail survey and passed.
    - (3) Karen also wanted to know who could help at Java and Jazz. Barbara, Lou, Smitty, Michael, John, Stu and Becky volunteered.
  - h) History: (Scott) - No report submitted.
    - i) Lou is waiting for oral history tapes that were already completed by Patty.
  - i) Caper: (Open Chair) – Barbara sent in a short article on the upcoming Java and Jazz event.
- 4. Special Projects-
  - a) Spring Raffle – It was decided to again raffle off two kayaks. John suggested contacting Kent Island Kayaks. Suzette knows the owner there so she volunteered to contact him (Chris) to see if he will donate two kayaks and paddles. John recommended that we order 600 raffle tickets. Barb will look into ordering tickets.
  - b) Garden Shower/ Open House will be held on April 20th.
- 5. On-Going Business

- a) Status of Grant paper work (Barbara)
  - i) Paper work should be submitted on or about March 1<sup>st</sup>. Barbara, Rhonda and Karen went through all of the receipts. Jane helped with the template and wording which was enormously helpful. Barbara has the paper work completed except for the exact monetary totals. Becky suggested leaving some of the ceiling structure exposed. Decisions will be made on these renovations at a later time. Mike will have an estimate for lead and mold clean-up ready for Barb around March 1<sup>st</sup>.
- 6. New Business –
  - a) A member who is also a member of a metal detecting club requested time at Goshen Farm to find artifacts. He would give GFPS anything that he finds. Barbara contacted Jane Cox and she said not at this time as any artifact collecting or digging needs to follow certain specific guidelines and be supervised. Barbara will explain this to the member.
  - b) Corporate Sponsor Levels Modification
    - i) Karen modified all Corporate Sponsorship level descriptions to say will receive “tickets...to the annual fall fundraiser.” Also GFPS will request that the sponsors contact us two weeks prior to the annual fall fundraiser to receive their tickets. Tickets are transferable. Michael suggested that we detail the description entitling sponsors to display their materials at the fall fundraiser. Karen explained that this was in the previous description and was not used by sponsors. Mike showed us the Corporate Sponsor form that he received from 84 Lumber. He suggested that we complete and send in. He suggested that we use a similar generic form that he could hand out to other businesses he contacts. Stu will complete the 84 Lumber forms and Mike will design another generic form. There was a motion made and seconded to approve the modified Corporate Sponsorship Levels description. Discussion ensued. The vote carried.
  - c) Stu brought up that the Go-daddy Domain has to be renewed March 11<sup>th</sup>. John suggested that there should be three contacts for the account: the primary, the financial and the technical. He suggests that Barbara be the primary, Rhonda the financial, and he can be the technical contact. This is protection for accessing the account. Stu will give the information to Rhonda to renew.
  - d) Stu reported that strides have been made in the planning to clean up the Main House interior. Mike Maggio needs a way to represent the society in some official capacity to do what he needs to do for work preparation. Stu then appointed Mike as Assistant Building Chair. He will get a picture to Karen and she will make him a GFPS ID Card. Mike emphasized that volunteers need to really closely follow the EPA rules relating to lead and mold clean-up. Mike is also scheduled to take the Maryland class on mold clean-up. The clean-up will be done officially by GFPS. Barb will send Mike her e-mail so he can send the cost of work he has done to date on company letterhead. Mike is joining GFPS tonight.

- i) Stu reported that Mike had gotten an estimate from Melissa at Cape True Value for the lead and mold testing kits. It was suggested that Stu contact Melissa to see if she will donate or reduce the cost of these kits. A motion was made and seconded to approve the purchase of these kits from Cape True Value for a maximum of \$212.00. The motion carried.
  - ii) Mike reported that he has gotten a lower estimate (using his company name) for the materials needed to enclose the front porch for a secure storage and staging area during Lead and mold clean-up. Mike gave a description of what this room would look like. A motion was made and seconded for Mike to order the materials for a maximum of \$969.00. The motion carried. Mike stated that the checks for this and the kits should be paid directly to the providers by GFPS.
  - iii) Mike also reported that he has contacted a paint company who may donate paint to use to make the staging area more attractive on the outside. He is also having a window made (valued at \$1000.00) to install in the house. Once that is installed, members or corporations can be asked to donate additional windows.
  - iv) Stu plans to contact and reengage members who have expressed an interest in helping with the Building Committee projects.
  - v) Doug suggested potential help from a company that deals with hazardous materials projects. He will get this information to Mike.
  - e) From the Floor
    - i) Doug has a portable vinyl greenhouse – 8' by 6' that he will donate to GFPS for the garden.
    - ii) Roy stated that Danny Tester has donated siding that can be used to repair the Milk Shed.
7. Actions were not reviewed.
8. Meeting adjourned at 9:30 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
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	Working, on hold	Must first submit architect's plans to BOE
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above
032-09-10	Identify rent/ utilities for Caretaker Cottage			Working	Jan '11 Clean-up
040-12-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	Working	Septic for Caretaker Cot. Located/Roy may have found main house septic
050-02-11	Renew Domain name	John	03-15-13	working	Rhonda will renew by 3/12.2013
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15011	working	Heat pump vs. window ac and baseboard heat
056-03-11	Research available private sector grants for GFPS	Lou	05-30-11	Working	
057-04-11	Get completed plans for caretaker cottage to BOE	Nick or Bld chair	10-10-11	Working	With Teresa Todd now
065-01-12	Dumpster for interior demolition	Bld chair	04-18-12	Working	Need to put junk from demo
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Nick	04-31-12	OBE	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Stu	04-31-12	Working	Needs titles, etc. to research value
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	Working	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
102-10-12	Create list for Oral Histories	Patty	11-30-12	Working	Lou will help with coordinating schedule
103-10-12	Contact Tony Cubick about researching security camera systems. Lou will do additional research to supplement what Tony provided	Lou	11-30-12	Working	3 estimates- Lou will do additional research
104-10-12	Lou will contact A.A.Cares about purring a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	Working	Acknowledge donors who are not corporations
106-02-13	Contact Kent Island Kayaks for donation of 2 kayaks and paddles for raffle	Suzette	03-30-13	Working	Knows owner, Chris
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	Working	Suggested by Mike Maggio for future use
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	Working	Make material purchasing official for projects

### 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. 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 <sup>th</sup>	
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010	
024-06-10	Review website for section for membership and pay on line	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay on line CTE	
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list	
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12"by 12' minimum needed	
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote	
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support	
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers	
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received	
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,	
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring	
045-12-10	Secure items for spring event (coffee, tea, confections, SA items	Barb/Karen	02-30-11	CTD		

046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held, path coordinates identified
009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby
026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason ,Barb		CTD	Electric must be permitted, installed and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead 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



