

Goshen Farm Preservation Society  
Draft Meeting Minutes March 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>	March 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, Roy Benner, Becky Benner, John Maggio, Rhonda Titus		
<b>members Attending:</b>	Michael Buchet, Mike Maggio, Greg Young, Patty Feldt		

1. The meeting was called to order on Wednesday, March 20 at 7:30 PM. There was a guest, Joe Lamp and Barbara welcomed him to our meeting. Joe was a neighbor to the Radoffs and as a young man spent many hours visiting and working at the Goshen farm. Joe presented GFPS with a book, The State House of Annapolis, written by Dr. Radoff. Barbara invited Joe to the April 20<sup>th</sup> Open House. Joe gave Barbara his card so we can stay in touch. Barb also reintroduced Greg Young who has volunteered to be our plumber and work with the Building Committee. Greg has generously donated work to GFPS projects in the past.
2. February Minutes were reviewed and the following changes were necessary: Rhonda Titus was added a BOD member attending, 3.d)111 Change to “Karen will send Lou a list of ‘political’ friends, he will add any names and addresses he thinks should be included, send it back to Karen and she will send out the invitations for Open House.” Next, 3.f) v Add “tree near the SW corner of garden needs removed”, 2.i) remove “(Open Chair)” for Caper, and 4.b) Change event to “Garden Party/ Open House”. A motion was made and seconded to approve the minutes as changed. The motion was approved.
3. President’s Remarks:  
None
4. Committee Reports
  - a) Finances: (Rhonda) –Summary as submitted.  
Becky asked if we had gotten the refund from BGE. Rhonda and Karen stated that we had (BGE sent double the refund but that was corrected) and we are now up to date with this.
  - b) Building/Maintenance: (Stu) – Report as submitted.
    - i) Barb had a question about Stu reaching out to members who have helped the building committee in the past. She stated that since GY Plumbing was here, that this is being done. Dave Sloskey was also contacted.
    - ii) Barb also asked if enclosing the porch in preparation for a staging area would conflict with the Open House date. Mike assured her that it would not. They

will not have started this by April 20<sup>th</sup>. No date has been set but Mike has been in touch with Steve and Bruce Dowling, and his brother Greg Maggio (all contractors who have shown a willingness to help). Stu and Mike are still negotiating with 84 Lumber on cost of materials for the staging area.

- iii) Stu stated that Rhonda informed him that we did get the credit account with Cape True Value. Melissa did not reduce the cost of the kits any further but with our credit account as a non-profit we saved tax. The account is set with a \$500.00 limit and anyone on the list can get approval from the Board. Rhonda asked that any receipts of purchase have what was purchased, by whom, and for what committee. This will make designating purchases related to grant expenditures easier for Rhonda to track.
  - iv) We are ready to get the testing kits and soon the materials for the porch enclosure so it is now a matter of scheduling the work.
  - v) Mike went to Newark to speak to a man at a historic restoration business about our windows; specifically window 1A. Using Jane Cox's specifications Mike had them price out a window that was 6 over 6 and the window that Mike will donate. While he was there Mike found a box of "pins" that Jane was so concerned about having in each window. These are an exact match for 18<sup>th</sup> century replicated windows we will be installing. Mike believes that people will be excited about sponsoring the cost of these replacement windows.
  - vi) Stu commented on the built in features of the 18<sup>th</sup> century part of the house that Jane had dated as 19<sup>th</sup> century and that initially they thought would have to be moved to the 19<sup>th</sup> century part of the house. Upon further discussion with Jane and Barbara, Jane stated that they could identify changes made to the house over the centuries and use the parlor as a transition room. These are the kinds of decisions that will have to be made. There was further discussion of ideas seen in other historic homes members have visited.
- c) Membership: (Becky) – Report as submitted.
- i) There are currently 112 overall memberships for 2013.
  - ii) Becky reported that she had sent out 2 additional letters and then an e-mail for previous members who had still not renewed.
  - iii) Membership dates for Corporate Sponsors was discussed. A motion was made and seconded to make the yearly membership date from the date they became a member to that same date the next year. The motion carried. Becky will track these corporate memberships.
- d) Sharing Garden: (Nicole) –Report as Submitted.
- i) It was reported that all of the 54 garden plots were rented and GFPS membership paid.
  - ii) Barbara attempted to get a dump truck to deliver the compost from MES for the garden. Her contact that has a dump truck cannot fit the load ordered and two trips to MES in Upper Marlboro would not be cost effective. We received a quote from Cole Ventures of \$220. Rhonda asked for details of

location of MES and will check with her neighbor who has a large dump truck. Rhonda will get back to Roy and/or Nicole on this.

- iii) Karen brought up getting manure but Barbara stated that Nicole felt that manure which has high nitrogen content should not be added to the garden at this time (manure mixed with compost needs a year to sit and “cure”). Becky mentioned that Alpaca manure can be added to a garden immediately but this will be considered at a later time.
  - iv) The March 25th monthly meeting of the Sharing Garden at the library is featuring a GFPS night to inform and educate the general public about our history, accomplishments and future goals. The Library has put up a poster and advertised this opportunity on their website and in their newsletter. The time is 7-9 PM. Karen and Stu will be there from 7- 8 to set up the table and artifacts, picture boards and man the table. Barb will try to be there for a while. Becky, Roy, Nicole and other garden members will be there.
  - v) In her report, Nicole brought up the possibility of having the Fall Harvest dinner at CSC Elementary School. There was discussion on this but no final decision as more information is needed.
- e) Communications: (John) –Report as Submitted.
- i) John stated he has added The Open House information to the website.
  - ii) Barbara and John are still scheduled to meet on how to change e-mail addresses in Vertical Response.
  - iii) The Go-daddy account was renewed. Rhonda will be the primary for the account and John the secondary technical.
  - iv) Finalized copy of new By-laws changes needs to be sent by Lou to John to put on website.
- f) Grounds: (Roy) –Report as submitted.
- i) It was mentioned that the two Motion Detector Lights are working well and have come on when people walking their dogs, etc. walk nearby.
  - ii) Roy reported that he has not done much from his list while he is recovering from his knee surgery.
  - iii) Barb asked Roy if he will be able to mow before the Open House and he feels that he will. She let him know that her son Jon and a friend volunteered to do this should Roy need their help.
  - iv) Barbara Called Benton today to remind him about the trees on Roy’s list that need trimmed or taken down.
- g) Events/Fundraising: (Karen) – Report as submitted
- i) Rhonda reported on finances from Java and Jazz. We received \$889.25 in cash donations, \$125.00 in checks, and \$257.30 for shirts and books for a total of \$1,146.55 for the event. Barbara added this to our Matching Grant total before sending it on to the state.
  - ii) Open House (April 20<sup>th</sup> , 1-4 PM)
    - (1) Barbara let Karen know that she sent Jane Cox an invitation via e-mail to send out to AA County Trust for Preservation for the GFPS Open House.

- (2) Nicole created an Open House flyer and Barbara Breeden will distribute it.
- (3) We will need refreshments and volunteers (as laid out in Karen's report).
- (4) Karen will contact troop 2214 to see if they have scouts that would be willing to handle parking and a leader who would be willing to supervise the scouts.
- (5) Karen stated that she has the Open House signs at her house and will need assistance that morning to put the signs up at the designated locations.

iii) Strawberry Festival (June 1<sup>st</sup>)

(1) Karen stated that we need to finalize getting the kayaks for the raffle. Barbara mentioned to John that she had talked to Suzanne about Kent Island Kayaks and has the contact information. Barb would like John to offer "first right of refusal" to Ski Haus since they are a local business. John stated that he would call them tomorrow so a decision could be made. He will try to get a firm commitment by April 1<sup>st</sup>. This will enable action on ordering the raffle tickets. We hope to have them to sell at the Open House.

(2) Karen got a quote from Minuteman in Annapolis for the raffle tickets for 500 tickets for \$126.96. Barb will also look into her source for a quote.

h) History: (Scott) - No report submitted.

i) Patty brought one flash drive of oral history recordings to give to Lou. Rhonda has agreed to transcribe so Patty gave it to her.

i) Caper: - Barbara sent in a short article on the upcoming Garden Party/Open House event.

5. On-Going Business

a) Status of Grant paper work - Barbara submitted this in March and included all monies raised (including Java and Jazz) by that submission time.

b) Discussion of Member - Tiered Friends of Goshen Proposal submitted to the Board by Lou.

i) Barbara explained that we are seeking to clarify our system for recognizing individuals (not corporations) who make generous donations to GFPS. A discussion of levels and terminology, including memberships versus not was discussed. It was suggested that memberships should be included and the donator could opt out after the first newsletter e-mail (unsubscribe) but they would be able to get news about GFPS progress if they chose. Also length of membership needs to be considered. Presently, individuals who donate \$100 or more receive a Thank You card from the secretary. Joe Lamp suggested that it is about communication - giving donors updates about the progress GFPS is making. Perhaps we could send a yearly letter listing what has been done. A motion was made and seconded and approved to table this proposal until the Board could give more thought to this and discuss it next month.

- ii) Rhonda brought up the issue sent out by e-mail from Stu to create a method of conducting business, approving actions and funding these actions between Board meetings.
  - iii) Stu had suggested doing this through e-mailings between the 11 Board Members. Rhonda suggested having an executive committee (3 or 4) who can approve these. Stu stated that this is within our guidelines and By-laws. A motion was made and seconded to appoint an executive committee of 4 to approve and conduct business during “off meeting cycle” periods. The motion carried. Barbara appointed herself, Stu Bailey, Lou Biondi, and John Maggio.
6. New Business –
- a) Barbara was approached by Rita Grindle. Her daughter, Maura Grindle would like to do a fund raiser Fun Run with sponsors at Goshen Farm to benefit Goshen Farm. This would be her Girl Scout Gold Award project. It has not yet been approved by the Girl Scouts. Discussion ensued. Concerns about liability were raised. It was suggested that Barbara talk to Maura and Rita and perhaps the run could take place somewhere else in the neighborhood. Barbara agreed.
  - b) Barbara stated that she had two requests to hold affairs at Goshen – a wedding and a birthday party. Due to upcoming renovations this will not be possible at this time. Also, insurance will need to be checked for future requests.
  - c) Karen stated that she has contacted Stacey at Gotugo to secure a port- a pot for Open House for the weekend at a rate of \$96. But as we are planning to add a fall Open House, Stacey suggested we rent for a year or seasonally. They come up once a month to clean and supply. A discussion ensued about a five month rental noting that some work may be started on the house and the contractors and gardeners will need a port-a-pot. This would cost about \$550 for the five months. Barb asked Rhonda whether we could afford this. It is possible this cost could come out of the grant as it is required by law to have a bathroom of some type for workers. Barb will call our contact at the state to ask about this. Greg may have a better cost with another company and will research this and get back to Barb. Karen needs to get back to Gotugo soon for our order. Karen suggested making a motion tonight to approve time and cost. John made a motion to go with a monthly port-a-pot service for 6 months and the expense involved. Karen modified John’s motion to say, “I make a motion to approve expenditure not to exceed \$550.00 for port-a-pot from April through September for the best price from some acceptable vendor”. Smitty seconded. Discussion ensued. Greg will get an answer from his vendor and Rhonda will check to see if the checking account will handle this expenditure by the end of the week. The motion carried.
7. Actions were not reviewed.
8. Meeting adjourned at 9:15 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	04-15-11	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



