

Goshen Farm Preservation Society
Meeting Minutes April 18, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	April 18, 2012	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Barbara Morgan, Stu Bailey, Karen Bailey, Sharon Biondi		
Chairman and members Attending:	Patti Feldt, Roy Benner, Becky Benner, Mike Buchet, Lou Biondi, John Maggio		

President's Remarks: Barbara welcomed everyone to the meeting and gave an overview of our MD State Bond Bill Grant status. The Grant was extended to June, 2013 and the easement requirement was struck. The issue of receiving payments to match funds already raised and in-kind contributions is still unclear. Barbara spoke with Kimberly Lang and was told that GFPS could not receive matching funds until we had raised the entire \$150,000 in funds and in-kind donations before we could receive any matching funds. Patty will contact Kimberly Lang for further clarification.

- 1) Minutes were reviewed and changed. Under members attending, Mike Tydus was corrected to Mike Titus.
- 2) Committee Reports
 - a) Finances (Karen) – Savings Acct. – \$19,871.91, checking Acct. - \$2,544.57. Total checking and Savings - \$22,416.48. Java and Jazz netted around \$849.00. The Garden Shower brought in enough donations to pay for tiller rental and fuel. Brown's Well and Pump Service was paid \$2000.00 out of Savings and the GFPS Property Signs were picked up and a check was written for \$246.24. (Financial Report as submitted) Karen reported on upgrading liability coverage for Board members (Directors and Officers).
 - b) Building/Maintenance (Nick) – Barbara addressed each topic on the report(report as submitted)
 - i) Gutters and downspouts for the Main House need to be addressed to prevent further damage to the foundation. Karen will contact a neighbor who works for Winchester Construction including gutter replacement to find out if he will donate used gutters and downspouts.
 - ii) Mike Buchet, Linda Beck, Lou Biondi and Sharon Biondi who are painting the plywood windows to look like windows and making windows more secure will continue work on Saturday, April 21, weather permitting.
 - iii) Nick is looking for off-white paint donations for main house exterior. He has contacted Greg at Sherwin Williams for a donation or at-cost price and is waiting for a response.

- iv) Barbara again encouraged Nick to contact Theresa Todd (architect) to discuss foundation problems and solutions for the caretaker cottage. Although we are focusing on the Main House, we need to know what renovation of the Cottage will require for future plans.
- v) Goals and priorities for the Main House and cottage will be discussed when more is known on the Matching Grant requirements.
- c) Membership (Becky) – (Report as submitted) We have 69 resident members for 2012 (14 individuals and 55 households), and 23 non-residents for 2012 (8 individuals and 15 households) for a total of 92 memberships. A discussion ensued about streamlining the new membership and renewal data for Becky. John Maggio, new Communication Chairman, is working on GFPS website and Facebook page. He will include Membership in his planning and work with Becky directly. Stu gave Becky a flow chart he created to clarify the process for incoming membership forms and money.
- d) Communications – (John) – (Report as submitted) John is redesigning the GFPS website, Newsletter and Facebook page. He will be using Vertical Response (Karen recommended this and completed forms for nonprofit status so this is free to GFPS). Using this, John can create lists such as “All members”, “Former Members”, “Garden Members”, etc... Streamlining information, ease of use, and retrieving data is a major goal. John will take over the Newsletter for April which will go out from Vertical Response in 7-10 days. Nicole needs to add John as “admin” to Facebook page. He will e-mail Nicole the steps to do this. Barb will also add John as “admin” to GFPS Facebook page. John is still working with Nicole to locate the e-mail account used when creating the Feedburner profile. Barbara will e-mail John the information of the person she believes created this. Finally, John encouraged everyone who is taking pictures of the farm to post these on their Facebook page and tag the GFPS Facebook page. These will generate interest.
- e) Members’ Garden-(Nicole)- (Report as submitted)
 - i) Member’s Garden Shower was a success and over 100 people visited.
 - ii) The Chesapeake Bay foundation and Jamie Oliver (Food Network Chef) event in which Goshen was asked to participate did not materialize.
 - iii) Soil testing at the University of Massachusetts’s lab determined by Nicole will be done for lead contamination on 5 random samples.
 - iv) Becky mentioned that several gardeners wanted to use Roundup to kill weeds around the garden. It was agreed that Roundup not be used as it could drift onto the garden.
 - v) Artifacts continue to be found by gardeners. These have been bagged with plot number and stored in shed.
- f) Grounds – (Roy) – (Report as submitted)
 - i) It was moved, seconded and approved for Roy to purchase a combination lock for the main house gate entrance.

- ii) The work to get the well functioning and water to the garden was completed by Brown. The completed well yields 3 gal/min. Roy installed an extra 44-gallon pressure tank in the Servant's Quarters. This adds additional water capacity. The materials for this were donated by Brown and Roy.
 - iii) Related to the concern about nonmembers on the GFPS property and Goshen Farm not identified as private, signs have been made conveying ownership and who can legitimately be on the property. The four signs will be installed at the gate, at post 1, at the back path, and by post 7. Roy will install. Becky suggested that we install a sign at the start of the path from Walnut Ridge. We need to determine property line before doing this.
 - g) Oral History (Patty-looking for a new Chair)-(No Report)
 - h) Caper (Open Chair) - Barb will run an article on the history of the Strawberry Festival in the May Caper. Roy volunteered to do an article about the Sharing Garden for June.
 - i) History Research (Scott) - No report. Roy suggested that history research and oral history reports be made available to the membership in some way. Stu will contact Scott about the history research work that Scott has completed.
 - j) Special Projects-
 - (1) Kayak Raffle Fundraiser.
 - (a) It was decided, after discussion, to purchase two Ouasso kayaks and paddles for the raffle (one blue, and one yellow) from the Ski Haus at cost. The cost is \$260.00 for each kayak with paddle.
 - (b) We agreed that a flyer, supplied by the Ski Haus, will be stapled to each raffle ticket sold. Mike suggested that we "ramp up" the advertising for this raffle and the Ski Haus to inspire other businesses to donate to GFPS.
 - (c) It was also decided that the drawing would not be at the St. Margaret's Joust as we are getting a late start. We will determine the actual drawing date at a later time.
 - (d) John will get three quotes for 500 – 1000 printed, perforated and numbered raffle tickets. (Barb will get the artwork from last year's raffle tickets to John.)
 - (e) When we have raffle tickets and a drawing date, John will publicize the raffle on our website and Facebook page.
 - (f) Patty will contact the Annapolis Chamber of Commerce to find out if non-profits can set up tables at City Dock during 4th of July fireworks display event.
 - (g) There was discussion about those who donate to the Capital Fund getting free raffle tickets as an incentive. No decision was made on this.
- 3) Upcoming Events
- a) Strawberry Festival (6/9)

- i) It was decided that GFPS will be represented in the parade. Barb and Karen volunteered. Discussion ensued about who else may accompany them and what kind of float (with kayaks?) we will have.
 - b) St. Margaret's Church Joust (7/14)
 - i) Barbara and Karen and Stu will be out of town on this date, so other volunteers will need to cover set up, table coverage, and tear down.
 - c) Open House (Date TBD) – September
 - d) Halloween Ball (10/27)
 - i) There was discussion about calling this event Goshen Fall Fundraiser. John mentioned that he and friends did not come last year because they did not want to wear costumes. "Halloween Ball" may be limiting our attendance. No decision was made.
- 4) On-Going Business
- a) We are still looking for an Event Planning Chair, Fundraising Chair, and Oral History Chair.
 - b) Eagle Scout Project - Alden reported to Barb that he has gotten all the signatures necessary to start his Eagle Scout Shed project. Barb will forward Alden's new e-mail address to Stu.
 - c) Karen took pictures of the Board and Chairs for the ID cards.
 - d) Creating a "Physical Use Plan" for the Main House will be determined at a separate meeting after the financials of the matching grant is known.
 - e) No decision was made for examining or storing Dr. Radoff's books. Stu will send list of books to Becky and Roy.
- 5) New Business
- a) Becky showed us the article about Goshen Farm in Bay Weekly Newspaper. Sharon showed the On-line version. John can import some of the article and pictures to the website.
 - i) It was decided that we will not participate in Broadneck HS's Outdoor Festival on Saturday, April 21. Originally we were going to have a table to promote the Sharing Garden, but all of the plots have been rented.
- 6) Meeting adjourned at 9:35 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	
031-09-10	Identify duties and qualifications for caretaker			Working	
032-09-10	Identify rent/ utilities for Caretaker Cottage			Working	Jan '11 Clean-up
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	Obe	Will be ripping that out during cleanup
040-12-10	Locate septic system for both houses	Jason/Greg	12-30-10	Working	Septic for Caretaker Cot. Located/Roy may have found main house septic
050-02-11	Renew Domain name	Barbara	03-15-13	working	
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Jason	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	Barb	10-10-11	Working	With Teresa Todd now
058-07-11	Set up free contract with Economy Pest Control	Roy	09-30-11	Working	Cottage and main house need termite treatment
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Stu	12-30-11	Working	Make it easier to get donations of \$ and materials
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	Working	Suggestions from Mmbrshp Comm. Chair
065-01-12	Dumpster for interior demolition	Barb	04-18-12	Working	Need to put junk from demo
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	Working	
069-03-12	Contact Jason about roof, guttering, and downspouts – Main house Contact Teresa about Caretaker Cottage plans and foundation Contact Scott Dembowski about paint for the Main House	Nick	04-31-12	Working	Nick needs status update as Building Chair
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	Working	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	Working	Kayak Raffle
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	Working	Selling Kayak raffle tickets
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	Working	Barb will give Patty contact information
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
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	Working	For Main House

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	Not renewed, budget constraints	
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 th	
007-02-10	Tax filing	Patty	Unknown	CDT	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	CDT	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