

Goshen Farm Preservation Society
Draft Meeting Minutes April 17, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Barbara Morgan
Date:	April 17, 2013	Time:	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Barbara Morgan, Karen Bailey, Stu Bailey, Sharon (Smitty) Biondi, Roy Benner, Becky Benner, John Maggio, Lou Biondi		
Chairman and members Attending:	Mike Maggio, Patty Feldt, Karen Hodges, and Kathy Houserman		

1. The meeting was called to order on Wednesday, April 17 at 7:30 PM. There were two members, Karen Hodges and Kathy Houserman from the Sharing garden who were introduced and welcomed.
2. March Minutes were reviewed. A motion was made and seconded to accept the minutes as read. The motion was approved.
3. President's Remarks:
Barbara brought up the procedural change of using Robert's Rules for small organizations for our meetings in lieu of the more formal Robert's Rules. She felt meetings would be of shorter duration if we could dispense with some of these steps. A discussion ensued and the general consensus was we should continue using Roberts Rules. It will be incumbent on the Vice President to remind attendees of Roberts Rules and intervene if discussions were out of order or out of time.
4. Committee Reports
 - a) Finances: (Rhonda) –Summary as submitted.
Roy asked for clarification on the refund from BGE. Rhonda was not there but Karen stated that we had been sent a double refund by BGE. This was probably corrected by sending half of the refund back to BGE which was then shown as expenditure? Questions on this should be sent to Rhonda in an e-mail.
 - b) Building/Maintenance: (Stu) – No report submitted.
 - i) Stu reported that an update and changes to the plan would be given under On-going Business.
 - c) Membership: (Becky) – Report as submitted.
 - i) There are currently 118 overall memberships for 2013.
 - d) Sharing Garden: (Nicole) –Report as Submitted.
 - i) Nicole reported that the compost was delivered and distributed for the garden plots. It was a tremendous logistical project.

- ii) Nicole also sent out a request for help for the Open house and has some donations of food, 2 tables and help with set-up. Roy and Becky volunteered for clean-up.
 - iii) Roy asked about needing the plot renters to have the money for the compost paid before delivery. Barb stated that GFPS had stated previously that it would advance part of the money if necessary. That proved not to be necessary as Nicole had collected all of the funds.
- e) Communications: (John) –Report as Submitted.
- i) Barbara asked John if he had put the flyer for the kayak raffle on the website. John stated he is waiting for the original from his graphic designer so he can change the dates and specifics.
 - ii) John asked about the donate button and Barb stated Network for Good is what we are using for donations.
 - iii) John has reviewed the website and there is some restructuring and editing that needs to be done. He will be meeting with Barbara on this.
 - iv) Mike Maggio asked if a Corporation can go on and make a donation using a corporate credit card. John stated not at this time. It can be done through Network for Good. This still needs work to make donating on all levels easier.
 - v) Becky had a question about sending out a vertical response on the CSC Garden Club's rain barrel sale benefiting GFPS. John stated that this was done combining subjects on upcoming events so members are not inundated by notices. This sale is also on the website. It was suggested that the CSC Garden Club have a table at the Open House announcing the rain Barrel sale and other upcoming projects benefiting GFPS.
- f) Grounds: (Roy) –Report as submitted.
- i) Roy thanked everyone (13 volunteers) who came to the clean-up on April 13. The grounds look so much better and Roy was able to mow all of the yard and most of the meadow area.
 - ii) There are continuing problems with the mower and this resulted in the mowing (the temporary fixing of the mower) taking days instead of hours. Roy stated that Gravely Mowers does overhauls and he would like to get an estimate on an overhaul. The mower that we have was an \$8000.00 new and we bought it used for \$1000.00. We do not have the money in our operating budget at this time to buy a new mower. A motion was made and seconded to have Roy get an estimate on overhauling the mower including the cost of the estimate. The motion was approved. Roy will use Barbara's trailer to take the mower in.
 - iii) Barbara also brought up that goats were used at the Lake Claire clean-up to help get rid of the fragmities. Roy went there to observe and talk to the owner of the goats. It is \$300.00 for the set up and \$350.00 for the goats for a half acre. Becky has a friend who has a similar company that may donate (corporate sponsor donation) goats to GFPS for a period of time. We are not ready to pursue this.

- g) Events/Fundraising: (Karen) – Report as submitted
- i) Open House (April 20th , 1-4 PM)
- (1) The port-o-potty will be delivered on Friday and Karen will be there to take delivery. It was suggested that it go behind the tree inside the gate.
 - (2) Nicole restated that she has two volunteers that will bring food and Karen stated that Barbara Breeden will drop off two trays of cookies. Barbara will bring two trays of cookies as well. Karen believes she has enough baked goods. Karen will have dispensers of Coffee, hot water for tea, and Barbara will bring lemonade.
 - (3) Karen will need help bringing easy up tent and setting it up if we need this. Help was offered.
 - (4) Karen stated that she has the Open House signs at her house and may need assistance that morning to put the signs up at the designated locations.
 - (5) She will put up some signs on Thursday.
 - (6) We will need at least five tables – one for drinks, one for food, one for the Sharing Garden, one for GFPS items, and one for the slideshow. Barb will bring two tables, Roy and Becky two tables, Karen one table and there are two small tables in the storage shed. Barb will set up artifacts.
 - (7) Sharon will bring several lawn chairs and Roy will bring four lawn chairs.
 - (8) The kayak raffle tickets will be for the Open House. Barbara purchased 600 tickets for the raffle. Barbara will contact Clint at TnT Salon about selling Raffle tickets at his shop (and remind him of membership).
 - (9) Barbara will talk to Scott and the boys about provisions for handicap parking. Everyone else will park in the field at the top of the driveway and there will be parking in the yard.
 - (10) The house will again be open to viewing the foyer through the front door. Roy will make sure this is possible.
 - (11) Patty asked if she could do some oral history interviews at the Open House in her car. Barb said that would be fine. She could also pull some chairs off to a quiet area and do them outside if she chose. Barb suggested interviewing a gentleman who is coming with her mom. Barb will introduce him to Patty if he comes.
- ii) Strawberry Festival (June 1st)
- (1) Ski Haus is again donating two really nice Kayaks and paddles at cost. These will be on display at the Open House.
 - (2) Karen asked about the Strawberry Festival Parade and whether anyone is willing to participate for GFPS. Barbara volunteered. Karen will start using “Sign Up Genius” to facilitate getting volunteers for the festival. Barbara suggested using a sign-up sheet (that she has used in the past) at the Open House to get volunteers signed up right away.
- iii) St. Margaret’s Church Joust

- (1) Barbara will try and get the exact date in July for the joust. Barbara will not be available if it is the second week in July as it was last year. Karen and Stu may not be available either.
- iv) Fall Fund Raiser
 - (1) Barbara has a date approved for the CSC Clubhouse in late October. She will let us know the date at the May Board Meeting.
 - (2) Art of Culinary Arts said he will be available to cater the fundraiser. Karen will discuss this with him at a later time.
- v) Barbara asked Lou about any plans to do another Wine Paring with Val. He will talk to Val about this after he gets the date for the joust to avoid conflict.
- h) History: (Scott) - No report submitted.
 - i) Roy would like Scott's history reports to be available to the members.
 - i) Caper: – Barbara sent in a short article as a follow up to Garden Party/Open House event.
- 5. On-Going Business
 - a) Status of Grant paper work – Barbara contacted the state about the status and has not had a reply.
 - b) Discussion of Member – Tiered Friends of Goshen Proposal submitted to the Board by Lou. It was decided that Lou will send out another copy of his proposal for Board Members to review and we will discuss and decide on this at the May Board Meeting.
 - i) Lou went over the GFPS By-laws, laid out his edits and they were discussed. He will correct and send to John Maggio tomorrow.
 - ii) Report from the Building Committee. Stu began the summary and then turned it over to Mike Maggio. Mike stated that he had a meeting with Greg Young and made a thorough inspection of the Main House. Mike recommended that we not start with 1D of the original plan which is the room off the kitchen but to do the bathroom first. Greg has donations of fixtures for this project. There will eventually be three working bathrooms with one accessible from the outside for the gardeners. Mike will give Stu an update on the AA County Building Permit which will coincide with the bathroom inspection plan with a local plumbing inspector and discussing using the existing septic/sewer line. Mike does not believe that we will therefore need a six month port-a-potty contract as we will have a functioning bathroom sooner than six months. Mike will be attending Lead Abatement Certification Class on May 9th and 10th and on May 13th he will be able to start training volunteers. This means that we could start the process by June 1st if the Grant is approved. Mike also stated that at least five businesses are willing to make donations toward renovations. He presented a check to Barbara for \$400.00 from Spectrum Management, LLC that has already been donated. Mike is also lining up donations of money, labor, and materials for the lead abatement staging area construction. These donations will save us close to a \$1000.00 on this project alone. Mike hopes to get Stu a cost for a building permit before the May meeting.

- iii) Mike also reported that the window that is being constructed (that he is donating) is nearly complete.
 - iv) Mike also commented that the process voted on at the last meeting for expediting decisions being made by the executive committee in between Board Meetings has made a huge difference in moving ahead.
 - v) Roy stated that GFPS owes Mike an enormous thank you for taking on this project and using his expertise and contacts to move forward. The meeting erupted into applause. We also thanked Stu for stepping up as Building Chair and coordinating this enormous endeavor.
 - vi) Stu brought up the need to move the windows donated by Ben Biondi to the Caretaker Cottage to be used there. Date to be determined.
 - c) John had questions regarding the State Grant. Barb responded that we sent in an amount (monies raised and matching in-kind donations) totaling nearly \$70,000. We will not be able to include any other donations on this grant nor will we be eligible for any other state or federal grants. We will be eligible for private grants. The good news is that any donations that come in now can be used for items other than related to the Main House but still necessary for Goshen Farm as a whole.
6. New Business –
- a) Barbara received an e-mail from Abby Cross in Severn and has an historic house that she wants to restore. Jane and Darian suggested that she contact GFPS to discuss how she should proceed. We offered to help and invited her to the Open House.
 - b) Barb also received an e-mail from someone who was upset that we took over Goshen and it was no longer available for people to just go in and hang out at will. Barbara responded that Goshen Farm was owned by the AA County Board of Education and they had plans to demolish the house completely which is why and how GFPS was initiated originally. She also suggested that this person go to our website to learn about our goals. Barbara also invited this person to the Open House where she would be glad to answer any further questions.
 - c) The last e-mail was from David Morris who thought that we had beehives. Barbara corrected this misunderstanding and told him that maybe in the future this would be a consideration. It was pointed out that there are beehives on nearby property. Nicole said bees have a 5 mile home radius and that would include Goshen Farm.
 - d) At the close of the March meeting, member Joe Lamp also told Barbara that his sister is a paranormal investigator and he and his sister would be interested in doing a “reading” at Goshen Farm. Barbara told him that they could not go into the house due to the lead abatement issue and he said that would not be necessary. This could be a potential fund raiser. It was decided that Roy will contact Joe and do a preliminary meeting.
 - e) Sharon brought up the request that GFPS make a donation to one Orlando Ridout V’s favorite charity, St. Margaret’s Cemetery Foundation. Orlando is Orlando Ridout IV’s son and both were instrumental in helping to found GFPS.

It was decided that GFPS will donate \$25.00 and members will be asked if they wish to contribute to this effort. The total contributions from members will be added to the \$25.00, turned into the treasurer and a single check will be made to the charity from GFPS. Sharon will send an e-mail with the wording to John Maggio for the website and Vertical Response. The deadline will be Friday, May 3rd for donations.

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 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

