

Goshen Farm Preservation Society
Meeting Minutes June 16, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	June 16, 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, and Nicole Neboshynsky		
Chairman and members Attending:	Michael Buchet		

1. The meeting was called to order on Wednesday, June 19, at 7:30 PM by President Barbara Morgan.
2. May Minutes were reviewed. A motion was made and seconded to accept the minutes with three changes. Section 3) b. "Rhonda stated that in the future she will defer to Karen on account details. Rhonda will do the Financial Report and Karen will give the specifics on account details." was changed to read, "Karen and Rhonda stated that on events, Karen will provide the specifics with regard to sales and Rhonda will report the actual dollars received." In section v) the word "Paring" was corrected to "Pairing". In section 5) iii the sentence reading "We are passed the grant monies tracking..." was changed to "we have concluded the grant monies tracking..."). The motion to approve Minutes with corrections was approved.
3. Committee Reports
 - a) Finances: (Rhonda) –Summary as submitted.
There were several questions regarding the report but as Rhonda was not present, Barbara asked the members to wait until the July meeting or e-mail their questions to Rhonda.
 - b) Building/Maintenance: (Stu) – No report submitted.
 - i) Stu reported that the committee's progress. He and Mike have been in contact and Mike finished his training on removing Lead and mold. They are pursuing the permits. 84 Lumber has donated all the materials for the enclosure of the porch for a staging area. The material has not been picked up as Mike was leery about having materials on premise without a permit. The thank you letter to 84 Lumber shouldn't be sent yet as they are waiting for a possible donation from Home Depot and should this come through, both letters could be sent at the same time.
 - ii) Stu stated that he will codify the plans not only for the main house but the Caretaker Cottage and the other buildings. In this way if he is not chair in several years, the next chair will have the plans.

- iii) He and Mike will be getting together to decide who to train, when they will pick up the materials, and permits for the lead and mold abatement and develop a timeline for this project. This will happen sometime after July 4th.
- c) Membership: (Becky) – Report as submitted.
 - i) There are currently 137 overall memberships for 2013.
 - ii) Barb asked Becky if she had seen any correspondence from Chris Battista of Annapolis Accounting Services. Chris completed the GFPS taxes and may donate the cost of his work. If so, he will send us an invoice with the value and the discount and may qualify for a Corporate Sponsor membership. To Roy's knowledge this invoice has not yet come in.
 - iii) It was determined for the 2013 Operating Budget prepared by Karen that we would need 128 memberships to meet our budget and Becky has surpassed this at 137 memberships.
- d) Communications: (John) –Report as Submitted.
 - i) Barbara asked John if he could do more blasts for kayak tickets and contact the Broadneck Patch's "Make an announcement" section to announce raffle ticket sales. Becky suggested John also contact "Chesapeake Inspired" and Lou suggested he put something on Facebook sites such as I Live in CSC and Friends of the Little Magothy. Roy suggested putting Kayak Raffle posters on the two bulletin boards at Goshen Farm. Smitty will send Roy the Pdf file of the poster to copy.
 - ii) John will put some "urgent need" messages that Becky has requested and will clean up the site by taking off outdated material.
- e) Sharing Garden: (Nicole) –Report as Submitted.
 - i) Nicole has secured a place and date for the Harvest Dinner – Gloria Dei Church on September 21st.
 - ii) In her June report Nicole requested that the Sharing Garden have a line item in the Financial Report. Barbara pointed out that there has been a line item for Garden Income and Garden Expenses since the garden became operational. These line items are located in the Profit & Loss Prev. Year Comparison Report. This report does not go out to all members – only Board members. All members receive a financial Report which is a summary. After looking at a copy of the report, Nicole acknowledged that the line items were in the report. John Maggio, Communications Chair, pointed out that as a matter of practice all of the financial report and committee reports are sent out to Board members prior to the meeting.
 - iii) Barbara expressed concern that the Sharing Garden chair has not provided the Board specific requests for items to be purchased as requested by plot renters. Barb also told Nicole that GFPS has an account with Cape True Value and she can go there to make purchases and GFPS will be billed directly. Roy stated that he thought The Sharing Garden's money would be separate from the rest of GFPS monies. Barbara stated that, "It's not your money and our money – it is all Goshen Farm money." The garden is a way to raise funds to

renovate the house. This was in our original Business Plan submitted to the Board of Education. Nicole thought that in her original proposal she asked that money raised by the garden be set aside for the garden expenses. Nicole stated that she does not have a preference either way but that members of the garden feel that they should have their own fund within the greater budget.

As Sharing Garden Chairperson, she feels a responsibility to bring garden member concerns to the Board. Garden members want to expand the garden and if that is the majority of garden members' desire to expand then she feels as chairperson she needs to see if that is possible. She has done a rough proposal to estimate cost of expansion and feels that expansion would be very expensive. Barbara asked some questions about the estimated cost. An example Nicole gave was the cost of the fence around an expanded garden would be around \$10,000. There is also the issue of the expense for a new well, which would be required if the garden is expanded.

Karen brought up the fact that we do not yet have a comprehensive plan for the grounds. We have to proceed carefully on what we are going to do with the entire property, house, outbuildings, grounds, and garden. There is the issue of the archeology that has yet to be investigated. Karen suggested that to help reduce the waiting list of people interested in plot rental for the next season only one plot should be rented per membership. Stu reminded us that Jane Cox stated that not only does GFPS have to have a plan for the main house and out buildings but a physical use plan for the grounds. Barbara reiterated that from GFPS inception, the mission has been to save and preserve the main house, out buildings and 22 acres of open space. It is not the gardeners' decision as members of the Sharing Garden Committee to expand the garden and dig a new well. It is their responsibility to discuss with their chairperson suggestions and requests for upcoming committee plans. These however must be brought to the Board, discussed and approved by the Board in order to stay true to our Business Plan submitted to the BoE. This applies to all committees within GFPS.

Nicole left the meeting but discussion of the place of the Sharing Garden in the overall plan continued. Lou discussed that he understood that all monies raised up to our submission for the state matching grant would be applied to the grant in order to maximize the state's contribution. Now that we have submitted our totals to the state grant office, we can consider allowing the garden members to hold fundraisers for the well and after that what is necessary to expand the garden. Any money raised above and beyond the Sharing Garden's needs goes into the general fund for renovating the Main House. Stu brought up that expansion of the garden is not just that, it is expansion into the rest of the grounds. The archeological part of the plan

has to be in place before this can happen. John said “this is a business” (nonprofit corporation) and the garden brings in a lot of money directly and indirectly. The Board has to ask, “Will this expansion profit the overall master plan of GFPS?” Karen brought up the point of budget. The Sharing Garden should come up with a budget taking into consideration income, i.e. plot rental, and plans for expansion, cost and fundraising expectations. If the garden brings in say \$1,400.00 that is what they have to spend. John believes that the misunderstanding between the Board and the garden centered on the term “self-sustaining”. He also believes that the garden should not be a separate entity within the larger organization but a fundraising source. John also pointed out that some garden members know GFPS’s mission, many of the gardeners do not know the master plan or goals of GFPS, and a few are members solely to access the garden. A better more extensive membership packet needs to be created so people who join (whether they also rent a garden plot or not) understand the mission of GFPS. He felt that sending out an e-mail to 54 members about a policy issue without including a cc to the president on the e-mail was not following procedure. Any committee has big decisions to consider whether it concerns funds or direction of that committee. All committees in considering these decisions should keep the president informed.

Next the Board discussed what needs to be communicated to all Board members and it was decided that the Business Plan that was sent to the BOE and which we as an organization are absolutely compelled to follow be sent to all Board members. The Business Plan should also go on the website for all to read. We also need to create a new comprehensive membership packet so all persons becoming members understand GFPS goals, the organization’s needs and what the membership is working towards. Becky stated that people seeking to join the Sharing Garden get a different membership form and it relates to the garden and its rules. John suggested that in the future all new members get the same application form and packet and those wanting to join the Sharing Garden get additional information related to the rules of the garden. John pointed out that in this way, it is clear that the Sharing Garden is a benefit of membership in GFPS.

The Board discussed further committee issues including purchase requests are brought to the Board during monthly meetings for approval or e-mailed to the executive committee in between meetings by the chairperson. In this way the record shows that a request to use funds was made and approved by the Board (or Executive Board). This protects the committee chairs and the Board when the audits occur. Rhonda will give each committee except Building their income and expenses from past year so they can create a budget. She also recommended that next year, the garden chair not reduce the price of the second plot, and the committee plan on raising the rental of

the plots gradually over the next several years. Expansion of the Sharing Garden is not just a garden committee concern; it is a corporate concern affecting all committees. It is a capital endeavor for GFPS as a whole. Finally, Stu made a motion that we reconsider the policy and procedure for committee spending until each committee presents its budget. In the interim, committee chair requests can go through the executive committee (Barbara, Stu, John and Lou) via e-mail or the Board at monthly meetings. The motion was seconded. Discussion ensued. The motion carried with one opposition.

- f) Grounds: (Roy) –Report as submitted.
 - i) Roy reported that he has ordered the Knox Locks for both gates but they have not yet arrived. The total will be \$186.00 for locks and mailing.
 - ii) Becky said emphatically that the trees mentioned for many months in Roy's reports that require trimming or removal need to be done. Each storm puts the Main House and the Servants' Quarters in jeopardy. The Board agreed and Roy will get three bids from tree services for this work.
- g) Events/Fundraising: (Karen) – Report as submitted
 - i) Kayak Raffle
 - (1) Karen reported that we have sold 256 kayak raffle tickets based on the stubs she has received. She will do another count and report next month.
 - (2) Sharon added that Clint from TNT has sold only 25 tickets. She printed and mounted a flyer for Clint to put on his reception desk. Clint thinks this will make people more aware of the raffle.
 - (3) Additional money and stubs were turned in tonight at this meeting. Barbara kept the money to give to Rhonda and turned the stubs over to Karen.
 - ii) Fall Open House –Saturday, September 14th, 1-4 PM
 - iii) Harvest Dinner –Saturday, September 21st
 - (1) Nicole secured Gloria Dei Church for the event.
 - iv) Fall Fundraiser –Saturday, October 26th
 - (1) We will be hiring Dave (DJ we used last year) for \$350.00.
 - (2) By July we need to decide on a theme. Barb mentioned that she was contacted by a group that wanted to rent the CSC Clubhouse the same night as our Fall Fundraiser for a chili cook-off. Maybe we could do a combination event. She will contact the group for particulars. Lou and Karen may meet with Chris from this group to discuss in July.
 - v) Wine Pairing – TBA (Not discussed)
 - vi) Barbara talked about the CSC 4th of July celebration and picnic at the main beach. Barb will call to find out if we need to rent a spot to sell Kayak raffle tickets and e-mail Lou with the information. Karen gave Lou 40 tickets and Smitty and he will man the booth. Michael Buchet said he and Linda will be in town and may be able to help.

- h) History: (Scott) - No report submitted.
 - i) On June 27th, Scott is having a meeting with 4 or 5 members who have expressed an interest in working on the History Committee and he will report on this.
 - i) Caper: – Barbara did not submit an article for July.
4. On-Going Business
- a) Discussion of Member – Tiered Friends of Goshen Proposal (versus Corporate Sponsors) submitted to the Board by Lou with follow up suggestions and comments from the Board was tabled until next meeting.
 - b) Barbara asked Lou if the “bike trail” had been removed from the website that Lou contacted and he stated that it was.
5. Actions were not reviewed.
6. Meeting adjourned at 9:40 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

