

Goshen Farm Preservation Society
Meeting Minutes August 10, 2011

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| Called by: | Barbara Morgan | Type of Meeting: | Board of Directors |
| Facilitator: | Barbara Morgan | Recorder: | Sharon Biondi |
| Date: | August 10, 2011 | Time: | 7:30 PM |
| Location: | Cape St. Claire Main Beach | | |
| BOD Attending: | Barbara Morgan, Karen Bailey, Sharon Biondi, Stu Bailey | | |
| Members Attending: | Lou Biondi, Joan Machinchick, Jason Brown, Patti Feldt, Michael Buchet, Roy Benner, Becky Benner | | |

- 1) Barbara welcomed new members, Roy and Becky Benner.
- 2) Motion was made, seconded and approved to accept the minutes with changes. 1) Terri was changed to Terry. 4) h Garden Club Committee was changed to Garden Committee.
- 3) President's Remarks –Barbara thanked everyone for joining us for the meeting.
- 4) Committee Reports
 - a) Finances (Karen) – Savings Acct. – \$15,722.63 Checking Acct. - \$1,394.32 Total Checking and Savings - \$17,116.95 (See attached Financial Report). The cost of the credit card account to use during GFPS functions has gone up from \$5.95 to \$9.95/ month. A discussion ensued concerning continuing the credit card account, or using Pay Pal at functions. To use Pay Pal, our website design (currently being changed by Nicole) would have to include buttons for items being sold as well as donations and new memberships. Karen will check with Nicole to see if this is feasible. The added bonus to using Pay Pal exclusively would be that we could sell at venues that did not have electricity available. (Credit card machine requires electricity.)
 - b) Building/Maintenance (Paul/Jason) –
 - i) Jason is continuing to work through permitting issues with the BOE. After reviewing Paul's plans, the BOE is requesting more detail on certain aspects of the plan. Barbara has set up a meeting with Greg Stewart from the BOE for Friday, August 12, 2011 at the cottage. (See attached Building Committee Report.)
 - c) Membership (Joan) – There are 64 memberships total, composed of Resident households – 38, Resident Individual – 9, Non-resident Household – 11, and Non Resident Individual – 6.
 - d) Website (Karen)- Nicole continues to work on new website. Karen will check to see if “buttons” can be added so Pay Pal on the website can be used at all GFPS fundraising venues.
 - e) Oral History (Patti)- No report.

- f) Caper- (Barb)- September's article will be about the kayak winner, Open House, and the Halloween Ball.
- g) History Research (Scott)- No report
- h) Goshen Garden-(Nicole)- Nicole reported that the Test Garden is doing fairly well but she lost several pumpkin, zucchini, and squash plants to bugs. Jason has not been able to put up guttering on one side of the main house to allow runoff water to fill the rain barrels so watering with jugs continues. Nicole added that she still needs newspaper (without glossy sections) to put down for weed prevention. Newspapers should be in plastic bags and left near the garden. The block Party benefiting the garden is August 13, 2011. Nicole will have a table with GFPS information and signs at the block party. (See the attached Garden Committee Report.)
- i) Special Projects-
 - (1) Open House-Saturday, September 17, 2011
 - (a) Advertising - Barbara created and printed posters for the event and also gave Nicole copies to distribute at the upcoming block party.
 - (b) Volunteers- Barbara will send out an e-mail with a schedule for volunteer sign-up.
 - (c) Refreshments- Drinks will be lemonade, Sassafras Tea, and water in coolers. It was also suggested that water be set up at the beginning of Corinne's Walking Trail. Brownies will be donated by Sharon, cookies by Joan, and salty somethings by Patti. Barbara will also have popcicles in a cooler for children.
 - (d) Clean-up for the property is scheduled for Sunday, September 11, at 10 AM. The trash pile needs to be hauled away by a member with a truck. The areas around the cottage, the garden, and the driveway need to be trimmed back. GP Landscaping will do mowing around the house, cottage and the walking trail.
 - (e) Barbara secured a Port-a-Pot for the event. It was also decided that three Easy Up tents will be needed for various tables/stations. Stu, Lou, and Barb will bring these tents.
 - (f) Fundraising – Joan will bring Hydrangea bushes rooted from Goshen bushes to sell at event. Sharon suggested we try and make and sell StinkBug Traps. She will contact Linda Beck and see if the Girl Scout would be interested in making these for a project. T-shirts, Halloween Ball tickets, and memberships will be sold. A donation jar will be at the refreshment table.
 - (2) Halloween Ball – Saturday, October 22nd
 - (a) Entertainment – Barbara is still waiting for the contract the DJ is mailing for signature.
 - (b) Food- We will use Rocca Culinary Services with a \$200 budget and she will determine what she can prepare. We will purchase

beer and wine. We will include one free drink with the ticket price of \$20 for members and \$25 for nonmembers.

(c) Nicole will get 125 tickets printed.

(d) Silent Auction will be held again. It was decided that we should have fewer items and the list should be divided up among several people (allowing people to go to merchants they frequent and know).

5) On-Going Business

a) Stu is still working to schedule a meeting with the principal and primary instructors at CAT South to determine on what projects they can assist. Work on the cottage will better coincide with the first marking period of school year.

b) Corporate Letter Campaign - Karen completed levels of donation: Bronze - \$250, Silver- \$500, Gold - \$750, and Platinum \$1000. She will create a benefits list for each level. Also Lou will continue research into corporate donations and grants.

6) New Business:

a) Jane Cox is teaching a course at AACCC on historic preservation and has scheduled a field trip for her students to Goshen Farm on Thursday, September 22, 2011.

b) Alden Bogley would like to build a shed for the Garden Committee as an Eagle Scout project.

7) Review of Actions – See attached Action Log (Not done.)

8) Meeting adjourned at 9:50 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 | |
| 035-11-10 | Spray bleach behind ceiling in bathroom | | 12-30-10 | working | |
| 040-12-10 | Locate septic system for both houses | Jason/Greg | 12-30-10 | Working | Septic for Caretaker cot. located |
| 048-12-10 | Make a list of corporations to target | All | | working | |
| 050-02-11 | Renew Domain name | Barbara | 03-15-13 | working | |
| 052-03-11 | Give copy of insurance policy to Jason | Stu | 03-15-11 | working | Questions on liability and buildings |
| 053-03-11 | Research cost and possible donation of heat pump, HVAC SYSTEM | Jason | 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 | Paul/Barb | 04-20-11 | Working | Paul will complete and get to Barb to send to the BOE (Need this to acquire permits) |
| 058-07-11 | Set up free contract with Jan at Annap. Pest Control | Jason | 09-30-11 | Working | Cottage need termite treatment |

Completed Actions

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| 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 | | |

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| 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 | 09-30-19 | 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. |

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| 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 |