

Goshen Farm Preservation Society  
Meeting Minutes August 15, 2012

<b>Called by:</b>	Barbara Morgan	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Stuart Bailey	<b>Recorder:</b>	Barbara Morgan
<b>Date:</b>	August 15, 2012	<b>Time:</b>	7:30 PM
<b>Location:</b>	Cox Room CSC Clubhouse		
<b>BOD Attending:</b>	Stu Bailey, Barbara Morgan, Karen Bailey, Smitty Biondi		
<b>Chairman and members Attending:</b>	Roy Benner, Becky Benner, John Maggio, Doug McClelland, Lou Biondi, Michael Buchet, Linda Beck		

1. The meeting was called to order at 7:39 PM. The June meeting notes (no quorum) were not reviewed but it was noted Michael Buchet should be included in the names of those who delivered the two kayaks to the raffle winner on July 14, 2012.
2. President's Remarks: Barbara Morgan thanked all of those members who helped on both the power washing day and the painting day for the Main House. She also asked that members having comments or questions please wait until the end of the meeting. Barbara then turned the meeting over to Stu Bailey. He announced that Barbara has received the "Annual Volunteer Award" from Anne Arundel County Trust for Preservation, Inc.. The award will be presented on October 10, 2012 at 4 PM at Indian Range. There were congratulations from all present for a well-deserved honor.
3. Committee Reports
  - a) Finances: (Karen) – As submitted. Clarification was requested on several items of the report. All but one item was addressed and clarified, and Karen will check the membership number against total membership fees collected to date and get back to Becky on this. Karen reported that she has spoken with our new accountant who suggested several changes to our accounting system and she has made these changes. It was suggested that GFPS should send him a Thank You Letter. Karen will e-mail Smitty the relevant information and Smitty will compose and send the letter.
  - b) Building/Maintenance: (Nick) – No report submitted.
    - i) Barbara reported that there was a building committee meeting with Nick Neboshynsky, Stu Bailey, Jane Cox, Richard Luxenburg, and Barbara Morgan attending. A Major Targets List and Physical Use Plan (As required in Section 106 of the MD Historic Trust) were drawn up and submitted to Jane Cox for review before she submits to MHT.
    - ii) The next major project- the roof- is scheduled for September 22. The roofing materials have been donated and the installation has been donated by Jason. As some of the roof under the present shingle is plywood and other parts are

tongue and groove planking, materials needed to repair any damage to the base must be determined in advance and checked with Jane Cox.

- c) Membership: (Becky) – As submitted. There are 80 Resident memberships and 28 Non-resident memberships for a total of 108 overall memberships. John Maggio suggested that we consider having only one type of membership group (\$35) instead of Individual (\$20) and Household(\$35). As the Membership Renewal Letters will go out in November, 2012 and this change must be voted on and approved at the January GFPS Annual Meeting in 2013, it was decided to wait on discussing this change until 2013.
- d) Members Garden: (Nicole) –Report as submitted. The Harvest Dinner is scheduled at the CSC Methodist Church on Saturday, September 22. There will be a 5 PM seating and a 7 PM seating. Tickets are on sale on the GFPS Website and will also be sold at the Open House on Sunday, September 16 if the tickets are available then. Nicole has sent out an e-mail with a list of jobs and materials needed for this event to all members and the ability to sign up for these on line.
- e) Communications: (John) – As submitted.
  - i) John reported that website visitation has doubled in the last month.
  - ii) He is also looking into ways visitors can contact board members and chair people directly. Now, requests go through Barbara Morgan at [goshenfarm1783@gmail.com](mailto:goshenfarm1783@gmail.com) and she sends the e-mail to the appropriate person. John will research alternatives and e-mail board the communications schema.
  - iii) John is fixing the date of the Open House on the web to Sunday, September 16, 2012.
- f) Grounds: (Roy) – As submitted.
  - i) Roy also reported that Alden will return on August 19<sup>th</sup> to work on his Eagle Scout Project – the garden shed.
  - ii) Roy requested permission to write a thank you letter for the years of mowing the meadow below the Main House. Permission was granted.
- g) Fundraising: (Open Chair) – No report submitted.
  - i) Debbie Toy suggested a possible fund raiser for GFPS – “Script” and Nicole suggested a fund raiser selling engraved Paving Bricks. Karen described each fund raiser in detail. It was agreed that both were great suggestions but without a Fundraising Chair this would create a burden on already taxed board members and chairs. This discussion was tabled to a later time.
  - ii) Another letter campaign is considered for late fall 2012, and Karen is researching cost. She will look for her copy of the letter from 2010. John reported that he is meeting with Lisa Jacobs (professional fundraiser who works with AACC) and he will ask her to look over the letter for the letter campaign and make suggestions.
- h) Oral History: (Patty-looking for a new Chair)- No report submitted. Barbara Morgan reported that member, Barbara Breeden met a gentleman who use to dine with the Radoffs at Goshen Farm. He is willing to do an oral history with us. Finding someone to do this is a must.

- i) Caper: (Open Chair) – Barbara will use Scott’s article about September 11.
  - j) History Research: (Scott) – There was a question about whether anyone had contacted Scott to come and do a presentation at the GFPS Open House. Stu will contact about this.
4. Special Projects-
- a) Letter Campaign -Another letter campaign is considered for late fall 2012, and Karen is researching bulk rate cost for 2500 letters. She will look for her copies of the letter from 2009 and 2010 and send to John. John reported that he is meeting with Lisa Jacobs (professional fundraiser who works with AACC) and he will ask her to look over the letter for the letter campaign and make suggestions
  - b) Open House (Sunday, September 16) –
    - i) We still need a brownie troop or other help manning trail marker #1. Stu will contact Kim Norris again for help. If Kim cannot help then Barb will contact other troop leaders.
    - ii) Karen has ordered the signs to direct visitors to Goshen Farm (The Baileys have the wire stands for the signs). Roy has agreed to put up the signs.
    - iii) A motion was made by Karen, seconded by Smitty and carried to allow Stu to research price of walkie talkies and purchase for under \$75 or less.
    - iv) Barbara will order porta pot from GOT U GO.
  - c) Harvest Dinner – Nicole is chairing this event. It is advertised on the website and in other media and tickets can be purchased through Pay Pal on the website. She has also sent out an e-mail blast to members to sign up to help and /or bring things. May still need to print tickets if we plan to sell elsewhere (Open House?). Board Members feel it is important for them to attend.
  - d) Halloween Fundraiser –
    - i) Barb will send letter to Sam’s Club for donations.
    - ii) We will be using Beth Rocca for the catered food.
    - iii) There will be auction items again this year. Michael has finished the merged letter for soliciting auction items from Merchants and has given Smitty the printed letters. She will start canvassing this week. John may be able to share a list of other possible donors with Smitty.
    - iv) Barb is still trying to line up a DJ for the event. Doug McClellen has a friend who DJs and he will contact him as well and get back to Barb.
    - v) There will be some “games of chance” at the event and Barb will contact Mary Lamb to see if we can use the Cox Room as well for either the silent auction or the “games of chance”.
    - vi) John Maggio suggested having a “fund” so people can use their credit cards, etc. to get extra cash.
5. On-Going Business
- a) Event Planning Chair, Fundraising Chair, and Oral History Chair are still needed. John will include pleas for volunteers to fill these positions in each eblast.
  - b) Eagle Scout Projects – Alden is targeting August to complete the garden shed. Jeff has received Boy Scout approval for his project, the sign board and is also

targeting late August as a completion date. He has applied for and received a grant from Lowes and has raised \$200 thus far.

6. New Business

- a) Linda Beck and Michael Buchet made a presentation concerning a Maryland Environmental Services Grant for possible help with a new septic system for Goshen Farm. Linda approached her supervisor about this and he suggested she get more information before making a formal presentation. She will need information on overall history, goals of GFPS, usage plan, location of the present non-functioning septic system, shared system between main house and cottage or separate, property map, surveys for old and new systems. Barbara, Stu, Roy, and Doug (per their expertise) agreed to gather the pertinent information and get back to Linda in approximately two weeks. Linda requested that someone accompany her to the presentation once it is set up. Linda asked about Jane Cox and Smitty suggested Linda call Barbara about this possibility.
  - b) Stu explained to those attending that the Board had had a meeting on August 8<sup>th</sup> to discuss changes to our by-laws. Our by-laws were written at our inception and as GFPS has changed, so do our by-laws need to change. The potential changes would allow for a larger board including standing chairpersons and thus have greater input on future decisions. Stu will create a letter to go out to the membership by September asking members to review and send in suggestions. A question was raised about why we needed by-laws and must adhere to them. Barbara explained our 501-3C Status and the requirements if we are to retain this status.
  - c) Smitty contacted Annapolis Pest Control about termite inspection and treatment of the Main House. It was suggested that we have them look at both the Main House and the Caretaker Cottage. Jack from APC will come to the farm on Tuesday, August 28 between 12 and 2 to inspect. He will determine the termite problem, if they can do the job, and do it as a donation. Roy agreed to be present. Smitty will call Roy when she hears from APC so he will know the exact time.
7. From the Floor Comments: Doug McClellan said he is optimistic about Goshen Farm and that he has many skills he is willing to offer GFPS. As well as those already stated in the minutes, he will approach the Smithsonian about help with our oral history goals. He said he is also willing to serve on the Building Committee and Barbara gave him the chairman's e-mail address to contact.
8. Actions were not reviewed.
9. 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	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	John	03-15-13	working	
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Nick	04-15-11	working	Heat pump vs. window ac and baseboard heat
056-03-11	Research available private sector grants for GFPS	Lou or Doug	05-30-11	Working	
057-04-11	Get completed plans for caretaker cottage to BOE	Nick or Bld chair	10-10-11	Working	With Richard Luxenburg
058-07-11	Set up free contract with Annapolis Pest Control	Smitty	09-30-11	Working	Cottage and main house need termite treatment
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
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	Duplicate task	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
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
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
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	Working	Needs to be ordered before roof is done on 9/22
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	Working	Done soon so flyers can be put up
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	Working	Karen will e-mail copies of '09 and '10 letters
088-08-12	Get price for bulk rate for 2500 Capital Campaign letters	Karen	10-01-12	Working	November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
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 Barbara and she forwards to appropriate person
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	Working	Coordinate information flow to Linda
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	Working	Reason for this in body of minutes "New Business"
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	Working	For Halloween Event

### 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 <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 Breenen 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
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts