

Goshen Farm Preservation Society  
Meeting Minutes September 18, 2013

<b>Called by:</b>	Barbara Morgan	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Barbara Morgan	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	September 18, 2013	<b>Time:</b>	7:30 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Barbara Morgan, Karen Bailey, Stu Bailey, Roy Benner, Becky Benner, John Maggio, Lou Biondi, Sharon Biondi and Rhonda Titus		
<b>Chairman and members Attending:</b>	Mike Maggio		

1. The meeting was called to order on Wednesday, September 18, 2013 at 7:30 PM by President Barbara Morgan.
2. August Minutes were reviewed. The following corrections were made: h) changed from "Report submitted" to "No report submitted". Motion to approve was seconded and the Minutes were approved as corrected.
3. Actions were reviewed and completed actions were noted.
4. Committee Reports
  - a) Finances: (Rhonda) –Financial Report as submitted.
    - i) Barbara asked about the \$200.00 under Ordinary Income/Expense, Direct Donations – Other. Rhonda stated that the donation was from DMI. Mike Maggio clarified that the donation was from Juan Settero of DMI who had a limit of \$200.00 and knew this donation would not qualify for a corporate Sponsorship. DMI has also discounted the cost of materials by about \$1700.00. The building Committee is gathering this information and will send it out in an e-mail to Rhonda, Barbara, Becky and Sharon.
    - ii) Karen had a question for Rhonda concerning the \$489.63 listed under Expense for the Halloween Ball. After some discussion this total was clarified.
  - b) Building & Maintenance: (Stu) – Report as submitted.
    - i) Stu stated that there was an error in the report under "Coordination Activities" where it stated that training of cleanup crew was to begin in early September. That entire bullet should be removed.
    - ii) Barb asked Stu if she should start the update for inclusion in the mid-year report to AACPS. Stu told her to wait for a summary from the Building Committee to include in the mid-year report. **(Action: 122-09-13)**
  - c) Membership: (Becky) – Report as submitted.
    - i) There are currently 151 overall memberships.
  - d) Communications: (John) –Report as Submitted.
  - e) Sharing Garden: (Nicole) – Report as Submitted.

- i) Barbara asked if anyone knew whether the table Nicole set up in front of Graul's on September 7th to sell tickets for the Harvest Spaghetti dinner and other events was successful. Roy and Becky stopped by the table that afternoon. Nicole and Rosemary were advertising all of the upcoming events. They said they had talked to many people but did not sell many event or raffle tickets.
- ii) There was discussion about the upcoming Harvest Dinner and it appears that ticket sales for the dinner are going well.
- f) Grounds: (Roy) –Report as submitted.
  - i) Barbara asked Roy about number 2 in his list of Accomplishments concerning clearing weeds, vines, etc. She had met Diane the day NRCS was doing the Ground Penetrating Radar and Diane told her about a program with the Naval Academy to donate labor on weekends. Barbara asked Roy if he was aware of this and he said he was. Those students volunteering would be under the auspices of the NRCS (their insurance and their liability). What they want from GFPS is a list of tasks they can do. Roy will work up a list of tasks the volunteers can do and send out. **(Action: 123-09-13)** If Board members think of additional tasks they should e-mail Roy. Becky suggested that clearing around the silo foundation would be a good task and asked if the wash machine and satellite dish could be put in the construction dumpster. Mike stated that the wash machine could go to scrap and the dish in the dumpster.
  - ii) In conjunction with Roy's work on the Master Plan for grounds and the outline that is under development, he attended a meeting on Tuesday, and GFPS was approved as a "District Cooperator". We will receive a letter stating their decision. NRCS expressed great enthusiasm about their visits to Goshen Farm and working with us in the future.
  - iii) The Ground Penetrating Radar activity generated a lot of information and it is hoped that GFPS can generate some publicity about this cooperative effort with NRCS. Diane (from NRCS) will send Barbara a data sheet when this is completed. Becky suggested that there may be some local film makers that could make a documentary about what GFPS is doing. Becky will check with Elaine Barnhart to see if she knows.
  - iv) Rhonda inquired about the pond that Roy refers to in his report. Roy clarified the source of the pond which is visible mostly in the spring.
- g) Events & Fundraising: (Karen) – Report as submitted
  - i) Kayak Raffle
    - (1) Karen stated that she has 54 raffle tickets unaccounted for. Karen will recheck her list, the stubs and make some calls. Barbara suggested a procedure for the drawing at the Harvest Dinner. Discussion ensued.
  - ii) Fall Open House –Saturday, September 14<sup>th</sup>, 1-4 PM
    - (1) Barbara suggested that next year GFPS send out invitations to AA Historic Trust and local politicians. This was done last year but not for this year's Open House.

- iii) Harvest Dinner –Saturday, September 21<sup>st</sup>, 5-7 PM
  - (1) Rhonda will ask Nicole for Sponsor information for the dinner for her records.
- iv) Lou has created the flyer and the Wine Pairing is set for Saturday October 5<sup>th</sup>.
- v) Fall Fundraiser –Saturday, October 26<sup>th</sup>
  - (1) Karen asked for approval of the Fall Fundraiser request. The request was approved by the Board.
  - (2) Karen has business sponsors for the event.
  - (3) Sharon reported that the auction items donated by local businesses are coming in steadily.
- vi) Java and Jazz
  - (1) Karen stated that we need to pick a date for Java and Jazz. We need to consider holidays and availability of the band and locations. Barbara will check on the availability of the CSC Clubhouse. **(Action: 124-09-13)**
- vii) The events committee will have a meeting on Monday the 23<sup>rd</sup> at 7:30 PM at Karen’s home.
- h) Oral History & Research: (Scott) – No report submitted.
  - i) Rhonda asked if Scott will be doing Oral Histories. She doesn’t want to duplicate. Barbara stated that Scott is doing the history research but not Oral Histories. Roy asked if the downstairs would be clean enough to hold Oral History interviews. Michael thought a room would be ready by Thanksgiving (room 1 - D). Rhonda will contact members who have listed this as an interest and begin setting up appointments. All agreed that Lannie Ridout should be interviewed first and then Joe Lamp.
  - i) Caper: – Barbara submitted an article about upcoming GFPS events that will be in the October Caper issue.
- 5. On-Going Business
  - a) Scott agreed to be considered for Oral History & Research Chairman. Lou nominated Scott as Chairman, Sharon seconded and the motion carried.
  - b) Becky is going to change the membership form to say membership/donations. She will send this to Rhonda who will create a new set up for the accounting. Becky has a list of Donors that she will send to Rhonda for her accounting. She will also send to John and he will list these donors under “Friends of Goshen” on the website.
- 6. New Business
  - a) New Actions were not reviewed.
  - b) Building Committee
    - i) Stu stated that now that Mike Maggio has begun cleanup work in the interior, major concerns about safety and liability issues will prohibit the use of GFPS volunteers for this stage of work on the Main House. Mike described their findings in detail to explain this decision. Mike is presently using 7 trained professionals. He believes we can utilize volunteers during the cleanup for carrying debris that will be removed from the upstairs using a chute and putting the debris into the dumpster. We can also use volunteers

wearing protective suits and respirators for the interior recleaning stage. John suggested that volunteers can be used for activities like hanging new dry wall. Stu suggested that we check our Liability Insurance Policy as it applies to volunteer work. Not using volunteers for the present cleanup will cause GFPS to expend a greater cost upfront.

- ii) Mike also discussed some of the upcoming renovations and the companies and individuals who will donate this work free of charge.
  - iii) He also mentioned that he had seen a news clip about "Maryland Live" saying they had set up an 8 million dollar fund for preservation projects and still had 2 million left in the fund that was undelegated.
  - iv) Stu stated that he is still working on the spreadsheet regarding donated work and materials and actual GFPS expenditures. This will help us predict what grant funding we should seek and our fundraising goals.
  - v) Mike is taking photographs of the work as it progresses to document the entire process.
  - vi) Stu asked for approval of an invoice for \$9,100.50. for work completed. The Board approved.
  - vii) Stu stated that we need to know what documentation is needed and the exact procedure with Department of Public Works to draw down on the State Grant monies. Once we exhaust our part of the matching grant monies we may request the state's part of the matching monies. Rhonda will check our balance to make sure that monies raised after the state grant was submitted (May 1<sup>st</sup>) are recorded. That money **does not** have to be used before the grant money can be requested. Rhonda will also contact Kim to get the procedure for submitting invoices to be paid by Department of Public Works (administers the state grant money disbursement). ( **Action: 125-09-13**)
- c) Becky requested that everyone attending the Harvest Spaghetti Dinner wear their name tags.
  - d) Chairs of committees will submit their proposed budgets in November. Rhonda will send out what each committee has spent previously.
  - e) John let us know that he is moving next month and cannot keep up with notifying local media to promote upcoming events. Karen will do these for the Wine Pairing and Fall Fundraiser. John will send her the list of media contacts. Karen asked that Lou contact Val for a quote concerning why she is holding the Wine Pairing for GFPS and e-mail it to her. He will try to do this from the road.
7. Meeting was adjourned at 9:45 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	OBE, 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			On Hold	Jan '11 Clean-up
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	Bld chair	10-10-11	On Hold	Roy will contact Richard Luxembourg
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Stu	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	Roy, Becky	04-31-12	OBE	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
103-10-12	Security Cameras	Lou	11-30-12	Working	Lou will test camera purchased by Piers Committee and report back on effectiveness
104-10-12	Lou will contact A.A .Cares about putting a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS
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
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	Working	For the new Membership Packet
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	Working	Rough draft presented on 7-17-13
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara	08-21-13	Working	General terms
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	Working	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	Working	Help get this finalized for Membership package and posting at Goshen Farm
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	09-30-13	Working	ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	Working	Tasks will be completed under auspices of NRSCD
124-09-13	Check available dates for CSC Clubhouse	Barb	10-30-13	Working	Java and Jazz Event
125-09-13	Contact Kim at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	Working	Need this info ASAP


### 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. Laison	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 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
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
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	Ctd	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT– Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations



108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.
118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved
115-07-13	Draw up an agreement that can be used with outside interests who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement
121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response