

Goshen Farm Preservation Society
Meeting Minutes October 16, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	October 16, 2013	Time:	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Barbara Morgan, Karen Bailey, Stu Bailey, Roy Benner, Becky Benner, Lou Biondi, Sharon Biondi and Rhonda Titus		
Chairman and members Attending:	Michael Buchet		

1. The meeting was called to order on Wednesday, October 16, 2013 at 7:30 PM by President Barbara Morgan.
2. September Minutes were reviewed. The following corrections were made: 5. B) "... Rhonda who will create a new set up for accounting." Is changed to read, "...Rhonda who will revise the chart of accounts for all donations." The motion to approve (Rhonda) was seconded (Karen) and the Minutes were approved as corrected.
3. Actions were reviewed and completed actions were noted. Note: on Action 083-04-12, Sharon will e-mail Joan to request her to send her list of Dr. Radoff's books to Barbara so we have one complete list.
4. Committee Reports
 - a) Finances: (Rhonda) –Financial Report as submitted.
 - b) Building & Maintenance: (Stu) – Report as submitted.
 - i) There were questions about bathrooms that will be installed in the Main House. There are two bathrooms in the use plan. Location of these as well as when they will be completed are still in discussion. The entire house has to be certified safe before actual renovations are begun.
 - ii) Sharon will contact Annapolis Pest Control to see if they can do a treatment now that the beams and other areas are exposed (**Action: 126-10-13**).
 - iii) Becky inquired about the newly made stair spindles that will be installed on October 22.
 - iv) Guttering installation that was reported on was discussed. Superior Distributors have been contacted for a quote and Jason has agreed to install at minimal cost to GFPS.
 - c) Membership: (Becky) – Report as submitted.
 - i) There are currently 141 overall memberships.
 - ii) Becky was authorized to buy 3 rolls of stamps.
 - iii) Becky has completed the "Terms of Service" and will send out to the Board. The title is still undecided and Becky will give several suggested titles on

- which the Board can decide. (Barb will send Becky the original Word document so Becky can make the changes.)
- d) Communications: (John) –Report as Submitted.
 - i) As related to Becky’s need for stamps to send out membership renewals and second reminder letters, Barbara mentioned that John is working on membership renewal on-line using Pay Pal. In the future this would reduce the number of mailings involved for renewals.
 - ii) There are some past events that need to come off the website and Barbara needs to clarify issues with website password.
 - e) Sharing Garden: (Nicole) – No report submitted.
 - i) Barbara asked if everyone received Nicole’s e-mail notifying us that she is resigning as Garden Chair effective January. Barbara had asked Nicole’s suggestions for Garden Chair. She has not heard back from Nicole yet.
 - ii) According to Nicole’s e-mail she will finish the garden plot assignments.
 - iii) Roy asked if Gloria Dei Church had been sent a thank you letter for use of their hall. He had sent Nicole a rough draft to consider but has not heard back on this. Also, Rhonda will give Roy a check for \$100.00 to pay for the Gloria Dei Hall rental.
 - iv) Becky and Roy will be helping Nicole in the interim period until a new Sharing Garden Chair is found.
 - v) Karen suggested that we go out to the membership in an e-mail blast to see if anyone is interested in becoming the new Sharing Garden Chair. Becky and Roy will create a job description for Barb to include. **(Action 127-10-13)**
 - vi) Barb will send out this e-mail blast. **(Action 128-10-13)**
 - vii) The Harvest Dinner was a success and raised \$1,242.00.
 - f) Grounds: (Roy) –Report as submitted.
 - i) The Ground Penetrating Radar activity and soil testing generated a lot of information. Roy received the final report from the Natural Resources Conservation Service, National Soil Service Center. Roy has given Sharon a copy for our GFPS records, will send Barbara a copy and has a copy for his planning.
 - ii) Barb will show this report to Jane Cox when we have our meeting at Goshen Farm on October 24th. Jane may be able to help us generate an archeological dig at the sights identified in the report. Becky suggested that Diane Gelburd, of USDA-NRCS who is an archeologist, might also be interested in discussing a future archeological dig.
 - iii) Roy also discussed the overview study of the Goshen Farm forest resources on September 22nd and 25th by Bartlett Tree Service. This study was completed under the guidance of Jon Cowherd and assisted by Mark Wheeler. In the future this will allow us to identify and label various trees accurately.
 - iv) Roy also received the signed copy of the approved “District Cooperator” with Anne Arundel Soil Conservation District. He gave Sharon a copy of this for our GFPS records.

- g) Events & Fundraising: (Karen) – Report as submitted
 - i) Kayak Raffle
 - (1) The Kayak raffle was a success and brought in \$2,980.00. Karen will create a different tracking system for next year's raffle.
 - ii) Wine Pairing
 - (1) The Wine Pairing was enjoyed by all who attended and brought in \$740.00 in donations.
 - iii) Fall Fundraiser –Saturday, October 26th
 - (1) Karen has completed filling the slots on the volunteer sign- up sheet and will send this out so everyone knows their times and duties.
 - iv) Java and Jazz
 - (1) The date for Java and Jazz is Sunday, March 9, 2014. Barbara stated that the CSC Clubhouse is available but probably not for free. We may be charged on an hourly basis. It was determined that we would need 4 hours for the event including set up and clean up. Barbara is still in negotiations on this. **(Action: 124-09-13)**
 - h) Oral History & Research: (Scott) –Report as submitted.
 - i) Scott will be having a meeting in November and will send out an e-mail with possible dates. Barbara stated that she would like to attend as she has volumes of historical materials that she has collected that she will bring to the meeting. She also bought a copy of Lanny Rideout's book about building of the James Brice House in downtown Annapolis.
 - ii) Rhonda, Roy and Becky have been in touch with a member who may be interested in doing Oral History interviews. Rhonda stated that when this interviewing process is begun that the tapes and recordings should go to Sharon to hold for the GFPS archives. Becky has a lead on someone who has done these tapings and find out the best procedure and equipment. She will be meeting with this person.
 - i) Caper: – Barbara did not submit an article for the November Caper issue due to family issues.
5. On-Going Business
- a) Sharon passed out a sheet pertaining to the procedure and information needed for a Corporate Sponsorship. She explained that following these steps and including this information is necessary to streamline the process for any member of the Board or chairperson who receives a donation of money, materials, and/or services. Roy suggested putting a date on this procedure sheet.
 - b) Karen asked about donations that come in for event sponsors. Typically, these donations do not qualify for Corporate Sponsorship as they are under \$250.00. This year however, we received an event sponsorship for \$250.00. She wanted to know if this would qualify as a Corporate Sponsorship. Discussion ensued. It was decided that if a business donated for any event and the donation amount qualified them for Corporate Sponsorship they will be contacted for Corporate Sponsorship. It was also decided that if a member made a donation as a

member and also as a business, they would be entitled to a "Friends of Goshen" listing on the website and a Corporate Sponsor for their business donation (if the donation(s) values meet both criteria.

6. New Business

- a) New Actions were not reviewed.
- b) Building Committee
 - i) There was discussion about the furnace that was removed from the Main House. Two parties have shown an interest. One party has been contacted multiple times and has not responded. Stu made a motion that the furnace be given to Skip Doda who has donated about a thousand dollars in work on the Main House. The motion was seconded by Karen and was approved.
- c) Rhonda requested that the ban on purchases of \$100.00 or less by chairpersons (unless they receive Executive Committee approval) be lifted. The procedure was put in place due to a shortage in the budget which has now been rectified with recent fundraisers. Discussion ensued. Rhonda made a motion to lift the ban requiring Executive Committee approval of Board and chair expenditures of \$100.00 or less. Stu seconded, there was discussion editing the motion and the vote carried.
- d) There was discussion on continuing rental of two Sharing Garden plots by one family due to the large number of persons on the waiting list for plot rental. Although the two plot rental was discussed at previous garden meetings, as was the issue of the second plot no longer being discounted from \$25.00 to \$15.00, the application forms did not contain this new information. A motion was made by Lou stating, "The Board will direct the new Sharing Garden Chair to state that in the 2014 season, a., those who presently rent two plots can retain and continue renting those plots and are grandfathered, b., current single plot renters can continue to rent their current plot and new plot renters will be given one plot, and c., in the 2015 season all plots will be priced equally." Discussion ensued. Lou accepted amendments to the motion, seconded by Rhonda, and the motion carried. Becky and Roy will monitor the garden rentals.
- e) Related to Chairs of committees having a budget in 2014, Rhonda will send out an e-mail giving the expenses of the last 3 years to each Committee Chair. Each Chair will respond in an e-mail to Rhonda with their proposed budget before the November Meeting. Rhonda will then develop the proposed budgets for each chair. This process should be completed before the Annual Meeting in January.
- f) Rhonda contacted Kim Langkan at the Board of Public Works to find out the procedure for turning in invoices for work completed on the Main House. GFPS must send them the contract(s) and invoices for our vendors for approval. Once our vendors have been approved, we send the invoices to the Comptroller's office in Annapolis to our "grant" monitoring person for payment. (We must document the vendors and their contracts GFPS have already paid for work done and establish that we have spent all of our money that will be matched

through the grant.) Once these vendors have been approved, all future invoices can be paid through the grant. We can have BPW reimburse the vendors directly. Discussion and questions ensued. It was determined that GFPS will have contracts for Jason Brown, Greg Young and Dave Sloskey to send to BPW. If these contractors do work for GFPS in the future, they will be on the approved vendor's list. Stu will work up these contracts when needed for Barbara's signature. In response to a question about needing three bids, Barbara stated that if a contractor donates his work, the bid process is not required. Rhonda will write up "Why we chose this vendor" for those contractors who have already donated work. Karen looked up her notes with our meeting with the State of Maryland on our matching Grant and stated "We do not have to do competitive bidding but we do need to let them know how we selected our contractors."

- g) Roy has created a list of tasks for the U.S, Naval Academy Midshipmen to donate labor on weekends. Each task should not require more than one day for completion. This work would be completed under the guidance of USDA-NRCS and GFPS. He will send out the list of tasks to the Board in an e-mail for their response on any additional tasks they feel could be on the list.
 - h) Karen had a question about new Pine trees that were planted on the property. Some are in bad shape. Roy is aware of these trees.
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		
Ctrl #	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	04-15011	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, Stu	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
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
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	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
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	Working	Speak with Jan of A.P.C. – Already been a Corp. Spon. For termite treatment 9/12
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	Working	ASAP
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	Working	Present Chair leaving 1/01/14

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

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	John	08-30-13	CTD	History Committee recommendation

	historic information				
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
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through PayPal on website to Nicole	Rhonda	09-14-13	CTD	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	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP