

Goshen Farm Preservation Society
Meeting Minutes October 12, 2011

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	November 9, 2011	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Barbara Morgan, Sharon Biondi, Stu Bailey		
Chairman Attending:	Lou Biondi, Patti Feldt, Roy Benner, Jason Brown		

- 1) The Eagle Scout/Gold project to construct a shed for the garden area was presented on power point by the responsible scout and is scheduled for completion in the spring.
- 2) Motion was made, seconded and approved to accept the minutes with changes: 4d) "five projects..." changed to "three projects" and "three BSA..." changed to "one BSA..."
- 3) President's Remarks –Barbara pronounced the third Halloween Ball a success. She shared some of the auction item final bids and said that although we had greater expenses this year, she thought we netted more than last year. Everyone present seemed to have a great time.
- 4) Committee Reports
 - a) Finances (Karen) – Savings Acct. – \$18,836.96, Checking Acct. - \$1,966.92, Total checking and Savings - \$20,803.88 (See attached Financial Report).
 - b) Building/Maintenance (Paul/Jason) –
 - i) Jason will provide a proposal for the main house roof and go over roofing materials. Jason checked out the chimneys and felt that the chimneys needed work at the roofline before the flashing and shingles were applied. He reminded us that the roofing shingles for the caretaker cottage are on site.
 - ii) Paul is still working on new plans for the Caretaker Cottage to include what Greg Stewart requested.
 - iii) Electric lines have been laid up to the Main House but the ground needs to be trenched and the lines buried. Barb will contact Dave Sloskey to handle this and what type and location of electrical box.
 - c) Membership (Joan) – No report. Barb has created a separate renewal form that she will send to Joan. At this time Stu suggested that board members and committee chair persons have ID cards with GFPS Federal Tax ID and GFPS Tax exempt numbers to facilitate procuring items needed for actions, i.e. materials donations etc. Stu will create these.
 - d) Website (Karen)- Karen and Nicole continue to work on new website. It was pointed out that Nicole uses "Dream Weaver" (was used to design website thus far) and this application has a cost associated with it. It was

recommended we choose a free application such as “Word Press”.
Application choices will be discussed at the December meeting.

- e) Members’ Garden-(Nicole)- Nicole sent in a report and a plot layout for the garden. She also stated that they would need 52 more 4x4 posts for the garden fence. It was mentioned at the meeting that Fence and Deck Connections is willing to donate imperfect posts for the garden. Roy is already in the process of building the garden fence and will check out the posts to be donated. Also discussed were the electrical and waterlines needed for the garden. Garden Committee will be meeting in the Broadneck Library the 1st Thursday from 7-9 PM starting in January. (See attached Garden Committee Report.)
 - f) Grounds – (Roy) – Roy mentioned that the Gravely mower needs immediate repair. Also the hand mower only runs for 30 minutes then cuts out. Roy made several repairs to no avail. Barb will talk to Jay about the repairs. His report also laid out a detailed list of what needs to be done over the next several months to maintain and improve the grounds. Barb suggested that we have a January clean up as in the past to address some of the “to do” items.
 - g) Oral History (Patty)- Patty reported that she may be interviewing Lanni Rideout on Sunday at the farm. Roy mentioned a Mr. Schwallenberg as a potential person for an oral history. He will get an address and a phone number to Patti or Barb.
 - h) Caper- (Barb)- Barb will check with Nichole to see if there is any information that she would like included for the Members Garden.
 - i) History Research (Scott)- No report.
 - j) Special Projects-
 - (1) Java & Jazz – Barb will contact Barbara Breedon to check St. Margaret’s calendar of events and get possible dates for J & J.
- 5) On-Going Business
- a) MD State Grant – Barbara reported that in order to receive part or all of our grant monies we must have an easement for the property. In our lease with the BOE it states that they will not grant us an easement. We therefore have decided not to concern ourselves with the MD State Grant at this time. Sharon suggested that we look for a contract lawyer who might be willing to work with us on some of these issues at a later date.
 - b) Corporate Sponsor – Barbara reported that we only had several responses from members for corporate names and addresses and a contact person. She put the request out in the Caper article, e-mails and the newsletter. Greg Young of GY Plumbing is a new Corporate Sponsor donating \$500.00. Jason offered to give Barbara names and addresses from his business list to send letters. Corporate Sponsor Letters may be sent out in November.
 - c) We are still looking for an Events Planning Chair.
 - d) From the Floor- Jason will donate a sign Identifying Goshen Farm at the Cape St. Claire entrance to Goshen.
- 6) New Business

- a) Barbara and Roy met with Jim Stewart. They will meet again with another person to make a plan for the Main House.
- 7) Review of Actions – See attached Action Log
- 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	Jan '11 Clean-up
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	
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Jason	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	Paul/Barb	10-10-11	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 Economy Pest Control	Roy	09-30-11	Working	Cottage and main house need termite treatment
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	working	Will enable Nicole to set up buttons on website
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Stu	12-30-11	Working	Make it easier to get donations of \$ and materials
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	Working	
062-09-11	Contact Barbara Breedon to get possible dates for Java & Jazz	Barb	12-30-11	Working	Spring date

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 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	09-30-10	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	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk,

	candidates)				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	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
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered