

Goshen Farm Preservation Society
Meeting Minutes November 20, 2013

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Sharon Biondi
Date:	November 20, 2013	Time:	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Barbara Morgan, Roy Benner, Becky Benner, Sharon Biondi, John Maggio and Rhonda Titus		
Chairman and members Attending:	Michael Buchet, Rose Mary Stocker		

1. The meeting was called to order on Wednesday, November 20, 2013 at 7:30 PM by President Barbara Morgan.
2. October Minutes were reviewed. A motion to accept the Minutes was made by Roy and seconded by Becky. The Minutes were approved.
3. Actions were reviewed and completed actions were noted.
4. Committee Reports
 - a) Finances: (Rhonda) –Financial Report as submitted (A corrected Financial Report was handed out at the meeting due to some updates made by Rhonda.)
 - b) Building & Maintenance: (Stu) – Report as submitted. Mike and Stu were not in attendance but Michael Buchet had information to share provided by Mike Maggio.
 - i) There was a question about invoice reimbursement from Mike and Rhonda stated that she informed him that it will be early January before reimbursement comes in from Department of Public Works.
 - ii) There was an anonymous complaint to EPA about whether EPA procedures were being followed during the renovations on the Main House. That complaint has been addressed and resolved with EPA by Mike and Stu.
 - iii) Michael reported that the gutter and downspout work is complete and Mike was impressed with Jason Brown’s quick response and finished work. This will help to keep water out of the basement and moisture out of the main structure. Mike is continuing the removal of moisture with the dehumidifiers. He and his wife, Cindy also donated a baseboard heater to protect the house from freezing issues in the upcoming months.
 - iv) Jane Cox will continue to monitor the work on the upstairs. This will delay the work as it must be inspected by Jane to make sure that we save everything original where possible. Final say on work decisions is with Maryland Historic Trust.

- v) Michael reported that the insects and snakes seem to have disappeared since the last Annapolis Pest Control treatment and snake prevention measures done by Mike.
- vi) Becky had a question about the reconstruction of the interior cellar stairs. Whether they would be entirely remade or would the parts of the stairs that have been saved would be used in the reconstruction along with new material. Barbara suggested that she contact Mike Maggio for clarification.
- c) Membership: (Becky) – Report as submitted.
 - i) There are currently 141 overall memberships.
 - ii) Becky has not mailed out the membership packets. She had a question about Network for Good which is mentioned in the packet for on-line renewal. When clicked on, the information shown is outdated and needs to be updated. Barb stated that renewals should be done on-line through Pay Pal; Network for Good is for donations. So in the packet it should state that on-line renewals can be done through Pay Pal. John will update the information on Network for Good (**Action – 129-11-13**).
 - iii) Becky requested that GFPS join The Small Museum Association in order to learn more and network. There is a \$20.00 joining fee. Discussion ensued and it was agreed that this would be a good idea. Rhonda moved that we authorize the money for \$20.00 fee and join the Small Museum Association. Jon seconded and the motion carried. Rhonda will write Becky the check to send to the association.
- d) Communications: (John) –Report as Submitted.
 - i) Pay Pal is on website for member renewals.
 - ii) John brought up that there are Corporate Donors who now far surpass the top level we have for Corporate Sponsors and we need to review and reorganize our CS Levels.
 - iii) John also suggested that we keep our previous Corporate Sponsors (those whose year of recognition since donating has expired) on the website. Rhonda made a motion, “GFPS will continue displaying previous years’ Corporate Sponsor donors on the website but less prominently displayed.” It was agreed that we should go back to the beginning of GFPS and include all CS donors. John Seconded. Discussion ensued and the motion carried. The location and structure of this group on the website will be determined at a later date.
- e) Sharing Garden: (Nicole) – Report as submitted.
 - i) John received an outline from Nicole describing the duties of the Sharing Garden Chair. He has forwarded this to the Board.
 - ii) Gardeners who did not have two plots but have requested two plots and sent in their money have been asked if they want a refund on the second plot or donate that money to GFPS. Not all plots have been rented but the deadline given by Nicole has not passed.
 - iii) An e-mail blast for anyone interested in becoming the new Sharing Garden Chair has gone out.

- f) Grounds: (Roy) –Report as submitted.
 - i) Roy reported that MAG, Midshipmen Action Group, will be coming out on Saturday, November 23, 2013 at 8am for the projects that were approved – digging the Soil Health Educational Pit and clearing around the foundation of the barn. The Board is welcome to come to the farm to observe this activity.
 - ii) As we are now approved as a soil conservation district, there are potential projects in which we are eligible to participate in the future.
 - iii) Roy, Becky and Karen Hodges interviewed and recorded Miana Jopp for an Oral History. She lived in the Caretaker Cottage during some of the time the Radoffs were there.
 - iv) Rhonda asked Roy if he wanted some Pecan Trees for the Farm. He stated that he would. Rhonda will check again with her neighbor to see if he still has the seedlings. If he donates, Sharon will send him a thank you note.
 - g) Events & Fundraising: (Karen) – Report as submitted
 - i) Fall Fundraiser –Saturday, October 26th
 - (1) The Halloween Fall Fundraiser brought in \$3, 763.00 and was a success. Feedback from attendees was that it was a great time.
 - (2) The person (Stacey Early) who won the 50/50 raffle (\$120.00) donated most of her winnings back. Rhonda wants to include this donation (exact amount) in her report. Barb will get this information and send to Rhonda.
 - ii) Java and Jazz (March 9, 2014)
 - h) Oral History & Research: (Scott) –Report as submitted.
 - i) The next meeting is December 5th.
 - i) Caper: – Barbara submitted an article for the December Caper issue thanking all those businesses and individuals who donated to the silent auction and sponsorships.
5. On-Going Business
- a) The Terms of Service will be tabled until the December meeting as suggestions are still coming in to Becky.
 - b) John confirmed that he will update the information on Network for Good.
6. New Business
- a) New Actions were not reviewed.
 - i) There was discussion on whether we need to have a December Meeting. It was decided that we do to discuss the vacant positions and any members who respond as interested and accept the nomination (ballot) and work needs to be done on the budget and discussed. It was decided that the meeting will be limited to these two issues. Date and location of the meeting will be determined via e-mails then a final e-mail blast will be sent out about the meeting to the full membership if there is a change in date and location.
 - ii) Barbara gave us a rough draft list of what GFPS has accomplished in the last two years. She will send it out via e-mail for the Board to review and make additions. Discussion Ensued and it was suggested that school related

activities be included – Broadneck Track Team’s use of the paths for practice and Mrs. Velozzo’s 2nd grade garden plot (CSCES).

iii) Michael asked Sharon for an update for the Silent Auction Spreadsheet.

(Action 130-11-13)

iv) Becky asked about the Friends of Goshen and whether the person’s name should be used on the website. Friends of Goshen is not on the website yet. John needs a list of donors. Rhonda will send John a list (she will check with Becky and Sharon to make sure the list is complete). Sharon will work up a list similar to the Corporate Sponsor list when all of the donors are identified.

(Action 131-11-13)

v) John had a question about the January Meeting and the elections. There was discussion and John’s question was answered.

7. Meeting was adjourned at 9:30 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, 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
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	Working	ASAP
129-11-13	Update Network for Good	John	12-15-13	Working	Listed in Member Packet
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	Working	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	Working	With help from Rhonda and Becky

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
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14