

Goshen Farm Preservation Society  
Meeting Minutes October 12, 2011

<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>	December 14, 2011	<b>Time:</b>	7:30 PM
<b>Location:</b>	Cox Room CSC Clubhouse		
<b>BOD Attending:</b>	Barbara Morgan, Stu Bailey, Karen Bailey		
<b>Chairman Attending:</b>	Jane Cox, Patti Feldt, Roy Benner, Mike Buchet, Nicole Neboshynsky, Carolene Winter, Steve Pugh		

- 1) Motion was made, seconded and approved to accept the minutes without changes.
- 2) Committee Reports
  - a) Finances (Karen) – Savings Acct. – \$19,751.97, Checking Acct. - \$573.82, Total checking and Savings - \$20,325.79. The increase to the Savings is due to members making additional donations with their renewal fee. Thank you! The depletion in checking is due to our insurance premium being paid.
    - i) Karen discovered that the “square” that hooks to smart phones works very well for taking credit card payments and will look into getting one of these for “ease of business” at events.
  - b) Building/Maintenance (Jason) –
    - i) A building meeting was held during the last week of November. After meeting with a restoration consultant and architect Michael Doyle. We were instructed to produce a “physical use plan” which the BoD is still finessing. We determined that “demo” day needs to be scheduled for the main house. Will we be ripping out the “non” historic items, and then evaluating electric, plumbing, heating etc from there. Emails will go out once a day is designated.
    - ii) Jason will provide a proposal for the main house roof and go over roofing materials.
    - iii) Cape resident and Architect Teresa Todd is working on the cottage plans.
    - iv) BGE is coming up on Dec. 28<sup>th</sup> to hook up the electric
  - c) Membership (Joan) – We have 19 resident members for 2012, and 4 non-residents for 2012. Eight renewals have come in. Thank you!
  - d) Website (Karen)- It was discussed that we can use Dream Weaver w/ Word Press to update information. Karen will set up the Pay Pal account and will let Nicole know when we can go Live!
  - e) Members’ Garden-( Nicole)- see report send with agenda-
    - i) It was determined that raised beds can be put on top of the rock foundations in the garden.

- ii) Once plots are numbered (there are 57) we ask that gardeners save anything artifacts found in their plots in a baggie labeled with their plot number. We discussed having “cubbies” made for these items to be stored as scout project.
- iii) Member’s Garden Shower will be March 31<sup>st</sup> at the farm. More info to follow on this event.
- f) Grounds – (Roy) –
  - i) It was discussed to move trail post marker #8 for ease of getting the mower through. This task can wait until our next clean up day.
  - ii) The garden is now fenced in and has a sign.
- g) Oral History (Patty-looking for a new Chair)- the meeting with Lanny Ridout was postponed, and Nicole provided a of another oral history source Jane McWilliams. Patty asked if anyone might be interested in taking over this committee. Please email me if you would like to chair/co-chair.
- h) Communications (Barb- Open Chair)- we are looking for a member to take over writing our article for the Caper, since Barb produces the Caper it is too much at one time. Please let us know if you are interested in Chairing/co-chairing.
- i) History Research (Scott)- No report.
- j) Special Projects-
  - (1) Java & Jazz – Barbara Breeden provided us with dates, the BOD has been waiting on one musician but will designate that date within the next week.
  - (2) A letter of Intent was sent for another (2<sup>nd</sup>) grant opportunity – this one is due in March.
- 3) On-Going Business
  - a) MD State Grant – We are still attempting to get Speaker Busch to extend our Bond Bill for one more year.
  - b) Easement- Barb, Jane, Stu and Patty met before the meeting to go over the strategy for the meeting with the BOE on 12/16 to negotiate for the easement – so that we can receive State funds.
  - c) Still looking for an Event Planning Chair
  - d) Corporate Sponsorship letter –Mike Buchet, Tom and Joyce Gooldy worked on the list and letter. They will be sent to approximately 60 businesses by the end of this week. Thank you!
    - i) Jane provided information for Wegman’s which is going in near Crofton. Mike B. will add that to the master list.
  - e) Eagle Scout project- It was decided that he will now use a kit for the Garden Shed. Alden is working on his proposal to the Boy Scouts.
  - f) From the Floor- Jason will donate a sign Identifying Goshen Farm at the Cape St. Claire entrance to Goshen.
- 4) New Business
  - a) Physical Use plan- the BoD needs to work on this more when Sharon returns.

- b) Nomination of new Chairs: Becky Benner is our new Membership Chair and Nick Neboshynsky is our new Building Chair. We want to thank Joan Machinchick for her hard work for the past six years. Joan is a founding member, created our logo, designed the books, among many other tasks. We also want to thank Jason for his hard work in making the property so much more appealing. Your list of contacts and helpers was wonderful and we thank you both for your time and attention!
- 5) Review of Actions – See attached Action Log
- 6) Meeting adjourned at 8:50 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
048-12-10	Make a list of corporations to target	All		CTD	
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	Barb	10-10-11	Working	With Teresa Todd now
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	Have dates – need to designate one

### 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	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