

Goshen Farm Preservation Society
Draft Meeting Minutes December 12, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan	Recorder:	Barbara Morgan
Date:	December 12, 2012	Time:	7:30 PM
Location:	Bailey Home		
BOD Attending:	Barbara Morgan, Karen Bailey, Stu Bailey, Sharon (Smitty) Biondi		
Chairman and members Attending:	Roy Benner, Becky Benner, Lou Biondi, Michael Buchet		

1. The meeting was called to order on Wednesday, December 12 at 7:30 PM. The meeting date was changed as the regular meeting date of December 19th was too close to Christmas Day. There were no new members or visitors to introduce.
 - a) November Minutes were reviewed and motion to accept as amended with one correction. Correction: Special Projects, 4a should read "The Annual Meeting will be held on January 16th, 2013."
 - b) 1. It was noted that when Minutes are sent to the website, they should say "Draft Minutes" as there may be changes or correction made at the subsequent meeting. Upon more discussion it was decided to title the minutes, "Draft Minutes". There was some discussion of the minutes for clarification. It was also noted that by-law changes were sent out by e-mail on December 5th.
2. President's Remarks:
 - a) Barbara Morgan stated the year's fundraisers and donations brought in almost \$10,000. Barbara also said that Audrey Lengbeyer, on her own initiative made natural holiday swags to sell. Thank you, Audrey! The money made on these will be donated to GFPS. Mona LaCovey may match the \$700.00 Garden Club Rain Barrel fundraiser donation to GFPS in 2013.
3. Committee Reports
 - a) Finances: (Karen) –Summary as submitted. There was discussion on who should receive the financial reports and it was stated that officers and committee chairs should receive these. This will be remedied. Karen reported again that the budget for 2013 needs to be done and she will seek help using Quick Books to complete the Operational Budget. Karen stated that she wishes to step down as Treasurer to work on fund raising. Barbara will contact Rhonda Titus as a possible treasurer.
 - b) Building/Maintenance: (Nick) –No Report submitted.
 - i) Barbara, Roy and Jane Cox met with Michael Maggio of MJMCR Construction to assess the lead abatement for the Main House. He will send us an estimate in December to begin work in January. Some of the work and materials will be donated; some GFPS will pay to complete. Jane sent him

the MD Historic Trust report with specifics on proceeding. Mr. Maggio also stated that he would be willing to have member volunteer workers on this project but that all would have to wear and use the proper gear mandated. (Barbara had sent out requests for estimates on this with the possibility of donations for this work but had only one response.)

- ii) The Board regretfully accepted Nick's resignation as Building Chair. We appreciate all of Nick's hard work on power washing and painting the Goshen Main House and organizing and supervising the volunteers on these endeavors. Stu stated that he would be willing to step down as Vice President to become the new Building Chair.
 - iii) Karen has contacted BGE regarding the large credit on our bill (\$863.27) to write us a refund check instead. That will come in several months.
 - iv) Roy is planning to finish the side porch ceiling.
 - v) Roy contacted Richard Luxenburg (AACC), the architect, to clarify his intent with respect to helping with GFPS projects on the Main House and Caretaker Cottage. Richard stated that he has turned this over to architect, Rob Lowe due to class scheduling difficulties. This work will probably take place during the spring semester. Stu will get the contact information and speak to Rob about how this would be accomplished.
- c) Membership: (Becky) – Report as submitted. Membership renewal letters went out in November, 2012. There are now 137 memberships overall with some overlap between 2012 and 2013 renewals.
- d) Sharing Garden: (Nicole) –Report as Submitted.
- i) Nicole reported that 35 of the 54 garden plots were renewed, 14 are for rent with many not finalized requests in que.
 - ii) There was a discussion on AACC's Community Challenge Program where they have asked Nicole to be a mentor for this program in combination with GFPS. It was decided that the Board needs more information on this program.
- e) Communications: (John) –Report as Submitted.
- i) John stated he is still working on completing the long list of activities for the website. He has completed many of the tasks do date. The website looks great!
 - ii) Barbara will give him a new list which will include the picture of the CSC Garden Club presenting GFPS the check for \$1,400.00. This generosity needs to be noted on the website. We will ask John to add the Bylaws and Committee Guidelines to the website.
- f) Grounds: (Roy) –Report as submitted.
- i) The Board gave Roy the go ahead to buy two, more expensive Motion Detector Lights for about \$100.00. After researching these lights, Roy believes these are the best for the money for our purposes. Roy will create cages for these lights. He will install these sometime in January.
 - ii) Roy will also complete the ceiling on the side porch which will cost about \$159.00 (already approved). This will come out of the Matching Grant Fund.

- iii) There was discussion about the possibility of bringing goats to the farm to eat some of the brush and growth around the barn foundation and north of the garden. Becky has a friend that raises goats and would be willing to let us use them for this purpose. Roy and Becky will do more research on this.
 - iv) Barbara will contact Benton Huntman again to discuss taking down the tree next to the Servant's Quarters and trim trees inside the fenced Main House yard. Benton was busy in November clearing tree damage due to Hurricane Sandy.
- g) Fundraising: (Open Chair) – GFPS ornaments have been sold, there are only 3 left. So far we have made \$285.00.
- h) Oral History: (Patty-looking for a new Chair) - No report submitted.
 - i) Barbara e-mailed Lou a list of potential candidates for oral histories. Lou has not received Patty's list yet. We also need the tapes of the oral histories already completed. Lou is willing to help Patty schedule and do these interviews. Roy is also willing to help interview.
 - i) Caper: (Open Chair) – Barbara will ask Scott to do a short blurb on his upcoming presentation. She will also put some excerpts from the letter sent out to all members about maintaining GFPS momentum.
 - j) History Research: (Scott) – Scott will do a history presentation at the CSCIA Annual Meeting in January. Barbara confirmed with Scott and Kathleen Mooneyhan, President of CSCIA.
- 4. Special Projects-
 - a) The GFPS Annual Meeting will be on January 16, 2014. Bylaw changes and nominations for the Board will be an important part of the agenda. Bylaw changes have gone out via e-mail. There was some discussion about the importance of this meeting and the need to increase attendance. We will try to make phone calls to the membership encouraging attendance. When we have a better idea of those planning to attend we will discuss refreshments and whether we will need the large room in the clubhouse.
 - b) Java & Jazz – Possible dates need to be coordinated with St. Margaret's Church. Stu will check with his band to see if Jazz Perpetrators are willing to play the event and if so what dates are best for them. Then we will check with St. Margaret's Church. A new caterer will need to be found as Beth Roca and her family are moving to California. One suggestion was made. Karen will follow up.
- 5. On-Going Business
 - a) There was a discussion of the process of nominations and elections and how chair persons are members of the board.
 - b) Karen stated that a letter asking for members to get more actively involved with GFPS and a list of GFPS accomplishments since inception were sent out in a mailing in November. It is hoped that this will encourage more members to step up to leadership roles as officers and chair persons.
 - i) From the Floor –

(1) Stu stated that he is willing to Chair the Building Committee. This means that the office of Vice President will need to be filled.

6. New Business - None
7. Actions were not reviewed.
8. Meeting 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	Working, 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			Working	Jan '11 Clean-up
040-12-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	Working	Septic for Caretaker Cot. Located/Roy may have found main house septic
050-02-11	Renew Domain name	John	03-15-13	working	Remind John
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	Stu	10-10-11	Working	With Teresa Todd now
065-01-12	Dumpster for interior demolition	Bld chair	04-18-12	Working	Need to put junk from demo
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	Stu	04-31-12	Working	Needs titles, etc. to research value
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
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
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	Working	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
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT–Main House still on	Stu	11-30-12	Working	Will write or call Nick a note
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
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
102-10-12	Create list for Oral Histories	Patty	11-30-12	Working	Lou will help with coordinating schedule
103-10-12	Contact Tony Cubick about researching security camera systems	Barb	11-30-12	CTD	3 estimates
104-10-12	Lou will contact A.A.Cares about purring a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS

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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 Gallagher 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
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup