

Goshen Farm Preservation Society
Meeting Minutes July 15, 2015

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	July 15, 2015	Time: 7:30	7:37 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Sharon Biondi, Terry Brandon, Barbara Morgan, Roy Benner and Becky Benner		
Members Attending:	Bob Nestruck, Doug McClellan and Larry Jennings		

1. Call to Order and welcome of new or present members
 - a) The meeting was called to order on Wednesday, July 15, 2015 at 7:37 PM by President Lou Biondi.
 - b) Lou welcomed members Bob and Larry.
 - c) Lou asked all present to help him stay on the Agenda.
2. President's Report (Lou Biondi)(Report Submitted)
 - a) Patrick Marsh called Lou to say he and Ben will not be at the meeting to discuss Ben's Eagle Scout Project (improving the wooded trail) as they have a leaky basement emergency. He also heard from Leo Brown's mother saying they would not be at the meeting but are working on his plan for an Eagle Scout Project (A Monarch Butterfly way station).
 - b) Lou sent e-mails to legislators Sid Saab and Tony McConkey, Michael Malone and Ed Reilly to let them know that County Executive Steve Schuh will be coming to see Goshen Farm on July 28th and they are invited to attend. Ed Reilly responded that he will be there.
 - c) Terry commented that based on this report it appears that Lou is doing Communications Chair as well. Lou stated that he sees part of his job as president as an outreach person with elected officials, other historic groups and media. The purpose is to make all groups aware of GFPS in order to garner help with immediate and long term goals. Terry stated that others on the Board need to help Lou with follow-up on these contacts.
 - d) Terry also suggested that Lou needs to tell the Board other intern needs for GFPS. Becky said she would send out the immediate "blurbs" for events etc.
 - e) Lou is also sending Color Fire pictures with captions and descriptions back to 2013. Terry will also send a thumb drive with all of the pictures and captions that Barb had sent to John for the website. Lou stated this would be very helpful. He is also updating our GFPS Album with pictures and descriptions.
3. The Minutes of June 17, 2015 were reviewed. A motion was made by Becky to accept the Minutes as corrected and seconded by Terry. The motion carried.
4. Treasurer's report (Joe Poist) - (Financial Report for June 30, 2015 was submitted.)

- a) June Financial Report was reviewed. Checking Account Balance as of 6/30/2015 is \$17,989.60 and Savings Account Balance is \$1,286.40. Terry stated that we should be developing a prioritized list for large upcoming expenditures such as improving the driveway. Lou asked that the Board send him those projects that they feel are immediate in the next 60 days (prioritized) in two weeks and he will develop a master list for the Board's review to present at the July Meeting. **(Action Item: 192-07-15)**. A motion was made by Becky and seconded by Barbara to approve April's Financial Report. The motion carried.
5. Committee Reports:
- a) Building & Maintenance (Vacant) – (Report submitted by Lou Biondi)
 - (1) Joe is waiting for the old check for Edgar Blasquez to return so he can send out a new check to the correct address.
 - (2) Lou has contacted a consulting engineer, Michael Dowling, to set a date to come in and inspect the house, and have Jane Cox approve his recommendations before any volunteers actually do the stabilizing work.
 - (3) Lou asked the Board to review the plans for locating the new cameras at Goshen.
 - b) Communications (Vacant) – (Report as submitted)
 - i) Color Fire is continuing their work on updating the website. for the next year. They will manage our website at no cost to GFPS up to \$16,000.00. Our liaison at Color Fire will be Shannon Beauchamp Lepthien. Information to be posted to our website will be through The GFPS President and Events Chair. Color Fire will become a Corporate Sponsor effective June 30, 2015.
 - c) Financial Development Committee (Lou, Terry and Becky) (No report submitted)
 - d) Events Coordination (Barbara Morgan) – (Report as submitted)
 - i) Harvest Dinner – September 19, 2015 - Barbara has ordered 9 signs (6 double-sided signs) from Tony Bowers for upcoming events for \$350.00. She needs more information on the Harvest Dinner for the signs. Barbara will also review her inventory from last year's dinner and send this to Terry in an e-mail. **(Action Item: 193-07-15)**
 - ii) Strawberry Festival – June 6, 2015
 - (1) Barbara's report stated we made \$245.00 more than last year! She thanked all those who signed up to help and make our booth a success.
 - iii) Wine Tasting – Sunday, August 16, 2015 – Lou and Sharon will handle this event.
 - iv) Summer Crush – July 31, 2015 – Cancelled due to time limitations.
 - v) Harvest Dinner – September 19, 2015 – Terry will be in charge of organizing this event with assistance from Barbara.
 - vi) Fall Open House – October 10, 2015 – In planning phase
 - (1) Watershed Stewards may be a group to involve and invite to the Open House. Becky will send Barb their contact information. Master Gardeners is another group to contact for Open House. Becky will check

with our gardeners who are Master Gardeners for more information and e-mail this to Barb. Also suggested to invite were The Cape Conservation Corp and Magothy River Association. Barb would like to wrap up the commitment for oysters at the Open House so when she is inviting groups she can tell them what will be involved in the Open House. Lou suggested that she tell prospective invitees that we had 300+ people attend in March and they are welcome to have a table at this Open House. Lou also stated that he contacted Beau Breeden, President of CSCIA about over flow parking at the CSCIA Club House.

- vii) A Fall Mulch Sale – It was discussed and decided that we not do this in 2015.
- viii) December Phantom Ball - This event was discussed. Barb will get a copy of the invitation as a guideline to show at the next meeting. We would have to farm the Master List for addresses and send to members.
- e) Garden (Terry Brandon) – (Report as submitted)
 - i) Terry introduced Bob Nestruck, a member of the Sharing Garden and GFPS for three years. Bob is interested in local history and has been researching his family genealogy history. His family came from the Eastern Shore and then moved to Baltimore. He has found family gravestones at the cemetery at Asbury Methodist Church. Bob is considering transitioning into Garden Chair. The official transition will be at the January Membership Meeting Election. Terry is looking at filling the Financial Development Chair or The Volunteer Coordinator Chair as he feels both of these need attention in the immediate future.
 - ii) Terry reported that he pollinated the tomatoes in the Hoop House using an electric tooth brush and they are really producing. Those present thought this would make a great item for Goshen Facebook or website. Lou suggested that we use Mail Chimp to communicate and update the entire membership monthly about what is going on for Goshen Farm. Lou will consider this.
 - iii) Sharon brought up that Brian Barouche and Café Mezzanotte both compost and cannot find anyone willing to pick compost up. Roy stated that Christopher’s Restaurant needs a source of fresh local produce but we are not ready to commit to this yet.
 - iv) Sharon asked about the foundation stone that was discovered when clearing for the Henson- Hall Slave Garden. Roy stated that the area has been protected by geo-textile material to protect it and this was approved by Jane Cox, Chief Archeologist from AA County Planning and Zoning, Historical Preservation Office.
- e) Grounds (Roy Benner) – (Report as submitted)
 - i) Roy sent out two donation thank you letters. One to GP Landscaping for the 4 pallets of paving stones and Mike Regimenti for 4 ladders and hinges for the Hoop House. He will also write a letter to BB&T Bank’s Light House Program for the donation of \$1000.00 and labor for Henson-Hall Slave Garden. There was a complaint about people speeding on the driveway.

Terry and Roy went to this person and talked to them. Lyle who is our Eagle Scout Bee Keeper volunteered to put a speed limit sign (5 miles/hour). Either Terry or Roy will send out a memo to the Garden members about this.

- ii) Roy brought up the Memorial Grove and Orchard plantings coming up on September 29th. Roy asked when we would be dedicating these with the two plaques and should we invite the family of the Naval Academy midshipmen who passed away and will have a plaque in the Grove. Lou stated that the dedication ceremony will be at the Open House, October 10th and he will leave the second issue to Peter Guo, who is purchasing the plaque in memory of his friend.
 - iii) Terry asked Roy about his goal of purchasing a new tractor. The present mower is doing fine but Roy is using it as a mower and a Bush hog which is too demanding. He is looking in the price range of \$3000.00. Doug McClellan presented what he has found out about different tractors and price ranges. There was discussion about storage for a new tractor (10-12 feet length needed). Lou stated that when he gets the list of prioritized needs from the Board, Roy should make sure that the tractor is on that list. Lou told Doug to investigate tractors in the \$1,000, \$2,000, \$3,000 and \$4,000 range.
- f) History & Research (Scott Powers) – (Report as submitted)
 - g) Membership (Becky Benner) – (Report as submitted)
 - i) We have 152 members for 2015.
 - ii) Terry stated that the National Colonial Farm in Accokeek, MD has great self-promotion systems that we should examine for GFPS for the future.
6. On-going Business
- a) Review of Open Actions Items was completed.
 - b) Sharon will send Michael a list of Corporate Sponsors and Friends of Goshen for his power point update. **(Action Item: 194-07-15)**
 - c) Roy will research Goshen Farm address for purposes of finding information on old septic system with Public Works. **(Action: 195-07-15)**
 - d) Lou asked Larry about the plans to have MD Sustainable Shellfish Growers be a part of Open house. Larry seemed optimistic and also thought they would be able to sell boxes of oysters at the event. Terry stated that we have to be very careful about our community profile and we don't want "scuffles" due to serving alcohol. So limiting the number of beers and having security are both important. The Board concurred.
 - e) Chris Elkin has asked about metal detecting on the property. This will not be approved at this time.
7. New Business
- a) Sharon stated that she reviewed our Corporate Sponsor Level descriptions. This program needs to be redone. She will send out the current description and ask the Board for feedback.
 - b) Roy stated that he has a price for taking down the Silver Maple next to the Main House. Richard's gave an estimate of \$2,400.00. Sawyer has not yet given an

estimate and stated they will not be able to take down the tree until late September or early October.

- c) Lou asked if we can give Val and C.G. Goshen Farm t-shirts as a thank you along with the certificates for sponsoring the Wine Tasting. The Board approved this.
 - d) Becky created guidelines for Eagle Scout and Girl Scout Projects, added the prerequisite that the scout contact their Goshen Farm sponsor, go to Goshen Farm and discuss specifics before coming to a Board Meeting. She also added that the scout go with their GFPS sponsor when they finish the project to make sure that all that they have said they will do in their proposal has been done. Becky will send these guidelines out to the Board for review.
 - e) GFPS received a check from The Great Give for \$252.48 and a \$25.00 check from the Broadneck Council of Communities. Thank you notes will be sent.
8. New Actions from this meeting were not reviewed.
9. A motion was made by Terry and seconded by Barb to adjourn. The motion carried. The Meeting was adjourned at 9:40 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
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou, Becky, Terry	05-30-11	Working	135-03-14 was folded into this action We need an updated Strategic Plan
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
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
141-05-14	Create a library of financial forms using Google Docs. (i.e. fillable donation sheet) and send this to Lou to put on website	Joe	06-18-14	Working	New Chairs should be made aware of this. Should be labeled "GFPS Forms"
146-06-14	Update Committee Responsibilities	Lou	7-15-14	Working	With written input from committee chairs
156-08-14	Review By-laws to check tracking of donations for specific use requests	Joe	09-31-14	Working	Would like to keep funds "general"
158-08-14	Remove hardware from existing shutters and dispose of shutters	Lou, Mike, Roy	09-15-14	Working	Can use hardware on new shutters and this will also make room in the storage facility
164-10-14	Determine arcs on Main House for mounting new cameras (8 cameras), Get Wi-Fi from BoE and then write a proposal for security system.	Lou, Michael Buchet, Doug McClelland	11-05-14	Working	Additional security coverage
165-11-14	Reinstall plywood faux window in shute window and tighten screws in plywood on window on east side and check all faux windows for tightened screws	Mike Maggio	12-15-14	Working	Security / weather protection
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio(with John's help)	12-15-14	Working	So Board knows what to look for when inspecting house
168-11-14	Meet with engineer Robert Dowling (recommended by Jane Cox) to evaluate strengthening downstairs support walls	Lou, Michael	01-15-15	Working	ASAP To facilitate group tours
171-12-14	Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911	Roy	1-31-15	Working	Roy will decide the number of posters and locations to post
173-12-14	Install flag pole to display US Flag and Shaw Flag at Farm	Roy	3-01-15	Working	In Roy's Master Grounds Plan
178-12-14	Contact AASCD to see if they have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited	Roy	2-15-15	Working	Michael Buchet needs this for the Power Point slide show he is creating for GFPS
181-03-15	Lou will contact (meet) Dave Sloskey to discuss location of new Electrical Panel and problems with the two security lights on the NW corner of the Main House	Lou	04-30-15	Working	Roy suggested that the panel remain where it is
182-03-15	Lou will contact Mike Maggio to get a prioritized list of maintenance tasks for the Main House	Lou/Mike	04-30-15	Working	Main House has ongoing maintenance issues

185-03-15	Complete a list of "needs" and approximate costs for GFPS	Lou	04-30-15	Working	Lou will locate Grant Application paper work for the original list of needs and approximate cost and update. He will send draft list to Board for comment.
186-03-15	Lou will request a formal bid for the window manufactured in PA and donated by Mike Maggio	Lou/Mike	04-30-15	Working	Satisfies our two bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15)
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	Working	Needed for restoration plan
191-06-15	Get bids from contractors for taking down the Maple tree next to the Main House	Roy	7-30-15	Working	This tree lost a limb last summer and caused approx... \$1 0,000 in damage to roof and upstairs and the roots are starting to undermine the foundation of the house
192-07-15	Create prioritized list of large immediate needs and e-mail to Lou	Chairs	8-15-15	Working	Need ASAP for Lou to discuss and Board to vote on at the July Meeting.
193-07-15	Inventory supplies left from 2014 Harvest Dinner and send list to Terry	Barb	8-15-15	Working	Need by planning meeting 7/11/15
194-07-15	Send Michael Buchet a list of Corporate Sponsors and Friends of Goshen for the Power Point presentation he is creating	Sharon	8-15-15	Working	Power Point is on-going. Will need when we look at Grants and presenting to other groups. Sharon reworking Corporate Sponsor levels so will need to change list for Michael Buchet.
195-07-15	Research Goshen Farm address	Roy	8-15-15	Working	Relates to records for old septic system at Public Works

RECURRING ACTIONS

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	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013 and 2014	Every February		New and Changed Board Members
Every 2 years	Renew Website Domain Contract –Host Gator	Treasurer/Communications Chair	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2014.
Annually	Annual Report to the AA County Board of Education	President	January		Chief Operating Officer (Alex L. Szachnowicz, P.E.)
	Renew 501 c3 status	Treasurer	April		(Federal)
Annually	Non Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014 (Chris Batista)
Every two years	CNR-First Insurance Services Renewal (liability), agent is Sharon Shipley, CPCU,CIC	Treasurer	Every other February		166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, Sharon@cnrinsurance.com ,Fax: 410-897-5957

COMPLETED ACTIONS

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
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 memba 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 Breedon 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 stationery 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	CDT	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
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
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	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE On hold at this time
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above On hold at this time
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
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 On hold at this time
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold at this time
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet

127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	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	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change
143-05-14	Purchase blank certificates and complete on for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 th Open House
103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters

137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 MIke has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees
177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2016	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	OBE	Many organizations have lost funding
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	CTD	So new signs to not have to be made every year for events 9 new signs ordered by Barb
189-04-15	Research gravel for driveway	Roy	5-30-15	CTD	2 loads of Gravel will cost about \$454 and about \$200 for grading.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	CTD	Board decided that there are no guarantees...
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	CTD	Update website and give Roy a copy for his records Sent to website in August