

Goshen Farm Preservation Society
Meeting Minutes November 11, 2015

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	November 11, 2015	Time: 7:30	7:35 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Rose Mary Stocker, Barbara Morgan, Terry Brandon, Sharon Biondi Bob Nestruck (Acting Garden Chair), Roy Benner and Becky Benner		
Members Attending:	Dave McCormick and Douglas McClelland		

1. Call to Order and welcome of new or present members
 - a) The meeting was called to order on Wednesday, November 11, 2015 at 7:35 PM by President Louis Biondi.
 - b) Lou welcomed current member, Dave McCormick who may be interested in helping to chair the Building Committee or serve on the committee and Doug McClelland.
2. President's Report (Lou Biondi)(Report Submitted)
 - a) President Biondi asked if there were any questions and there were none.
3. Review of August, September and October Meeting Minutes
 - a) August Minutes were reviewed and there was a motion by Terry to approve the Minutes as corrected. Roy seconded and the motion carried.
 - b) September Minutes were reviewed. Terry made a motion to accept the Minutes as written and Barbara seconded the motion. The motion carried.
 - c) October Minutes were reviewed. Terry made a motion to accept the Minutes with a correction and Becky seconded. The motion carried.
4. Treasurer's report (Joe Poist) - (Financial Report as submitted.)
 - a) The Treasurer was not available for review. Joe Poist texted Lou that he was held up at work and would not be at the meeting. Review of August, September and October financials was postponed until the December meeting.
 - b) Lou suggested that BoD who have a question related to the financials, send Joe an e-mail with the question.
5. Committee Reports:
 - a) Building & Maintenance (Vacant) – (Report submitted by Lou Biondi)
 - (1) Lou stated that he will be out of town and asked if either Roy or Terry would call Dave Wallace, an engineer recommended by Eamon Speidel, and gave them Dave's phone numbers. They are to ask him to look at the farm house and give us the most viable way to put the first floor support beam in place. We need an estimate of cost. They will try for a meeting the week of December 6th.

- (2) Lou passed around the new surveillance signs to be put up around Goshen Farm.
- b) Communications (Vacant) – (Report as submitted by Lou Biondi)
- i) Lou dropped off more materials for the website to Shannon at Color Fire. He shared with the Board his discussion about the way Color Fire is restructuring the website to improve the way visitors can navigate through our website.
 - ii) Lou also listed the Categories and Tags (sub-categories) for visitors use to navigate through the website in his Communications report.
 - iii) He reminded Terry to send him an article on the Harvest Dinner.
 - iv) We are leaving Word Press behind and using a different web design software. The website should be complete on or about November, 20th.
 - v) Terry asked if the new website will be easy for a new Communication Chair after Color Fires contract is up the end of May, 2016 or is it “proprietary”. Lou said he believed it was not “proprietary” but he will check on this.
 - vi) Lou also stated that any Board member can post on Goshen’s Facebook page. He suggested that Board Members post short articles with a few pictures and suggest that “to see more” members go to the website. This will drive more people to the website. If Board members have problems posting to Facebook they should let Lou know.
 - vii) Lou was reminded to call the orchard “the Goshen Farm Orchard”.
- c) Events Coordination Committee (Barbara Morgan) (Report as submitted)
- i) Terry had a question about the role of the Communication Chair as related to events. Lou stated he believed the Communication Chair should be responsible for press releases for events. The yearly PR Bazaar would give that chair the contacts to send press releases.
 - ii) Becky feels we should have an archive for press releases and articles for GFPS.
 - iii) Lou thanked Barb for doing the “Critical Path” for the Phantom Ball that was postponed until 2016. This will make it easier for the new Events Coordination Chair to plan and execute the Phantom Ball event.
- d) Sharing Garden Committee (Acting Chair, Bob Nestruck) (Report as submitted)
- i) Bob reported that garden plots 36 and 37 will be set aside for the Broadneck Special Education Department for use with their students in the Enclave Training Program. Lou asked about whom in the Special Education Department will be the contact GFPS member and will they pay a membership. Terry will look into this with Mrs. Freeman.
- e) Grounds Committee (Roy Benner) (Report as submitted)
- i) Roy reported that he has heard from Eagle Scout Tony Tuckfield and rather than a ramp, Tony will build steps in the lower field (as discussed at an earlier project presentation to the Board). Roy will continue meeting with Tony to finalize the plans.
 - ii) Eagle Scout, Ian McGhee was presented with a list of possible projects and he is thinking about what he will choose. Roy will give him a GFPS Project Application Form to complete before he finalizes his plan.

- iii) Roy has built shelves in the storage container's far end to help with organizing items stored in the unit.
 - f) History Committee (Scott Powers) (Report as submitted)
 - g) Membership Committee (Becky Benner) (Report as submitted)
 - i) Terry asked about late fees for Sharing Garden members as these fees relate to membership or plot rentals. Becky stated that she has started sending out the Membership Packet and is doing a mailing to Sharing Garden Members first. There was a pink notice that reminded the gardeners that Garden plot rentals have to be paid by December 1, 2015 and Membership dues are to be paid by December 31, 2015 or there will be a late fee. The other Membership Packets will be mailed late this week.
 - h) Financial Development Committee/ Volunteer Committee (Terry Brandon) (Combined Report as submitted by Terry Brandon)
 - i) Terry will send out a "blog" with current events items to the whole membership and remind members that the Membership Renewal Packet is coming out.
 - ii) Terry will be introducing a "Development/ 2016 Prioritized Funding Objectives with Funding and Annual Volunteer/Board Hours Chart" during New Business. The purpose is to know what we are planning and our financial and volunteer needs for upcoming plans.
6. On-going Business
- a) Lou spoke to Roy's frustration over getting wattage hours used by Goshen Farm on a monthly basis. Lou stated that when he goes on to his BGE account, he can pull up a year's billing statements and kilowatt usage for each month. Lou will get the password from Roy and try to log on and see if he can get this information. He will report back to Roy on his attempt.
 - b) Use of the term, "Educational Center" in our organization's title was discussed by Lou in reference to last month's meeting notes. In reality, we are always going to be the Goshen Farm Preservation Society, Inc. When not referring to the "society", he likes the idea of referring to us as the Goshen Farm Historic Site and Education Center in discussion and writing (for example, in the body of grant proposals). Terry also suggested that we make sure that our Mission Statement and Business Plan align. Both should refer to our educational goals as well as the restoration and preservation goals.
 - c) There was discussion on the POTTs service for our phone. Terry thought it was higher cost than we discussed. Lou stated that this was due to taxes and fees attached to the basic cost. Lou is going to research other options that include WIFI. Once Lou has the basic information, he will ask Doug to research phone over internet protocol equipment that works with the internet service such as, Magic Jack and send him that information.
 - d) The surveillance cameras were discussed. Lou asked if we need a computer and Doug will look into what we will need. We will need a computer for the phone system but not the surveillance cameras.
7. New Business

- a) Purchase of a second storage container and moving both containers to a new location at the Farm was discussed. This container may cost \$1800 and will have a delivery charge. Roy and Doug are still researching and should have this information in time to be on next month's agenda to present Roy's recommendations. Doug stated that he has a contact for storage containers and will pass the information on to Roy and Lou.
- b) Scott Powers volunteered to assist Ann B. Worthington with the book she is writing.
- c) The Enclave Training Program was discussed.
 - i) The program will be starting on Friday, November 13th for one and a half hours and each Friday thereafter for four weeks. At that first session he will evaluate the students' needs and capabilities in order to set up appropriate projects for the students. Terry stated that the first project will be to move mulch. He wants to make sure there is an educational component for each session. It is the goal to have the students eventually be ready to move into a job and be successful at that job.
 - ii) Terry would like to get the front porch area set up for classes when we need an area for tables and seating for the students. A discussion ensued concerning what needs to be done on the porch to accommodate classes. Roy needs to find places to store certain equipment still on the porch. Lou will e-mail or call Mike Maggio to make sure that he does not have any of his own equipment still on the porch. **(Action Item: 202-11-15)**
- d) Lou asked about the GFPS presentation to the Annapolis Rotary Club, scheduled on February 2, 2016. Roy and Terry are working on this. They feel that the officers should be invited to the Farm before the presentation. Discussion on this upcoming meeting ensued.
- e) At the October BoD Meeting, Michael Buchet brought up insurance coverage. There are members who sign up for individual membership (\$20) and bring their family member. What coverage is there for these "nonmembers"? Lou stated that members and any guests they bring to the Farm are covered.
- f) From the Floor
 - i) Terry explained his Development/ 2016 Prioritized Funding Objectives Chart to the BoD. Terry classified objectives into 4 categories (A,B,C, and D) with A being most urgent and important and D not urgent or important, and then the estimated cost and volunteers needed to reach these objectives. (See the attached chart.) In this way the BoD is mindful of not only the really urgent objectives without losing site of the other less urgent objectives. He would like feedback on this chart before the December meeting so we can discuss this.
 - ii) Lou suggested that we actually start work tonight on number 1, Plan 2016 Events Calendar, under A – Urgent and Important.
 - iii) After discussion and checking the CSCIA Calendar, we arrived at these tentative dates for 2016 events:

- (1) Java and Jazz – Sunday, March 13, 2016 - It was suggested that if Jazz Perpetrators cannot play the event, that we look into the Broadneck HS Jazz ensemble. Bob will contact the Band instructor initially and forward Lou the contact information for follow-up.
 - (2) Spring Open House – Saturday, April 23, 2016
 - (3) Strawberry Festival – Saturday, June 4, 2016
 - (4) Wine Tasting – Saturday, August 20, 2016
 - (5) Fall Open House – Saturday, September 17, 2016
 - (6) Harvest Dinner – Saturday, October 15, 2016 (Roy will check with Gloria Dei Church for rental dates available.)
 - iv) Becky will reserve the sign board for these dates.
 - v) Rose Mary brought up her discussion with our insurance agent. There are some new issues to be considered with our policy for the BoD to discuss at a future meeting. Property damage coverage also needs to be discussed.
 - vi) Terry brought up the issue of becoming a wedding venue. In the next month, Lou will collect the names of local wedding planners, pick a date and invite them to Goshen Farm as an introduction to a new wedding location. **(Action: 203-11-15)**
 - vii) Roy has been contacting members to discuss their possible interest in filling committee chair vacancies.
8. New Actions from this meeting were not reviewed.
 9. A motion was made by Terry to adjourn and was seconded by Barbara. The motion carried and the meeting was adjourned at 9:30pm.

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	Roy	12-15-14	Working	Security / weather protection
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
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)
191-06-15	Get bids from contractors for taking down the Maple tree next to the Main	Roy	7-30-15	Working	This tree lost a limb last summer and caused

	House				approx... \$1 0,000 in damage to roof and upstairs and the roots are starting to undermine the foundation of the house
195-07-15	Research Goshen Farm address	Roy	8-15-15	Working	Relates to records for old septic system at Public Works
196-08-15	Create "critical path" chart for Phantom Ball	Barbara	10-15015	Working	Need dates by which certain things must be done for this event to happen
197-08-15	E-mail an inquiry about 20-30 boxes stored in the enclosed porch to Mike Maggio	Sharon	07-31-15	Working	Need this space for storage
198-09-15	Contact Jim McCrea to set up presentation to Annapolis Rotary Club	Terry	10-31-15	Working	Possible grant opportunity
199-09-15	Add Change batteries on sensors for house cameras to Recurring Actions	Sharon	10-31-15	Working	
200-10-15	Request all e-mail lists for GFPS from Color Fire	Lou	12-15-15	Working	So we can compare with what we think we have
201-10-15	Research cost and transport of additional storage unit	Roy	12-15-15	Working	Doug McClelland will assist
202-11-15	Contact Mike Maggio to ascertain if any of the construction equipment on the enclosed porch belongs to him	Lou	12-20-15	Working	Need to clear space on porch for classroom
203-11-15	Compile a list of local wedding planners, pick a date, and invite them to Goshen Farm	Lou	12-20-15	Working	Introduce the wedding planners to a new wedding venue site

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
Bi-annually	Change batteries on sensors for Farm House cameras	Lou (Building & Maintenance Chair	June, November		Need a schedule so house security is always functioning

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 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 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 historic information	John	08-30-13	CTD	History Committee recommendation
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	04-15-11	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	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD

	spreadsheet				
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
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio(with John's help)	12-15-14	OBE	So Board knows what to look for when inspecting house
168-11-14	Meet with engineer Michael Dowling (recommended by Jane Cox) to evaluate strengthening downstairs support walls	Lou, Michael	01-15-15	CTD	ASAP To facilitate group tours

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	OBE	Main House has ongoing maintenance issues
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	CTD	Needed for restoration plan
192-07-15	Create prioritized list of large immediate needs and e-mail to Lou	Chairs	8-15-15	CTD	Need ASAP for Lou to discuss and Board to vote on at the August Meeting.
193-07-15	Inventory supplies left from 2014 Harvest Dinner and send list to Terry	Barb	8-15-15	CTD	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	CTD	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.