

Goshen Farm Preservation Society
Board Meeting June 15, 2016

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| Called by: | GFPS Board | Type of Meeting: | Board of Directors |
| Facilitator: | Lou Biondi | Recorder: | Sharon Biondi |
| Date: | June 15, 2016 | Time: 7:30 | 7:30 PM |
| Location: | Cox Room, CSC Clubhouse | | |
| BOD Attending: | Lou Biondi, Sharon Biondi, Bob Nestruck, Terry Brandon, Dave McCormick, Rose Mary Stocker, Linda Beck, Roy Benner and Becky Benner | | |
| Members Attending: | Michael Buchet, Larry Jennings and Diane Vincent | | |

1. Call to Order and welcome of new or current members
 - a) The June 15, 2016 Board Meeting was called to order by President Biondi at 7:30 PM. Lou welcomed members, Michael Buchet, Diane Vincent and Larry Jennings. Lou asked if anyone would like to move to add anything to the agenda for this month under ongoing or new business.
 - i) Becky stated that we correct #4 "Review of Minutes" to May 18, 2016 and #5.b "Approval of Financials" to May 18, 2016.
2. President's Report (Lou Biondi – Report as submitted)
 - a) Lou added that The Strategic Planning Committee held their first meeting with Kate Mahood yesterday, June, 14th.
 - b) Lou reiterated that those who will be using their g-mail account address should send the secretary their password. Those who are choosing not to use the g-mail account please send him an e-mail confirming this so we will not continue to be billed for these unused accounts. Sharon will send out the list so everyone using the g-mail account can verify that passwords are correct.
3. Review of Minutes
 - a) The May 15, 2016 Board Meeting Minutes were reviewed. Becky made a motion to approve the April 20, 2016 Board Meeting Minutes with corrections. Bob seconded the motion and the motion carried.
4. Treasurer's Report (Linda Beck – Report as Submitted)
 - i) Linda Beck presented the Profit & Loss Statement and Balance Sheet as of May 31, 2016. There was a question about two Go Daddy payments in April's Financials. Lou contacted Color Fire and reported to Linda Beck and the Board that one of the payments was for GFPS Domain Renewal at a cost of \$53.97 and occurs every three years. The second payment was for Basic Managed Word Press at a cost of \$58.88 every year. Sharon will make corrections in Recurring Actions. Checking account balance as of May 31, 2016 is \$22,306.19.
 - ii) Becky made a motion to accept the May 31, 2016 Treasurer's report. Terry seconded the motion and it carried.

5. Committee Reports

- a) Building and Maintenance (Dave McCormick – Report as submitted)
 - i) Dave reported that he had been in contact with Donald Terry, Manager of the Lowes in Bowie. Mr. Terry approved our status to proceed with the on-line grant application.
 - ii) Dave also reiterated that he is working with Teresa Todd on the option of putting in an ADA compliant single (unisex) bathroom at the location of the first floor 1935 bathroom. They are also doing the plan for a second story bathroom. Dave believes that the Lowes Grant if approved would only fund the first floor ADA bathroom. (See Building and Maintenance Report for more details.) There was discussion about also having a bathroom in what was the rear room of the Caretaker Cottage. Both options require locating the original septic systems and dry wells (if these were originally installed in the 1940's). Dave believes Statewide has the knowledge and personnel to locate and inspect these systems. The cost for this inspection is approximately \$500.00 per system. Terry made a motion to authorize a \$1000.00 to locate and inspect (septic evaluation). Dave will get bids. Bob seconded this motion and the motion carried. **(Action Item: 235-06-16)**
 - iii) Dave also requested to buy paint for painting the Milk House and Garden Fence. Dave has volunteers willing to do painting projects over the summer. Members Shoemaker and Gooldy are carpenters who have said they would make repairs on the outbuildings. They need to be contacted by Dave to see if they are willing to do these repairs before the buildings are painted.
 - iv) Terry suggested that for the St. Andrew Summer Camp students who are coming for three days starting on July 11th, sealing the picnic tables would be a good project. Part of their camp activities is to do a community service project. Lou and Michael Buchet have Thompson's Sealer that they are willing to donate and made arrangements to deliver the sealer to the Farm this weekend.
- b) Communications (Lou Biondi, Acting – Report as submitted)
 - i) Lou has been in communication with Jim Barcliff. Jim was at the Spring Open House and spoke with Becky and Roy about being interested in helping with the website. Lou will arrange a meeting with Jim in the next several weeks. Lou will also look at training on Word Press so he can independently add new material to the website.
 - ii) Lou is looking at redesigning the buttons to navigate the website. He will send suggestions out to the Board for their input and then send the changes to Shannon to make the changes.
 - iii) Lou also went on Mail Chimp to look for "segmentation" for sending notices out to different groups of members and nonmembers. Lou and Sharon will work on these segmented lists over the next month. The Membership Chair will also have access to the segmented lists, when finished, for updates.
 - iv) Roy stated that we have members who are graphic artists and they may be willing to design event flyers and posters for free or cheaper than we are

paying now and save Color Fire for the more technical projects. Lou asked that Roy talk to these members and if they are interested, send Lou their names and contact information. **(Action Item: 236-06-16)**

- c) Events (Lou Biondi, Acting – Report as submitted)
 - i) **The Wine Tasting** event is set for Saturday, August 20, 2016. Color Fire is updating last year's poster to be used again. The Jazz Perpetrators are providing entertainment. Sharon and Michael Buchet are working on updating the materials for the silent auction.
 - ii) Lou has not started work on the Fall Open House, September 17, 2016. Related to planning for this event, Lou is still trying to get a response from Superintendent, Dr. Arlotto on our MOU request from last October regarding serving alcohol at certain events held at Goshen Farm. Terry stated that we have the Cape St. Claire United Methodist Church Choir willing to sing at the Fall Open House.
 - iii) Terry and Bob are chairing the Harvest Dinner on October 15, 2016.
- d) Volunteer Coordination & Financial Development (Terry Brandon – Reports as submitted)
 - i) Terry stated that he toured the Benjamin Banneker Memorial in Catonsville, Maryland. He received many handouts and believes that if we create similar handouts, Roy would be able to give these to visitors. He passed out various examples of what he received during his tour.
 - ii) He also played a clip of an APP that was provided for downloading on your Smart Phone during a tour of the Harriet Tubman Underground Railroad Museum. He sees an opportunity to share information between historic sites as part of our mission. He also sees creating a similar APP for Goshen Farm as a possible project for a student intern.
 - iii) He also reminded the Board that they are invited to Bea Griffith's talk for new members, June 25th and would like confirmation from Board members and other members attending.
 - iv) Terry assisted with 3 different school visits in late May and June: 4 BHS Environmental Science classes, 100 3rd graders from CSCES, and 50 Kindergarten students from CSCES.
- e) Garden (Bob Nestruck – Report as submitted)
 - i) Bob stated that he is continuing research on extending our wi-fi coverage around the Farm. This may involve purchasing a better router. Michael is willing to donate a more update router (1080-P). Bob will research to see if this router would work to extend coverage.
 - ii) Bob continues to research cameras for the garden and beyond.
 - iii) Bob invited the Board to the Garden cook- out on Sunday, June 26th.
- f) Grounds (Roy Benner – Report as submitted)
 - i) The new storage container is coming tomorrow, June 16th. This container and the old container will be placed in the area Roy prepared.
 - ii) Two new queen bees were delivered to the bee hives.

- iii) The flag pole was lifted with the help of Richard's Tree Care boom truck; the Shaw Flag now flies and was up on Flag Day! There is even a spotlight shining on the flag at night!
 - iv) Roy talked to a couple, Tom and Doris Minnich who have offered to donate windows from the 1800's to Goshen Farm.
 - g) History & Research (Scott Powers – Report as submitted)
 - i) Scott spoke with Nancy Kurtz with the State Historic Marker Program. She reviewed all of the documents and concluded that Goshen Farm does not meet the criteria for a state marker for statewide significance. Scott will contact Jane Cox about the county program for a sign and send out the information to the Board.
 - h) Membership (Becky Benner – Report as submitted)
 - i) Becky reported that we have 159 overall unit memberships to date.
- 6. Review of Action Items
 - a) Action Items were reviewed. Some were edited and updated and four were completed.
- 7. On-Going Business
 - a) Dave stated that we are now approved to complete the Lowes Grant Program Application.
 - b) Bob is continuing to research methods to strengthen the Wi-Fi signal to the garden and beyond.
 - c) Roy will contact the two contractors to determine whether they wish to become Corporate Sponsors and send receipt information valuing their donations.
 - d) A Strategic Planning Committee was created consisting of Terry Brandon, Lou Biondi, Dave McCormick, Becky Benner, Roy Benner, Bob Nestruck, and Michael Buchet. The committee is meeting with Kate Mahood to develop a Strategic Plan. The committee members have their assignments. The goal is to complete the Strategic Plan by September 1, 2016, but no later than October 1, 2016.
- 8. New Business
 - a) Terry brought up in discussion introducing a new data base for GFPS business. Linda brought up Microsoft Access. Becky talked about the operating software, Past Perfect Museum Software as a possibility. The basic module is \$750.00 and there is a cost for each user added. We would need multiple licenses for various members to use the software. It can be expanded with other modules. Becky stated that approximately 55% of small museums use this software. Rose Mary purchased the User's Manual at a silent auction and donated this to GFPS. Michael stated that we needed a centralized deposit for data. It will take a huge amount of discipline and work to pull all of our data out of its present locations. Quick Books will handle only some of what we need. Linda has now created a Chart of Accounts in Quick Books for tax purposes. We still need better software for membership other than the Excel Spreadsheet that we are now using. Becky will continue to research Past Perfect. She and Roy will also

contact several small museums to find out what they are using. **(Action Item: 237-06-16)**

- b) Roy brought up the sign that he will design to be placed at the end of Goshen Farm's driveway. He asked what name we should put on the sign. Discussion Lou stated that we are the Goshen Farm Preservation Center and we operate the "Historic Goshen Farm and Education Center". A motion was made by Roy to call the site, "Historic Goshen farm and Education Center" and put this on the sign. Bob seconded the motion and it carried.
 - c) Larry Jennings had a question about the hours the bathrooms would be available to those working at the Farm such as gardeners. Dave stated that bathrooms when completed will have locks with codes. When we have events the bathrooms will be unlocked.
 - d) Becky showed the Board a disaster plan. We had talked about having this type of plan after the storm brought down a tree limb onto the Farm House roof in 2014 but never proceeded. She will bring this plan to the Strategic Planning Committee Meeting.
9. New Actions were not reviewed.
10. Final comments from the floor
- a) Lou suggested that the Board use the Google Calendar to inform the rest of the Board when they will be on vacation. Send this information to Lou and he will put those dates on the calendar as "unavailable".
11. Lou asked for a motion to adjourn. Terry made a motion to adjourn and Becky seconded. The motion carried. The meeting ended at 9:50 PM.

| ACTIONS | | | | | |
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| 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 |
| 113-07-13 | Update the Business Plan for the BoE and align with Strategic Plan | Lou | 08-21-13 | Working | General terms |
| 141-05-14 | Create a library of financial forms using Google Docs. (i.e. fillable donation sheet) | Lou | 06-18-14 | Working | New Chairs and officers should be invited to the Drop Box after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box |
| 146-06-14 | Update Committee Responsibilities | Lou | 07-15-14 | Working | With written input from committee chairs |
| 165-11-14 | Reinstall plywood faux window in shut window and tighten screws in plywood on window on east side and check all faux windows for tightened screws | Dave | 06-14-16 | Working | Security / weather protection |
| 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 | 02-15-15 | 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 move location of new Electrical Pane and label. Discuss problems with the two security lights on the NW corner of the Main House | Dave | 04-30-15 | Working | Dave has completed moving the electrical panel and wiring the Meeting Room for outlets and lighting. He will complete the work at another work day. |
| 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 and need to know if they have home addresses for contact list for 2015 and 2016 |
| 206-12-15 | Create a toilet facilities plan | Lou,Roy,Terry | 09-01-16 | Working | Grant needed for this project |
| 207-12-15 | Develop and execute well plan | Roy,Terry,Lou | 09-01-16 | Working | Need well for garden expansion and Farm House use |
| 208-12-15 | Develop a plan for farm house foundation remediation | Dave McCormick, Michael Buchet, Lou, Roy and Terry | 03-15-16 | Working | Foundation must be exposed before engineer, Wallace can do full inspection. |
| 209-12-15 | Plan to increase Board and volunteer involvement | Terry, Becky | 03-01-16 | Working | Reach out to skill sets of members |
| 211-12-15 | Contract VOIP, buy and install new security camera system | Dave | 03-25-16 | Working | Lou getting estimates from internet providers to present to Board |
| 213-12-15 | Convert room 1-G to a meeting room | Dave, Lou | 06-01-16 | Working | Most work can be done with volunteers |
| 214-12-15 | Plan segue from Color Fire redesign to GFPS maintenance of website | Lou | 04-15-16 | Working | Color Fire will give some maintenance help after May 1, 2016. GFPS will be responsible for writing updates and articles for Color Fire to post and Mail Chimp blasts. |
| 221-03-16 | Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system | Roy | 04-30-16 | Working | If original septic system can be located then Board can find out if it can be used under current P and Z rules. |
| 222-04-16 | Lou will set up a meeting with Cathy Vitale to discuss issue of MOU with | Lou | 5-31-16 | Working | Cathy may be able to assist with MOU |

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| | AA County BOE | | | | |
| 223-04-16 | Dave McCormick will get a final receipt (minus tax) on discounted paint from Sherwin Williams and send copies to the treasurer and secretary | Dave | 5-31-16 | Working | If the discount is valued at \$500.00 or more, Sherwin Williams would qualify as a Corporate Sponsor and the donation amount should be entered in our financial report |
| 225-04-16 | Pick up donated electrical supplies from Dave Sloskey's friend | Roy | 5-31-16 | Working | Much can be used in the Meeting Room Project |
| 226-04-16 | Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored | Roy and Lou | 5-31-16 | Working | Need to know for upcoming painting projects |
| 227-04-16 | Dave will create a form for groups coming up to Goshen Farm for classes to complete for our records. He will send this out to the Board. After complete, Lou will convert to a fillable PDF. | Dave and Roy | 6-15-16 | Working | Help us keep better records of who has come to the Farm and when. |
| 229-05-16 | Research night vision camera that operates off of Wi-Fi and report back to the board. | Bob | 6-15-16 | Working | Locate at the garden to observe animal that is digging up garden plots |
| 230-05-16 | Research router boosters to extend the Wi-Fi signal to other parts of the grounds. | Bob | 6-15-16 | Working | Wi-Fi signal is weak at the garden, hoop house and beyond |
| 231-05-16 | Send thank you letters to EDC and Aggregate Industries for the millings delivered and put down on Goshen Farm's driveway. Roy will also check to see if either or both companies would like Corporate Sponsorships for this donation of millings and provide receipt with value of donation. | Roy | 6-30-16 | Working | It would have cost GFPS tens of thousands of dollars if we had to purchase these milling to improve our driveway. |
| 232-05-16 | Develop a Strategic Plan | Strategic Plan Committee | 9-01-16 | Working | Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet |
| 234-05-16 | Establish a Fall Open House Planning Committee for fall 2016 event | Lou | 07-15-16 | Working | If Open House Event is going to continue to grow, we need a committee to handle tasks involved. |
| 235-06-16 | Get bids for septic evaluations for Caretaker Cottage and Farm House | Dave | 07-31-16 | Working | Will know if we can use present septic system for toilet facilities plan |
| 236-06-16 | Contact graphic artist members to see if willing to create flyers and posters for events. If so, send names and contact information to Lou | Roy | 08-31-16 | Working | Will then use Color Fires' help with more technical tasks. |
| 237-06-16 | Contact various small museums to inquire about the management software they use (particularly interested in Past Perfect) | Roy and Becky | 08-31-16 | Working | Researching a better software for all GFPS needs |
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| 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, 2014,2015,2016 | Every February | | New and Changed Board Members |
| Every 3 years | Renew Website Domain Contract – Go Daddy | Treasurer/Communications Chair | April | | Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2016, for \$53.97. |
| Annually | Renew Basic Managed Word Press | Treasurer | April | | Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 201g for \$59.88. |
| Annually | Annual Report to the AA County Board of Education | President | January | | Chief Operating Officer (Alex L. Szachnowicz, P.E.) |

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| Annually | Renew 501 c3 status | Treasurer | April | | (Federal) (Form 990 from accountant suffices) |
| Annually | Non Profit Tax preparation and filing | Treasurer | April | | Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014 (Chris Batista) |
| Every year | CNR-First Insurance Services Renewal (liability), agent is Sally Martin, CPCU, CIC. 1. General Liability Policy with Erie Insurance, # Q351500837 2. Directors and Officers Liability Policy with Navigator's Insurance, #NY12DOLVO1270NY | Treasurer | 1. General Liability Insurance due November 15 th : \$1,065.00 | 2. D and O Liability with Navigator's Insurance due on May 21 st . \$558.00 | 166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, sally@cnrinsurance.com ,Fax: 410-897-5957 Both policies are due annually. Reminder for payment sent to treasurer@goshenfarm.org . Copy of policy sent after premium payment by mail. |
| Bi-annually | Change batteries on sensors for Farm House cameras | (Building & Maintenance Chair) | Change in January and June | | Need a schedule so house security is always functioning |

COMPLETED ACTIONS

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| 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. Chrmn. 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 |

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| 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 | Barb | 09-10-12 | CTD | Needs to be ordered before roof is done on 9/29 |

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| | materials | | | | |
| 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 |

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| 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 Pay Pal 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 McCreas's shed |

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| 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 |

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| 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. |
| 156-08-14 | Review By-laws to check tracking of donations for specific use requests | Joe | 09-31-14 | CTD | Would like to keep funds "general" |
| 158-08-14 | Remove hardware from existing shutters and dispose of shutters | Lou, Mike, Roy | 09-15-14 | CTD | 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 | CTD | Additional security coverage |
| 185-03-15 | Complete a list of "needs" and approximate costs for GFPS | Terry, Lou | 04-30-15 | CTD | Terry created this list and brought to Board for comment in November, 2015. |

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| 191-06-15 | Get bids from contractors for taking down the Maple tree next to the Main House | Roy | 7-30-15 | CTD | 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 Tree taken down by Richard's Tree Service in October, 2015 |
| 196-08-15 | Create "critical path" chart for Phantom Ball | Barbara | 10-15015 | CTD | 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 | CTD | Need this space for storage Boxes removed by member |
| 198-09-15 | Contact Jim McCrea to set up presentation to Annapolis Rotary Club | Terry | 10-31-15 | CTD | Possible grant opportunity Presentation date is 2/2/16 |
| 199-09-15 | Add Change batteries on sensors for house cameras to Recurring Actions | Sharon | 10-31-15 | CTD | Change in January and June |
| 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 | CTD | Need to clear space on porch for classroom. All building supplies on porch belong to GFPS. |
| 171-12-14 | Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911 | Roy | 01-31-15 | CTD | Roy will decide the number of posters and locations to post |
| 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 | OBE | Satisfies our two bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15) In Board discussions Mike stated that the value of the window was \$1,200.00, including installation |
| 201-10-15 | Research cost and transport of additional storage unit | Roy | 12-15-15 | CTD | Doug McClelland will assist |
| 204-12-15 | Prepare presentation for Annapolis Rotary Club (Feb. 2, 2016) | Terry, Roy | 01-20-16 | CTD | Aligning their goals and GFPS goals and needs Successful presentation on February 2 nd , 2016 |
| 205-12-15 | Contact Jazz Bands for playing sessions at Java and Jazz | Lou | 01-25-16 | CTD | Need bands set so can determine hours for event for sign board. |
| 212-12-15 | Convert Farm House porch to meeting room/classroom | Roy, Terry | 01-31-16 | CTD | For meetings and educational programs |
| 215-01-16 | Contact Karen Bailey about making ID cards for new Board Members | Lou | 02-15-16 | CTD | Karen has made these in the past and they look professional |
| 104-10-12 | Lou will contact A.A .Cares about putting a video of GFPS on their website | Lou | 12-30-12 | OBE | Lou will video tape Barb talking about GFPS. There has been a leadership change at A.A.Cares so this is postponed indefinitely. |
| 195-07-15 | Research Goshen Farm address | Roy | 08-15-15 | CTD | Relates to records for old septic system at Public Works |
| 203-11-15 | Compile a list of local wedding planners, pick a date, and invite them to Goshen Farm | Lou | 12-20-15 | OBE | It was decided that some priority projects such as the well need to be completed before investigating this. |
| 210-12-15 | Develop a specific wedding venue plan | Lou, Terry | 03-01-16 | OBE | Revisit this action in a year |
| 217-03-16 | Send Dave McCormick contact information for Sherwin Williams Store #3335 | Sharon | 03-15-16 | CTD | Dave can discuss appropriate paint of exterior of Caretaker Cottage with contact |
| 218-03-16 | Send Board Members directions for setting up g-mail accounts which tie in to contacts listed on GFPS Website for Board Members | Lou | 03-20-16 | CTD | Will make transitions easier as these g-mail accounts will transfer to new Board Members as Board Members change. |
| 220-03-16 | Send out needs list to Board Members for Spring Open House on April 23 rd | Lou | 04-01-16 | CTD | This allows us to make sure everything is covered for the event. |
| 224-04-16 | Michael Buchet and Linda Beck will get a final receipt (minus tax) | M. Buchet | 5-31-16 | CTD | If the total is \$100.00 or more, this would qualify them as |

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| | for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting | and Linda Beck | | | Friends of Goshen Farm – level to be determined by total donation |
| 228-04-16 | Locate permission form to be used for intern interviewing various people for her project on the history of GFPS, Inc. Send this to the President Biondi. | Becky | 06-01-16 | CTD | Those being interviewed will need to sign off on this form. |
| 173-12-14 | Install flag pole to display Shaw Flag at Farm | Roy | 03-01-15 | CTD | In Roy's Master Grounds Plan. Completed on Flag Day, June 14,2016 |
| 216-02-16 | Contact Broadneck Asbury Methodist Church and Cape Methodist Church to find out if their choir performs at functions outside of the church | Terry | 03-15-16 | CTD | Cape Methodist Church choir agreed to perform at the Fall 2016 Open House, and possibly Spring 2017 Open House. Move this to the Fall Open House Committee for completion. |
| 219-03-16 | Acquire a 4 drawer metal file cabinet | Roy | 04-15-16 | CTD | Need for important documents for the Society –to be kept at the Farm. Rose Mary Stocker donated 2 vertical and 2 horizontal file cabinets |
| 233-05-16 | Send Kate Mahood pertinent documents relevant to first meeting of the GFPS Strategic Plan Committee and cc members of this committee. | Lou | 6-10-16 | CTD | Examples of documents are Mission Statement, Master Plan, BoE Lease, Grounds Master Plan, By-laws, ... |
| 238-06-16 | Submit MSEA 150 th Anniversary Grant application for 5 picnic tables | Sharon | 03-31-16 | CTD | Completed grant application, Rec'd notification on 5/16/16 that we were awarded the grant for \$500.00 and rec's check on 6/17/16 |
| 239-06-16 | Submit Constellation Energy Grant Application for driveway diverter structures. | Lou | 05-15-16 | CTD | Completed grant application on 5/11/16 and was awarded grant on 06/12/16 |