

Goshen Farm Preservation Society
Board Meeting June 15, 2016

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					
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

	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

RECURRING ACTIONS					
	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.)

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

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

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

	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

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 shed

140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 MIke has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees

177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2016	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	OBE	Many organizations have lost funding
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	CTD	So new signs to not have to be made every year for events 9 new signs ordered by Barb
189-04-15	Research gravel for driveway	Roy	5-30-15	CTD	2 loads of Gravel will cost about \$454 and about \$200 for grading.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	CTD	Board decided that there are no guarantees...
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	CTD	Update website and give Roy a copy for his records Sent to website in August
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.

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

	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