

Goshen Farm Preservation Society
Board Meeting, February 15, 2017

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	February 15, 2017	Time: 7:30	7:35 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Sharon Biondi, Dave McCormick, Bob Nestruck, Terry Brandon, Linda Beck, Roy Benner and Becky Benner		
Members Attending:	Mary-Lynne Neil		

- 1 Call to Order and welcome of new and current members
 - a) The February 15, 2017 Board Meeting was called to order by President Biondi at 7:35 PM. Lou welcomed member, Mary-Lynne Neil.
- 2) Review of Agenda
 - a) After discussion, Lou suggested we alter the agenda to add Galway Bay Thank You Dinner and Terry and Roy's visit to City Hydro.
- 3) President's Report – Lou Biondi (Report as submitted)
 - a) The lease amendment to allow the Society to serve alcoholic beverages at adult oriented events at Goshen Farm was approved by the Anne Arundel County Board of Education on February 1, 2017. Once the lease amendment is signed by the Superintendent and President of the Board of Education on February 15, 2017, two signed copies will be sent to the Society for signing by GFPS President and returned to the Board. The remaining copy will be included in the March GFPS Board Meeting and become part of the public record.
 - b) Planning for Java and Jazz/Tea and Tunes is going well. Five sponsors have stepped up to cover the cost of the event. Lou will be sending out an email with tasks to be accomplished before, during and after the event. Lou asked that Board Members who can help, please respond to the e-mail.
 - c) Barbara Morgan has begun the process involved in the Kayak Raffle and has three sponsors for this fundraiser.
 - d) Lou stated that Nylca Vandillen was asking GFPS to update its information for interns for 2017. Lou reminded the Board that he was no longer taking responsibility for the PVA Program interns and had not heard from anyone on the Board willing to

take this responsibility on. Becky Benner stated she would become responsible for the PVA Program. Terry Brandon will assist.

- e) Jim Barcliff is working on the list of updates for the GFPS website.
 - f) Lou reported that he and Sharon attended the Broadneck African American Heritage Project in Annapolis and made some good contacts, such as Mary Cromwell. Mary Cromwell may be able to convince the Broadneck Asbury AME Church Choir to consider singing at our fall Open House.
- 2 Review of Minutes – January 25, 2017
- a) The January 25, 2016 Minutes were reviewed. Roy made one correction. Becky Benner made a motion to approve, Bob Nestruck seconded and the motion carried.
- 3 Treasurer’s Report (Linda Beck – Report as Submitted)
- a) Linda stated that she would like time at the next Board meeting to discuss the Chart of Accounts and grouping entries together into proposed programs to streamline our accounts for reports, 990 tax form, grant applications, etc.. Lou suggested that when Linda gets the proposed Chart of Accounts together, she send this out to the Board. We may need a separate meeting to decide on these changes. The checking account balance as of January 31, 2017 was \$28,532.41. Becky made a motion to accept the Treasurer’s report for January 31, 2017 and Dave seconded. The motion carried.
- 4 Committee Reports
- a) Building and Maintenance (Dave McCormick)
 - i) Dave had nothing to add to his report.
 - ii) Becky stated that at night when she is passing this area she can see the light on the flag pole which is great! Also, she sees a light on the corner of the house which seems to be on all the time instead of when turned on by motion. Dave will ask Dave Sloskey to check this light out.
 - b) Communications (Vacant)
 - c) Events (Vacant)
 - d) Financial Development/Volunteer Coordination (Terry Brandon)
 - i) Terry received an email today related to a possible archeological dig grant for Goshen Farm from a teacher who works with the BHS Science Club and teaches Environmental Science. Terry will look into this and coordinate with Jane Cox. Further discussion ensued. Jimmy Doolittle who was a soil conservation scientist with Dean Cowherd did a ground penetrating radar study and marked certain areas as being of interest for possible digs. Mr. Doolittle is now retired. Jane Cox has a ground penetrating radar machine in her office. Roy will contact Dean Cowherd to see if Mr. Doolittle is still willing to do this kind of work. All of this depends on what Terry learns about the reality of our being able to submit a grant proposal for the archeological dig.
 - e) Garden (Bob Nestruck – Report as submitted)

- i) Bob wanted to add that the triangular area in the Garden will be worked by Michelle Weisgerber's students to create a raised garden area. The Garden also discussed setting up an additional separate area with raised table top beds closer to the parking lot that would make this garden area wheel chair accessible. Lou suggested that this would be a great Facebook post with pictures once it is built.
 - ii) Bob talked to his neighbor, Laurie Ferrel who is the PR Director at AACC and she will help GFPS with the "College that Cares" workday. In addition, she will help with PR. Bob will contact her about specific PR for the day.
- f) Grounds -Roy Benner (Report as Submitted)
- i) Roy reported on the status of the three Eagle Scout Service Projects.
 - (1) Steven Engel sent Roy an email today, stating that the Council approved his project and he will start installing our GFPS sign on February 18th. (Roy will talk to our neighbor at Beaver Lodge about the sign.)
 - (2) Sean Powers has sent his trail proposal up to the Council.
 - (3) Ian McGee has sent his benches proposal up to the Council.
 - ii) Roy also reported that Benjamin Fowler completed his 15 hours of Community Service to Goshen Farm doing various jobs that Roy assigned. Roy stated that Benjamin did a great job.
 - iii) Roy got a call from member, Laura Murray. Her synagogue, Temple Beth Shalom in Arnold, MD is developing community service projects for April 24th – 30th. She discussed possibly having a group of children come up to Goshen Farm to do some projects. After they talked, it was decided that she talk to Terry about a project the children could do at the synagogue. The project decided upon was planting seeds (zinnias or marigolds) in seed cups to be replanted later in the spring at Goshen Farm. Roy said he would be willing to do a short talk to the children at the temple about Goshen Farm on Sunday, April 30, 2017 around 10:00 if time allowed. Roy suggested that he might use the power point developed by Michael Buchet. Linda will check with Michael about the equipment for the power point.
- g) History & Research – Scott Powers (Report as submitted)
- h) Membership (Becky Benner)
- i) Becky reported that 3 renewal memberships came in since she submitted her report. Total membership units now are 119. We are still three behind as compared to last year at this time. She still needs to go through all of the kayak raffle stubs for new email addresses to put onto Mail Chimp.
 - ii) Lou will get together with Becky to redo the Mail Chimp list at her convenience.
 - iii) Becky was concerned that many of our new memberships were coming from outside the community. Lou suggested that we need to put out a short paragraph describing what GFPS is doing, our purpose and asking that local people join GFPS. This could go on all of the local neighborhood Facebook pages to generate interest and new membership. Member, Mary-Lynne Neil suggested setting up a Twitter account to help communicate what we are doing, upcoming events and to help generate membership. She has done this for the Kent Island Art Federation and it has made a huge difference for

increasing their exposure. Mary-Lynne stated that there are about 9 different kinds of “tweets” that are put out depending on what you want to accomplish. Mary-Lynne has agreed to open this account and manage it for GFPS.

5 Review of Action Items

- a) Action items were reviewed. Some were amended and other items were identified as completed. As relates to an action regarding replacing the newels on the staircase, Roy will be contacting Mike Maggio and Skip Doda to see if they will help on this project. Dave was given the authority to purchase the Bilco cellar doors. **(Action Item: 258-02-17)**

6 On-Going Business

- a) Lou reiterated the amendment to our Lease will be signed at tonight’s BoE Meeting.
- b) Lou stated that we need to develop a rental agreement for Goshen Farm. Lou will get an email out to our lawyer regarding this agreement. Becky has examples of agreements that can be used to help us develop one for GFPS.
- c) Preparations for Java and Jazz are moving along
 - i) We are covered for public relations.
 - ii) Val is willing to donate small splits of wine (2 cases of 24 each) for J&J. Lou will contact Steven Stocker regarding selling wine at J&J. Rosemary Stocker suggested having a few farm implements decorating the area where Steven is serving the specialty coffee drinks.
- d) The Board of Education visit to Goshen Farm is scheduled for April 5th; time to be determined. Terry hopes to have 2 BHS students do a talk at the Hoop House on hydroponics for this BoE visit.
- e) Spring Open House – April 22, 2017
 - i) We will be selling and serving hamburgers and hot dogs this year.
 - ii) DNR’s “Scales and Tales” (from Soldiers’ Delight) was booked by Becky for two hours at a cost of \$275.00. Terry requested that Becky try to get them for another hour (\$125.00) so they would be there from 12:30 – 3:30 PM. Terry moved that we have it for 3 hours for \$400.00. Bob seconded and the motion passed. Becky will check on rain out refund and hours of 1:30 – 3:30.
- f) Need to prioritize and follow GFPS Mission/Vision Statements and established Goals and Objectives. Terry stated we have the impetus for not getting projects done. So he would like us to prioritize our goals and objectives and work together to get each completed, goal by goal; objective by objective. Sharon will type up the two emails Terry sent out to list the projects we have identified and send out. The next step will be to prioritize the list, pick the top project and spend the money to get it completed. Dave suggested that “Prioritized Goals/Objectives” (projects) should be on each meeting agenda after Review of Actions. The Board agreed.
- g) Bob stated that his daughter, Leigh Neugebauer has volunteered to do GFPS Facebook posts for us. This will be a great help in the area of Communications!

7 New Business

- a) Lou stated that on April 26, 2017, 6 – 9 PM at the BWI Airport Marriott I will be attending the Anne Arundel County Chamber of Commerce in Partnership with Anne Arundel County Schools, 2017 Excellence in Partner of the Year award dinner. Lou asked who would like to attend and Terry stated he would.
 - b) Lou brought up the issue of Geo-caching at Goshen Farm. A geo-casher put Goshen Farm on the Geo-caching website (with a write up of Goshen Farm and its historical significance) and put a cylinder at the Farm. Several nonmembers of GFPS have come up to the Farm searching for the cylinder. Discussion ensued. Several Board members thought this was a good thing and would give Goshen Farm more exposure. Others felt that though a good thing, there was no way around our liability insurance issues. There was discussion about the possibility for “Season Passes” or other arrangements for groups that want to visit Goshen Farm for a specific purpose (jogging clubs, etc.). This idea needs much more discussion. Bob made a motion that we contact the geo-caching site and ask them to take the Goshen Farm Geo-caching site down. Roy seconded the motion and it carried. It was decided that Terry and Bob would craft a polite response to the Geo-caching website stating that GFPS could not participate in Geo-caching because the participants were not members (or with a member) and this is a liability issue for GFPS. **(Action Item: 259-02-17)**
 - c) Lou discussed his research for insurance when serving liquor at an event. In his conversations with our agent, there is a minimum premium that they will write. The quotes ranged from approximately \$790.00/year to \$1,400.00/year. Sally our agent at CNR, worked hard to get us the best price for bundling 4 events. It was decided that we would hold off on the added insurance and consider starting it at a different time in the year when we are likely to have events with alcohol. Lou will contact Sally at CNR to advise her of this postponement.
 - d) Barbara Morgan has ordered the Kayak Raffle tickets and they should be in before Java and Jazz so we can sell them at that event. She has three sponsors for the raffle and their names will appear on the tickets if their donations come in before ticket printing.
- 8 Final comments from the floor
- a) Terry asked that he and Roy have a little time to discuss their field trip to City Hydro. This is a small operation in Baltimore. This business grows micro greens hydroponically using only water. They sell the product in a tray to restaurants for \$30.00 and City Hydro has ten restaurants in the area that buy these greens regularly (they don’t sell to anyone outside of their zip code). They do encourage those interested in this to come and learn and do the same where they live. They have a high school intern who is presently learning about hydroponic gardens. Roy and Terry are hoping to arrange a field trip with some of the BHS students that are working on hydroponic gardening. City Hydro also does presentations and would be willing to do this for a GFPS Open House.
 - b) Sharon brought up the issue of our beekeepers replenishing their bee hives. They paid for all of the bee hives they brought to Goshen Farm. Would GFPS be willing to reimburse the beekeepers for the cost of buying new hives? The bees are \$150.00 a “lot”. The “sense of the Board” was this was a worthwhile investment.

- c) Dates for attending a Galway Bay “thank you” dinner were discussed. The final date will be arranged via email.
- 9 Lou asked for a motion to adjourn. Dave made a motion to adjourn and Becky seconded. The motion carried. The meeting ended at 10:00 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)	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
146-06-14	Update Committee Responsibilities	Lou	07-15-14	Working	With written input from committee chairs
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
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	Dave, Roy,Terr y,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 McCorm ick, 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
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
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
232-05-16	Develop a Strategic Plan	Strategic Plan Committ ee	9-01-16	Working	Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet
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
241-07-16	Create a list of GFPS projects that need funding to hand out and announce at upcoming events	Terry with input from Board	08-15-16	Working	Terry will create a list of projects and send out to Board for input. Final handout needs to be ready prior to August 27 th Wine Tasting Event for printing and it was suggested that some projects listed should have graphics.
243-07-16	Create a "Help Wanted" poster for recruiting new Board Members	Terry	10-01-16	Working	This could be sent out to all members and possibly staff in the schools that have used Goshen Farm as an educational resource.
245-08-16	Create an accident form from the questions that our Carrier, Erie Insurance requires to be answered in the event of an injury.	Lou	08-31-16	Working	Copies of this form should be kept at the Farm, easily accessible.
248-10-16	Contact BoE President Kobelack regarding dates and scope for an Open House type visit for the BoE Members. After getting this information, create a description of the Open House (and possible dates) to be approved by the GFPS Board.	Lou	12-15-16	Working	Possible breakfast at a local restaurant followed by the BoE's tour, and power point presentation at the Farm...
251-11-16	Contact Beekeepers, Jenni and Mary to discuss reasons for moving the Apiary and possible new location	Bob	12-15-16	Working	Bee hives have not been thriving.
258-02-17	Purchase Bilco cellar doors	Dave	04-01-17	Working	Dave will let Board know when we have the doors to set up a work team for installation.
259-02-17	Contact Geo-caching website to ask that they take Goshen Farm down as a geo-cach site due to liability issues	Terry and Bob	03-01-17	Working	Allowing geo-caching creates a liability issue as potential geo-cachers are not members or guests.

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 every three years. Renewed in 2016, for \$53.97. Renew in 2019.
Annually	Renew Basic Managed Word Press	Treasurer	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2016 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
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Annually	File for Recognized Organization with CSCIA	President/Membership chair	September 1 st		CSCIA sends form to president. President confers with Membership Chair for # of Cape Resident and Non Cape Resident Members (80% Resident, 20% Nonresident)
Every 60 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Volunteer Chair	January, April, July, and November,		Volunteer Chair, Terry will search for a volunteer to check First Aid Kits and report back to him with an e-mail for replacement items
Every 60 Days	Check fire extinguishers (2) in Farm House for expiration date and note if replacements are needed	Building and Maintenance Chair	January, April, July and November		Dave McCormick will search for a volunteer to check fire extinguishers to see that they are in working order and not expired and e-mail him with results.
Annually	Give membership numbers for CSCIA Recognized Organization	Membership Chair	September 1st		80% Cape Residents

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 Breedon to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationery and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29

086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breden
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 McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees

177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2017	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) for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting	M. Buchet and Linda Beck	5-31-16	CTD	If the total is \$100.00 or more, this would qualify them as 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
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	CTD	Security / weather protection
181-03-15	Lou will contact (meet) Dave Sloskey to move location of new Electrical Panel to the Meeting Room and label.	Dave	04-30-15	CTD	Dave has completed moving the electrical panel to the Meeting Room.
200-10-15	Request all e-mail lists for GFPS from Color Fire	Lou	12-15-15	CTD	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. Lou has updated Member List.
214-12-15	Plan segue from Color Fire redesign to GFPS maintenance of website	Lou	04-15-16	CTD	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. Member, Jim Barcliff has volunteered to assist with website.
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	CTD	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
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	CTD	Help us keep better records of who has come to the Farm and when. Dave created a fillable form and sent out to the Board.
141-05-14	Create a library of financial forms using Google Docs. (i.e. fillable donation sheet)	Lou	06-18-14	CTD	New Chairs and officers should be invited to the Drop Box Google after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box
222-04-16	Lou will set up a meeting with Cathy Vitale to discuss issue of MOU with AA County BOE	Lou	5-31-16	OBE	County Council Member Ed Reilly has agreed to assist with MOU and BoE
234- 05-16	Establish a Fall Open House Planning Committee for fall 2016 event	Lou	07-15-16	CTD	If Open House Event is going to continue to grow, we need a committee to handle tasks involved.

240-07-16	Contact Dave Brunner for technical assistance in purchasing and installing updated security system for the Farm House	Dave	09-30-16	CTD	Mr. Brunner gave tech support to the CSCIA and has agreed to help GFPS. Gave us a proposal.
242-07-16	Contact electrician, Dave Sloskey about wiring the Meeting Room and installing 1 -3 switches on the "kitchen" wall as one comes into the house from side door to turn on temporary lighting throughout the Farm House	Dave	09-01-16	CTD	Ideally, this would be completed before the Fall Open House on September 17th. Dave will be giving us a proposal/bid.
246-08-16	Send Linda Beck a copy of the sale items inventory spreadsheets	Lou	08-31-16	OBE	Treasurer does not need this as part of new Quick Books change-over
225-04-16	Pick up donated electrical supplies from John Nolan	Roy	5-31-16	OBE	John gave GFPS some equipment but as we have not begun working on the electrical project for the Farm House, we were unable to provide a definitive list.
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	CTD	It would have cost GFPS tens of thousands of dollars if we had to purchase these milling to improve our driveway.
235-06-16	Get bids for septic evaluations for Tenant and Farm House	Dave	10-31-16	CTD	Will know if we can use present septic system for toilet facilities plan. Dave has 1 bid and as we have not heard back from the other contractor, GFPS will go with this bid. Dave will schedule the work.
244-08-16	Send Dave information and drawings regarding parts of the old septic systems for the Farm House and Caretaker Cottage that Roy and Dan Tester have discovered over the last several years	Roy	08-20-16	Completed	Having this information could save time and money when contractors come out to locate and inspect the original septic systems
249-10-16	Write up descriptions of the responsibilities of the Communication Committee and the Events Committee and send out to the Board.	Lou	11-16-16	Completed	Important information to have for recruiting help for these committees prior to the January 2017 Annual Meeting and election
250-11-16	Contact Pat Ferguson with regard to setting up a meeting for Color Fire presentation with the Irish Restaurant Group	Bob	12-15-16	Completed	May impact our level of service from Colorfire for our website
221-03-16	Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system	Roy	04-30-16	OBE	If original septic system can be located then Board can find out if it can be used under current P and Z rules. Contracted to have septic investigated – 03/2017
247-09-16	Dave will do temporary repairs to the Bilco cellar door, email Jane Cox regarding replacing the door in the spring and contact CAT North regarding building a Bilco equivalent door for GFPS.	Dave	11-31-16	OBE	Current door has rusty area that is letting moisture into the cellar. Dave will buy the metal Bilco doors and replace with assistance per conversation with Jane Cox.
252-12-16	Send Jim Barcliff an e-mail with a list of questions regarding pictures and descriptive summaries for posting on website.	Lou	01-15-17	CTD	Board members wending Jim posts will all know parameters of these posts.
253-12-16	Send pictures of constructed Bilco doors to Dave McCormick for consideration	Roy	01-15-17	CTD	A decision needs to made to buy or build Bilco doors
254-12-16	Contact MD Hall for the Performing Arts and Chesapeake Arts Center to discuss addendum to all three leases with BoE and set up a meeting.	Lou	01-15-17	CTD	Relates to timeline for these organization to respond to the BoE on lease addendum
255-01-17	Notify Lou when Silver Maple split wood is ready for sale so he can send out a blast from Color Fire	Roy	01-30-17	CTD	The blast will give Roy's and Terry's e-mails for contact to make arrangements. Several members are buying the wood.
256-01-17	Contact DNR to book 2 Scales and Tails or Birds of Prey presentations for April 22, 2017 Spring Open House	Becky	01-30-17	CTD	Would relieve volunteers from planning and manning an activity for Open House. Shows booked for 12:30 -3:30 PM

257-01-17	Contact Maureen Thomas from the Capital and Sandra Olivetti Martin of Bay Weekly about covering AACC's "Campus That Cares Week" for the workday at Goshen Farm the week of April 25, 2017 (one day at GF)	Lou	01-30-17	CTD	Coverage would be good for AACC and Goshen Farm