

PROJECTS AND GOALS 2008 (a.k.a. the P&G)

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Last updated February 19, 2008

Project	Current state (prior to Jan 2008)	Short term goals (2008)	Long term goals (3-5 years)
Administration		Create short and long-term plans to sustain viability of organization.	Follow through with these plans, monitor and evaluate.
Accounting	QuickBooks accounting system set up, bills paid regularly. Ronda provide outside assistance. Betty responsible for payroll/taxes/bills. Lauren responsible for deposits, members, & donors.	Pay bills and employees (Betty) on time, update and backup QuickBooks regularly. Accounting duties divided between Betty and Lauren to meet auditing requirements. (Josh will ensure this is done.) Betty & Lauren to take QuickBooks class, live or online.	Accounting done by interested staff. Expertise acquired in-house or outside accounting services donated.
Archiving / Organizational History/ Record Keeping/ Document Storage	Photo albums, yearly posters of major events and accomplishments, files in office contain manuals, animal history, building projects, organic certification, catalogs, past seed/food orders, newspaper clippings, interesting articles, records of people that have come stay here.	Maintain adequate records of employment, applicants, computer files, photographs, organizational progress, purchases. Every published document in file in cabinet in office (josh) All office equipment manuals in office. All others to basement including shop. All extra workshop handouts filed in corresponding category in office file. OG Cert. Filed in basement. Certificate in office. (Bill) Catalogs seeds & trees to basement, farm supplies & woodworking catalogs to basement Timesheets Checked Maintained Visitor Log updated at weekly staff meeting; Lauren will enter data from hard copy to computer.	Organize information for public use. Continue to compile.
Budgeting	Annual budget prepared Create in November for following year. Present to BoD for approval at end of year mtg. Present quarterly w/ actuals. (josh) Create month-to-	Continue	Continue

	month and annual budgets annually.		
Computer systems	Downstairs office computer (used for accounting, articles, timesheets, Outlook, administration, graphic design and other D Acres of NH business) Find local expertise for tech assist Upstairs computer for personal use.	Maintain downstairs computer for organizational use only. Keep Antivirus software active and updated. (Josh). Set up redundant drive system for computer files (josh). Recycle old CPUs. Have laptop from NH Audubon/Sarah avail. for powerpoint presentations. Need a new or repaired LCD projector.	Maintain computers, increase our capacity to produce high quality communications, information retrieval.
Data processing/entry	Various data entry systems in place, admin supports these systems as they relate to specific program areas.	Ensure that we follow through with data entry in gardening. visitors (record w/detail) workshops (Lauren), inventory (Josh- all products), weather (if equipment becomes available), eggs (Lauren) hostel (Louie- registration info entered, email list updated). Update mailing list regularly (Lauren).	Increase and improve current databases for information storage.
Employment/participant records	Files kept on each employee (W4, I9, liability waiver), Established necessary organizational policies. (Josh)	Keep proper records of employment including tax forms when appropriate, liability waivers for all participants. background checks for employees after hiring. (josh)	Continue proper record-keeping
Evaluation	Full time staff work to make all aspects of the organization high quality, working on systems to ensure this. Evaluation systems in place for workshops, hostel, internships	Ensure that all evaluations are used and filed. Evaluate all programs including hostel (in hostel binder), workshops, (in workshop binder), intern programs (in file cabinet office)- give paper eval to interns to complete at 5 week check-in. Revisit experience evaluation sessions.	Set up new evaluation systems for new programs as necessary, continue established systems.
Financial Bookkeeping	Josh, Betty sign checks; Betty reconcile checkbook monthly	Add Lauren to sign checks. All keep checkbook log of money spent.	

Insurance	Established health insurance for full time staff (group plan dropped in 2007 due to premium increases), workers' compensation, and board insurance (Josh/Betty). Have general liability.	Pay premiums. Continue to pay full-time staff \$150.00 per month toward private health insurance plans.	Maintain appropriate insurance policies.
Office management	Office used by all, tendency for clutter	Keep office tidy, files in order, limit use: for organizational business purposes only.	Maintain office as a high level work place.
Planning	Created long- and short-term goals for each project area. Weekly planning done by all at community meetings. Created admin calendar	Make participants aware of our plans, and how they can fit in by participation in planning and review of P&G during application process. Evaluate plans at year end. Planning meeting after the first of the year. Record based in P&G document (all staff on hand) maintain admin calendar (josh)	Revisit these goals annually
Advertising	Advertising is done on a fairly organized basis with press releases, flyers and brochures, articles	Make the D Acres of New Hampshire name, ideals, and experiments known locally and throughout an increasingly larger radius. (Josh organizes generally, with assistance from the staff person organizing the event/workshop). Hold advertising meetings seasonally.	Increase advertising avenues,
Articles / Publications	several articles have been written by other people about D Acres, and staff/interns have written articles/publications that have been published on the web and/or in national periodicals/local newspapers.	Interested staff or designated interns continue to produce 5-10 articles for publication annually. Create press releases for workshops (Lauren- herbals; Bill-gardening; Morgan- veggie oil; guest teachers as appropriate). Editing with help of group. Post on website with photos (Lauren)	Continue to produce 5-10 articles for publication annually, and 5-10 articles written about D Acres from external sources annually.

Brochures	D Acres of NH, Furniture brochures designed in house and mass printed. Hostel brochure designed and printed internally & in mass Bakery brochure designed and printed in house	Search for local venues to put general brochure. Update “green garlic” brochure. Produce 2 nd year of Local Food Directory and seasonal hostel tri-fold.	Update brochures annually, print large quantities, disseminate.
Canvassing/Dissemination of fliers/brochures	Fliers posted in Plymouth, Upper Valley, climbing site, sent to faculty. Canvassing incorporated into regular deliveries.	Annual report and calendar to be sent to all mailing list. Available onsite and at off site events. Monthly fliers designed and printed by Lauren or interested personnel. Use list to distribute to surrounding towns. Continue to direct market climbers	develop a network of friends to disseminate flyers and brochures procure sites on west side to place rack cards
Corporate Sponsorship	KTM donated \$300 of mailing costs. Farm Day – board organizes donations from local businesses.	Find corporations interested in donating services and equipment. Ask BOD to solicit product and financial donations.	Continue to expand corporate sponsorship.
Mailings	Sent out info to environmental schools.	Create flyer for Internships & Apprenticeships (Lauren) and send via email to career centers (Bill). Annual report and calendar to mailing list (all), annual appeal to mailing list (all), Newsletter & farm day invites to members (Lauren), hostel mailings (Louie)	
Mailing List	1 large list for mailings. Members identified. Updated when info available. Add names/address of workshop participants, interns, new members, etc. Divided for certain mailings. 1) membership mailings (quarterly newsletter) around 100 2)Annual report calendar merged to everyone People added to the mailing list by attending a workshop or event, requesting to be added on the web,	Update list with changes (Lauren) Categorize the who? column so it’s searchable – workshop participants, prior residents, community, friends, webjoinmailinglist, etc. Remove undesired names form allmailing list (Josh & Betty)	Reduce size of list to manageable group that responds. Add new people every year, then cut back. If they have been here or expressed interest, they are added to the list.

	calling, referral, people who purchase product, hostel guests that so request, or acquired en mass. (FOA, DorchLand, DorchChurch, CoopExt, LWVUV) Categorized by member/donor status. Other mailing lists exist: Env schools, culinary schools, practitioners.		
E-mail	Lists created for local events (~2000), permaculture (~200) bod (~8), residents (varies), prior residents (~75). Career centers 40 Spanish teachers. Sent e-mail to locals (and others on the list) monthly. Newsletters attached quarterly when size allowed.	Continue with monthly e-mail, be more descriptive about what is going on at the farm during that time. Obtain e-mails from more local people through visitor sign in sheet (all) Add to list with focus on Environmental Program depts. (Bill). Develop email culinary school list to attract artists (Kitchen manager)	Local food producers and local food consumers lists in order to connect the two. Local restaurants and producers
Gift Certificates		Have available for products and services- inventory # on each, track # sold and \$value; available by mail and in person at the farm; use as holiday promo?	
Newsletters	First newsletter sent out in December/January 2003/4, 4 sent out in 2004. Produced quarterly (2) newsletters that increase donations, memberships, overall visibility, attendance at workshops and sale of products. (josh, lauren organizes)	Continue. Summer News July 15th Annual Report – end of January – possibly sponsored by KTM.	Continue newsletters.
Newspaper Advertisements	Placed periodic monthly ads ¼ pg in record enterprise 2005, 2006 and valley news, mofga, summer nofa	NCN, Penny Saver bi-weekly; Valley News Transaction Ads, Record Enterprise as desired; NOFA and MOFGA ads- Mark Fulford (spring) & Conference (summer); Valley Food and Farm	Monthly ads in RecEnt, valley news, spectators, but more importantly - work within the budget.

Photos	Photos taken at workshops and sporadically, especially to document building progress. Digital Rebel camera allows for high quality digital images. Photos archived somewhat haphazardly.	Archive photos: put all in appropriate categories under 2008 (All staff, interested participants)	Build digital photography archives that maintain photos indefinitely.
Press releases	Press releases sent out for workshops and events (three weeks prior). List of publications with fax numbers kept in paper file called Mailings/Press Releases. On computer in Advertising folder.	Focus on Gardening for Health, Cultivating Wellness as main feature and disseminate a Year press release widely by end of February (Lauren organizes); workshop teachers write press releases as appropriate	Ensure visibility of all D Acres events and programs through local news sources.
Printing	Heavy volume flyers printed through CopyCraft. All else done in-house. Low cost ink printer in office is difficult to maintain but when functional extremely cost effective - dead. Bought phaser 6350, good for high volume printing.	Utilize the phaser as much as possible. Utilize recycled paper whenever possible. Tim Korade has printing capabilities if needed.	Local copy centers to donate printing, ascertain cost effectiveness of inhouse printing vs. outsourced.
Radio	Sam tried to contact PSU radio, but to date unsuccessful. Josh did radio interview in Feb 2006	No radio- too much time and \$	State wide radio to get calendar of events on.
Recruiting	Staff and interns recruited through Idealist and several other web job listings, fliers, word of mouth, website, nofa & nofanh, nefood, culinary schools mailing, env. faculty mailing. People expressing interest asked to fill out application, read Organizational Manual, 3042 and P&G, discussed at Community Meetings on Mondays. Write back to all applicants within a week of applying.	Staff – looking for kitchen specialist. Interns – attract skilled individuals, encourage retention and return for consistency Apprentices- recruit based on available staffing Artisans – Encourage other artisans to teach workshops; recruit for artists in residence program	Consider other techniques for attracting participants to specific programs, especially professionals interested in pursuing a new program for D Acres (crafts, etc.) Encourage research oriented individuals to participate at D Acres.

Speaking Engagements	Josh has spoken at various conferences (Beginner Farmer 2005 and NOFA Winter Conference 2003) and classes (PSU x4, Lyndon State x3), MOFGA common ground, Solarfest, pease library pioneers of sustainability series PowerPoint presentations prepared for many workshops, applicable for offsite lectures, speaking engagements.	Engage in 2-3 public speaking engagements (offsite) to increase visibility for D Acres of NH if prompted by other organizations (Staff) Josh- NH Farm & Forest Bill- NOFA NH Lauren- NOFA NH, Squam Lakes, Dowers, SKUFF kids; look into Wellness series at Pease library Fairs/displays- NOFA NH, Speare Wellness Fair, UCC Health Fair	Continue to speak publicly about D Acres, 2-3 times per year.
Videos	N/A	If opportunity arises, acquire infrastructure for video production. Look for interested volunteers. JoEl & Jessie have footage; Louie look into PSU opportunity	Produce videos that demonstrate process and philosophy at D Acres.
Website	Website designed in 2002/3. Updated regularly. Lots of articles and links, supporting local businesses page, lots of pics, many hits –opportunity to donate. Linked well with other orgs.	Make changes as necessary. Post new information for 2008. Spiders monthly, increase photos, get more links (slnsc), more web sales, get up new articles (Lauren continue to update)	Update as needed.
Animals	We have raised ducks, turkeys, chickens, pigs, oxen, sheep, goats, bees & worms. We have a cat	Maintain animal health New chicks raised on site. Louie oversees animals.	Regular raising of pigs and chickens, plan for succession to new ox team.
Am/midday/pm chores	Rotated by staff and interns. (Josh responsible for ox chores)	Ox chores and pigs (Louie, Josh, interested helpers); Chickens (Louie, Lauren, interested helpers)	Maintain care of animals.
Birthing	two lambs born in 2004, 10 piglets born Aug 2005. Built pig birth house in 2006	Raise beau-cue piglets (Louie)	Avoid unplanned pregnancies (all responsible!).
Chicken tractors	3 built, all in use. Lg. chicken tractor built on wheels pulled by oxen.	Keep them in use. Locate chassis to use as base. Pen rotation (Lauren/Bill). Incorporate pigs in new areas as needed (Louie)	Continue use, build more as necessary to meet needs of flock. Mobility for chix houses a

			priority.
End-of-life care	Chickens slaughtered. Lamb slaughtered, pigs slaughtered.	Take necessary steps in the case of animal lameness or other injury. Slaughter the retired birds as needed.	Plan for chix turnover every 2-3 years.
Exercising	Oxen exercised (if not worked) 3-4 times per week. Goats put out on stakes	Orient farm activities toward work for the oxen, use oxen exercise for bonding new teamsters (Josh & Louie)	Continue.
Feeding	Chickens receive organic grain morning and night and weeds when available. oxen get hay throughout day grazing in summer months. offsite pasture secured for oxen	Try to reduce need for purchased feed by using available forage material onsite and rotating animals. Expand pasture, establish sources of local hay beyond Greggoire/Ed Morrill; Hannaford, PSU, & town pickup for pig food, greens/fruits for chickens and worms as available, apples/carrots to oxen (Louie). Comfrey for chickens in summer (Lauren)	Establish more perennial shrubs/trees that provide fodder. (Siberian pea shrub)
Feet trimming	Oxen trimmed once a year by trained farrier. Roland Church from 12 tribes	Trimming will be done regularly and appointments made for oxen. (Josh & Louie)	Maintain foot health in all animals
Fencing	Electric fencing is used for all animals except chickens	Maintenance and repair of all existing fences; pig fence to goat area; revamp entire upper pasture (Josh & Louie)	Expand and repair fences as needed
House building	All animal houses constructed to date onsite.	Seek chassis for new mobile chix house. Pig tractor if needed in upper pasture expansion, new pasture areas.	Maintain shelters for animals as necessary. Provide shelter for any new animals. Build new mobile chix house.
House cleaning	The ox hovel is cleaned daily with soiled bedding removed and fresh chips added. The chicken coops and goat house cleaned monthly	Maintain clean ox bedding (Louie, Josh). Pig house cleaned as necessary (Louie) Chicken cleanup continues as needed (Lauren & Louie)	Maintain clean houses.

Rotation	N/A	Pigs to new ox pasture in May?	Avoid overgrazing, animal disease.
Brush removal	Goats cleaned up their back area, and brambles by solar shower. Pigs began clearing their area.	Pigs continue to clear brush in their area, move to new area between current and goatland; Pigs clear new pasture areas.	Keep down brush in all newly cut areas. (Josh)
Grazing	oxen moved every few days to fresh grass (around D Acres and oxen offsite to neighbors)	Get oxen out grazing (walked for at least an hour or staked in various areas, 6 days (Josh & Louie) Continue pasture development, continue seeding Evaluate the upper pasture to see if it comes in thick enough for grazing, possibly reseed after mudseason. Cut sucker growth. Pigs to right upper pasture to clear in April?	Create adequate pasture for all animals living onsite.
Training	Oxen training maintained.	Maintain oxen training (Josh & Louie)	Maintain safe animals onsite, train a new team of oxen to take over when August and Henri can no longer work
Water	CLEAN Water must be available to animals at ALL times. Water catchments available in many locations	Animals checked through the day to be sure water is available. (staff). Utilize water catchment- build additional catchment on mobile units	Water catchment on all animal facilities.
Winter prep	Prep for winter in Oct. Extension cords and heating elements brought to chicken and goat house to hook up water heaters and for heat light in chick house. (Staff/volunteers onsite)	Same (Louie)	Same
Worming/vaccines	Oxen and goats done by vet once a year. Pigs done by us as necessary. (Josh)	Continue as needed (Louie)	Maintain animal health

Building/ construction (Josh responsible)	Since the founding of D Acres, construction and building projects have been a key part of building the infrastructure.		Develop curriculum for alternative building apprenticeship, perhaps incorporate reading list. (Josh)
Acquiring salvage materials	Glass and fencing, woodstoves	Bring home glass windows, fencing, woodstoves	use glass, fencing, woodstoves, develop contacts in construction and demolition fields
Ampitheater		Possibly construct in summer 2008	Host music, theater, speakers, etc. outdoors in upper areas
Animal/ greenhouse	Mostly completed	add water catchment, finish plastering, insulation for g-house, shiplap for interior, use mud or cob to seal. (josh) New greenhouse fan- lower energy?	maintain the building.
New Greenhouse	Construction began 2007	Finish in 2008 or 2009?	
Barn restoration	Cleaned barns. Grant to evaluate barn restoration	Pursue restoration plans and funding (Josh)	maintain structures.
2 car garage	Jonathan & Matt reinforced.	Keep as storage space	Implement
Edith's woodshed	Matt reinforced.	Store wood for Kevin & Sarah, Lauren & Bill	Maintain
Red Barn	cleaned out a lot! Utilized as Farm Store, but overwhelmed by storage, damaged furniture.	Louie lives downstairs; interns live upstairs- possibly convert to multi-person space; spring cleaning in April/May	Maximize utility
Silo		Include in restoration plans	Reinforce, utilize?
Biodiesel/Waste veggie oil conversion	Offered workshop at KTM and onsite on veggie oil conversion; veggie chipper, Bill & Morgans cars, Fuso on veggie	Continue to collect & filter veggie oil	Make biodiesel for chipper
Built in furniture/finish carpentry	Cabinetry built by George Drowne, josh & Sam built bookshelves, dumbwaiter doors.	Possibly more bookshelves, recycling center in garage. (josh & interns)	Dining room booth, porch swing

Carpentry	Built Homestead, shed, ox hovel, greenhouse	Introduce new learners to carpentry through shop, pig tractor, coldframes, etc. (josh)	Build knowledge and capabilities
Chimney/woodstoves	Red barn, skinny shack, greenhouse, Sanctu, Eastside	Maintain clean flues, look for more woodstoves. (all)	
Electrical			
Domestic Hot Water	Dump salvaged batch system for solar shower, two technologies on roof	Test flat panel v/s evacuated tubes and disseminate research (Sam, Tim)	Test on 5-25 year horizon
Photovoltaics	1 treehouse, 1 pv water pump, 15 panels at Homestead.	Test using weather station info (Sam, Tim)	more pv for Homestead, personnel dwellings.
Living Space	Community bldg, treehouses, edith's house, tent platforms	Retrofit red barn, garage, building intensive in 2009 Continue discussion on Edith's potential renovations	More dwellings, year round space, privacy?
Wind turbines	N/A	N/A	Round house power or water pump
Excavation/foundation	Homestead, ox barn, new storage structure, greenhouse, parking lot		Buildings for ceramics, blacksmithing and roundhouse.
Fire Safety	Fire alarms, escape, prevention and emergency plans established. No smoking policy in buildings	Maintain safety of buildings and inhabitants. Get water pump in working order. Maintain and instruct about alarm system- avoid unneeded fire dept. visits and \$2500 fine!	Training
First Aid	First Aid Kits set up in Homestead, red barn, woods kit.	Inventory and keep stocked. (Staff)	Training
Masonry	1 st floor hearth built in Homestead. Foundation of greenhouse, some with cob oven	Finish front light project	Fountain downstairs
Maintenance		As needed	
Drywall repairs	Ongoing	Yoga room, below electrical panel; cracks in drywall joints (esp. library)- fix prior to painting in 2009?	Fix cracks as needed.

Earthwork	Trench for power to ox hovel moved loam pile, started trench work along Homestead eastside dripline and into animal area by pond, started trench leading from parking lot to pond.	Trails system around homestead New greenhouse embankment	As needed.
Erosion control	sporadic erosion control	Plant more bulbs, etc. along side of drainage to maintain bank. Monitor red buildings for water damage. South side of driveway- maintain trench	As needed.
Painting	Outside and inside of Homestead	1 st floor of homestead feb 2008 (Louie) Murals Feb-April (yoga, garage, entry way- staff coordinate)	As needed.
Winterizing buildings, gutters	Put up before snow, remove screens, disconnected hoses	continue (Josh & Louie)	
Plaster/stucco	cob oven and green house, Homestead	Work with Bryan at Hunter School, do as needed and have interest in g-house and oven in 2009?	As needed.
Plumbing	Irrigation	Maintain solar shower	
Greywater	Red barn (dismantled) and solar shower systems		Install for Homestead, maintain as needed. Develop greywater system and urine diversion plans for Homestead. Solar shower greywater – plant in third stage of cleaning filter
Roofing			
Metal	existing buildings		
Sod	Cob oven		round house
Thatching			maybe round house (abby)
Dehydration	Currently use two dehydrators, boiler rm, and kitchen	Continue use of solar dehydrator, boiler room, incorporate cob oven	Build dehydrator as part of multi-function building.
Tent platforms	8 constructed onsite		Maintain
Tile work	Wall & Floor mosaics	Floor mosaic if interested personnel	Mosaic in floor @ base of stairs

Water catchment	Installed on red barn, chick shack, front & back of ox barn	Add water catchment to mobile chick house, goat house, Edith's chick house, cob house, back side of 2 car. Acquire 2 lg tanks (250+gallons) and 2 sm tanks (55+gallon) (Josh) Look for extra gutters- route to large containers for holding	water catchment on all structures
Welding	No welding or cutting equip currently on site.	Look for donation of metal bandsaw. Get oxy and acetalline tanks, locate safe storage area. (josh)	Build shop to house equipment
Crafts	60 year history of craftmaking (Edith Gray). Craft studio established. Policy established for craft production. Some individual efforts. Blacksmith in 2007.	Maintain cleanliness, accessibility and develop studio space. Bring crafts to farm stand and craft fairs (staff). Pursue Artist in Residence positions, esp. for murals.	Economically sustainable micro-enterprises that contribute 10% of D Acres budget. Develop reasonable standards to evaluate labor and materials costs versus profit. Have ready for events and holidays
Baskets	N/A		Pursue if personnel interested.
Birch bark frames	Construction began in 2001 incorporated farm photos	Continue to make and distribute to retail stores - 50 mirrors & flower prints (Bill, interns as interested)	Distribute 100 annually
Candle making	Made for personal use		Supply all D Acres needs.
Ceramics	Betty has dabbled in ceramics. Ceramics machinery and materials donated	Search for artist in residence	Design and build crafting studio for blacksmithing & ceramics. (Josh)
Woodcrafts	Bowls, cutting boards, utensils, boxes, lamps	Produce, sell onsite, through website, at farmers markets and retail stores; focus on spoons, live furniture (josh)	Continue
Decorative painting	Edith painted decoratively and taught courses for 60 years. Joy painted 2002/3 seasons.	Murals in community building as appropriate	Pursue if personnel interested.
Dyeing	Attended MOFGA workshops on this topic, dyes used in workshop as well as earthen plastering		Pursue if personnel interested.

Felting	Attended MOFGA workshops on this topic.	wool available	Pursue if personnel interested.
Fiber/clothing	Crocheted hats for farm stand, material used for clothing making.	Maintain sewing machines ()	Maintain consistent supply of value added fiber products for sale through our venues.
Forest craft	Holiday wreaths and garlands made by Josh and Edith, beautiful holiday decorations by Micki	Possibly make 20 wreaths/garlands in 1 st week of November ()	Continue annually
Jewelry	Micki made a few pieces for farm stand each year.		Pursue if personnel interested.
Knitting	Individuals have learned to knit, Diane Mc Coy donated some yarn	Jan Nash potential to teach- late fall?	Learn to knit sweaters and other clothing.
Metal/blacksmithing	Blacksmithing workshop began in 2003 season- 2 forges; Joe in 2007- set up tipi work space	Joe return in 2008- continue production, classes, lessons	Create small items for sale if personnel interested. Design and build crafting studio for blacksmithing & ceramics. (Josh) Continue farm maintenance
Soap making	Produced using kit.		Supply all personal needs at D Acres.
Spinning	Acquired spinning wheels, attended 2 spinners meetings and a workshop. Began learning to spin with a drop spindle. Lila spun 2001/2 winter (produced gloves, hats, sweater).	Pursue if interested personnel. Spinning group in Rumney open invitation to participate.	Utilize fiber from D Acres animals, clean and process and create value-added products for sale.
Value added garden products	Made garlic braids, dried flowers, sold Poppy heads to Tamara, wreaths made by Micki.	Drying, crafting with flowers a possibility if personnel interested.	Pursue if personnel interested.
Weaving	Lila weaved 2001/2. Parts for 3 looms onsite.	Pursue if interested personnel	Set up loom and start weaving blankets.

Wind chimes & mobiles	Micki/Josh and many others have made them. Lisa made recycled materials mobiles.	Maintain existing ones.	Maintain, create more as needed.
Education	2005: Continued workshop series, plant walks, field trips, conferences, etc. 2004: 19 workshops, 272 participants, school/camp groups, 24 interns. 2003: 10 workshops (150 participants, work trade program (10-12 participants in 2003, 80 over last 7 years), field trips to farms, conferences; kids from local reform school come for farm experience (several times in 2003), yoga classes last several years. Long history of art classes taught by Edith Gray.	Offer educational opportunities to residents and visitors on a variety of topics related to our mission. Increase our capacity to impart information to others in ways that meet the needs of learners. Generate income that can be used to increase educational opportunities in subsequent years, as well as contribute to organizational overhead. Define curricula for program areas.	Extend our educational outreach.
Outdoor Recreational Activities	Extensive trail system in place in Dorchester and on the property. Created Trail Map	Redesign to be more user friendly, in collaboration with PSU et al if grant funded.	Make trails more accessible (adequately marked trail system, easy for self-guided tours)
Biking	Made fliers, hosted biker oriented Farm Feast Breakfasts	Flier, gauge interest. Plan another biker-oriented breakfast, June & September 2008	Offer tours. Make trails more accessible (adequately marked trail system, easy for self-guided tours)
Snowshoeing/ X country Skiing/Hiking	Rented snowshoes to hostel guests.	Capability to rent snowshoes and lead snowshoeing expeditions. Lead expedition with Conservation Commission; Search for more donated equipment; Host first Sunday Open trails after breakfasts	Offer tours.
Swimming hole	Introduced interns to various swimming holes.	Introduce 2008 interns to swimming holes.	Create adequate map.

Film Series	Films offered twice a month in 2004, very low attendance, difficulty deciding films. Once a month (first Friday) in 2005, better attendance. Signed up for Ironweed film club.	Films offered first Friday of each month- couple with Pizza Night in 2008	Build library of relevant films
Hostel	Started in February 2004. 2004: 104 parties (average 2 people per party), 2005 – 300+ guests; 2007 719 guests	Operate hostel- Louie coordinate. Aim for 1,000 guests in 2008	500 guests per year.
Advertising	hostel.com, Rumney Climbing site, Rock Barn, letter to camps in 1 hour radius	Let's Go Northeast, International Youth Hostel, Camps, schools, conferences, coordinate with hostels in Boston, Burlington; pursue Canadians. Rumney climbing guide, rock barn, lonely planet Continue seasonal promotion	Be in all European/Australian/ Japanese travel magazines.
Food Prep	Dinner & Breakfast available	Dinner, lunch, and breakfast available (Louie coordinate)	Continue.
Hospitality	Staff have done it.	Tour (indoor and outdoor - weather permitting) offered to all guests (staff); tours outside of open house (other than for hostel guests) suggested donation \$10-\$20? Louie coordinate tours for guests	Continue
Transportation	Staff have picked up from White River Junction. Fee = \$15 pickup from Plymouth, \$20 pickup from WRJ	We will continue a roundtrip service from White River Junction (\$55; \$30 one way) and Plymouth (\$30; \$20 one way). Drop offs available to/from local Climbing/hiking sites (\$10 each way)	Provide service to travelers, but no extension beyond Plymouth and White River.
Tours	Many many tours. Tried to focus people onto Open Houses first Sunday of each month.	Keep trying to orient visitors to Open Houses. Give tours as they come regardless. Encourage donations. Kiosk will offer self-guided tour.	Maintain public facility.
Website	Information about our farm system and opportunities here, 18+ how to articles.	Continue to post workshop handouts and other informative articles, calendar, etc.	Have available how to guides on all D Acres activities.

Workshops (Organizers are responsible for doing or delegating food prep, hospitality, photos, setup/cleanup, timeline, volunteer support)	Workshop series well defined in 2004 and 5 in all D Acres focus areas. Evaluation forms given out at all workshops. Reviewed internally at group meeting. 37 workshops in 2007.	Host 30+ workshops planned for 2008 (coordinated by relevant staff member and guest teachers), provide evaluation forms to participants at the end of each workshop, take photographs, create workshop handout or article if not available or obsolete. (primary coordinator, other residents as assigned beforehand).	Annually review list of workshops ideas for the following year (January) Workshops pay for themselves; individual self-sustaining enterprises; funding for new ideas
Alternative building / Earthen Building	2005: 2-3 earthen building workshops (mainly plastering and finishing g-animal) 2004: 4 workshops offered (one was weekend workshop). Built greenhouse/animal husbandry building and cob cooktop. 2 cob workshops held in 2003. Bryan Felice taught in 2007.	None scheduled 2008	Continue developing projects. Next priorities are: roundhouses/dwellings, blacksmithing/ceramics studio
Alternative Energy	2005: solar energy day, installation on Homestead. 2004: Josh helped learners install pv panel on Irrigation pump. 6 participants. Chip led pv workshop in 2003, put panel up at Skinny Shack.	Veggie Oil Conversion, Fall 2008	Incorporate workshops into all installations.
Blacksmithing	Community events hosted 2004-6; Joe gave lessons in 2007	Joe offer lessons in 2008	Continue annually. Expand artistic and craft based industry. Skill progression.
Herbal first aid/ Herbal Home Health	Micki held first workshop in '03, did it again in 2004 and 2005. Micki & Lauren presented in 2007	Lauren will present in 2008- PSU Community Ed class, plus others; 2-day Conference planned	Continue to have herbal home health, expand medicinal gardening workshop repertoire. (possibilities: winter health prep)

Mushrooms	Mushroom cultivation offered 2004-2006; created handout Mushroom walk with Terry Anya 2004-2007	Bill- mushroom plugging Dave Wichland- one-day workshop in April Terry Anya, Dave present at conference	Continue with 2 mushroom related workshops a year. Add processing, drying, extracts, use in greywater, medicinal mushrooms
Permaculture/forest garden	2004/5: Led by Josh & Micki; planted out NW side of orchard. 2003: Led by David Jacke. Mapped around Homestead, guild/planting research and planning.	Maybe Bill will do in future	Continue this workshop annually, expanding forest garden areas throughout the property.
Plant walks	Micki offered 4 in 2004/5, 3 in 2003. Attendance around 3-10 people per walk. Produced field guide to native medicinal plants. Lauren led walks in 2007.	Sarah- wild plant walk in May Lauren- garden plant walk in August Guest teachers lead walks at conference	Expand educational infrastructure related to orchard plants and medicine trail. Build upon handouts.
Puppets, masks, costumes	Paper mache and other kid crafts. Increase awareness about use of waste/recycled materials. masks, Halloween costumes.	Looking for someone to coordinate	explore potential for puppet theatre.
Gardening	2005: Renamed Home Scale Gardening: Coldframe design and No-till bed preparation. Prior: Josh/Micki ran workshop on gardening.	Variety of workshops and events offered in 2008. Bill and Lauren to lead most of them, some guest teachers. Mark Fulford lead pruning, grafting, composting in May	Continue annually, develop more workshops oriented toward the home gardener.
Sustainable forestry	2004-5 Josh ran workshops with Sam & Abby. Separated SF and oxen in 2005. 2007 year of the Northern Forest	Tree ID workshop (Josh) Teach on-site learners	Continue annually, expand as possible.
Kitchen/preservation	2005: Tempeh, Canning & Pickling, Breadbaking, brewing & winemaking, sauerkraut with Louise Turner	Brewing – Spring & Fall (John, Bill); Winemaking – Summer & fall (Bill), Sauerkraut bee in the fall (Louise), Hard & Apple Cider making (Bill)	Continue annually, expand as possible.

At-Risk/ Endangered Native Medicinal Plants	Micki did United Plant Savers slideshow 2005	Sarah- plant walk	
Animals	Oxen was part of Sustainable Forestry with oxen workshop in 2004, became separate in 2005.		
Woodcrafting	Hand cut dovetail box (x2), rustic furniture, woodcarving (x2), woodblock printing, woodworking, jigs fixtures and other time saving devices, restoration and finishing, birch bark frame-making	Spoons is offered x2	Add 2-3 workshops annually until there are enough! Evaluate work load annually.
Treehouse Building	1 in 2005/6	Treehouse building – April (Josh)	
Youth Ed	Scouts, school groups visit, sometimes work/hands-on experience; food sometimes included; sometimes tour only	Visiting school groups, gardening for kids, herbs for kids, Lauren to SKUUF (worms), possible Mt. Prospect Academy intern (KWall)	
After School Program/ childcare	childcare offered	If personnel qualified/interested.	
Group farm trips	2005: several school, camp, day care groups for short visits. 2004: 1 three day visit, several short visits.	Charge groups a small fee/donation (\$2-\$10 per child depending on time, meals, etc.) (staff& residents) Develop program as personnel allows.	Groups take part in all of our alternative building projects and other activities. If grant funding received, develop curriculum.
Summer Camp		Develop if interested personnel.	Implement if staffing allows.

Forestry:	Erosion control, reforestation, path maintenance, use of oxen, selective cutting, firewood, change of use.	Prepare areas for pasture/meadow expansion, recreational and farming access and mushroom cultivation. Practice weeding and thinning of trees while being responsive to the needs of the forest. continue work on reforestation, at-risk and medicinal plants. Utilize the oxen. Process enough firewood to supply the needs of the community. Acquire wood for use in construction and the wood-crafting program.	Maintain or improve the health and biodiversity of the forest. Multi-use capacity of forest for agriculture, cottage industry (provide all materials for) and recreation. Dissolve the lines between forest and garden.
At-risk/medicinal understory	At-risk/medicinals planted for educational purposes, but not for agri-forestry, field guide created. Sarah woodland plantings, Lauren garden plantings in 2007	Maintain planted species, possibly plant more medicinal species along trail, near field edges (Lauren & Sarah)	Ginseng in Sugarbush. Develop sale of seed and rootstock as revenue source. Plant more medicinal plants.
Chainsaw use/felling trees	josh uses chain saw/ fells trees	As needed. Fix new saw. (josh)	As needed.
Erosion control	Installed bridges, water bars, and rebuilt trail system.	Improve drainage in front of ox barn, by shelter in meadow, road to upper pasture. Maintain water bars.	Maintain and improve conditions. Regular schedule of improvements to woodlot.
Firewood	15-20 cord of wood annually	15-20 cord (josh) minimum- get 40 cord to get ahead with dry wood for next year! Kevin assist with firewood as work-exchange for he & Sarah's wood.	15-20 cord
Mapping and planning	1999 Forest Stewardship Plan and survey map. Created Trail Guide. Applied for ArcGis software.	Get more specific about our goals, maps and plans. Involve PSU. Redo trail map & create "house" area map. Contact Larry Spencer at PSU to assist. Ashley Heatrick (Dartmouth); artist in residence or Galen homestead map?	Adequate visuals – lg scale map for homestead and side of storage building.
Medicine Trail	Started in 2002, contains ginseng, goldenseal, black & blue cohosh, bloodroot, wild ginger. Book/field guide developed. Plants surviving but not thriving (as of 2007)	Consider woodland plots in established areas-offshoot on "blue cohosh" trail? edith's north side? find a lower traffic zone with better soil.	Signage. 250 visitors per year. Have seed and root stock available for sale. Have workshops and curriculum for native plant preservation.

Mushrooms	Inoculated 200+ logs, maintained new and old, offered 2 educational workshops. Began fruiting in 2005.	Innoculate some more at Spring workshop. Log all mushroom harvest. Create morel bed in Dave Wichland workshop.	Continue to inoculate, harvest, preserve and utilize.
Reforestation	Maintaining a forest nursery of 300 trees. Some introduced cedar, cypress, walnut	Cut for pasture; develop food forests with selected specimens	
Small Engine Maintenance	Chainsaws brought to town for maintenance	Continue honing skills in small engine repair.	Become semi-independent
Trail Maintenance	Established trail system including property lines. 4 miles of bike, snowshoe, X-country ski trails. Well marked. Build 3 large bridges, kiosk	Maintain existing trails and structures; build one more bridge and continue to implement signage	Increase accessibility for recreational and educational opportunities.
Working oxen	Oxen responsible for hauling out all logs and brush.	Continue.	Develop plan for 2 nd team
Fundraising			
Donations/memberships	Major donations received from Trought family, increasing public support. Annual Report went out with Annual Fund Drive.	Acquire donations and memberships outside of employees and Trought family. Repeat Annual Fund Drive approx. 1 month after Annual Report mailing. Continue to write elapsed members. Member celebration Oct 12. Membership Drive from Farm Day-Member Party (Aug 16-Oct 12). Holiday discount on gift memberships. Recruit 200 members!	Increase donations by 15-20% annually
Board Recruitment	five members joined board in 2003/4 (Josh/Board of Directors), three more in 2005. As of 2007, 11 BOD members	Recruit 2 more board members, esp. in computers or local businesses, other nonprofits? (Josh, board of directors)	10 board members active each year, regular rotation and recruitment of members
Major Donors	the Trought family, Bob Green 2006?	Jonathan Stewart 2008 (\$1000)	four large donors per year

Grant writing	3 grants awarded in 2005, 5 in 2006. 2007 applied for ~200, received \$20,000	Receive \$40,000; continue weekly grant work (Bill, Josh)	Receive 1/3 of annual budget through grants.
Fundraising events	2004 pig pickin was converted to fundraising event with raffle (staff/board) 2005 called Farm Day. Farm Feast Breakfasts started monthly in 2005.	Farm Day (Staff/board of directors) Farm Feast Breakfasts continue. Implement Pizza & A Movie (1 st Fri), Saturday Soup dinners (3 rd Sat)	2-3 fundraisers per year onsite, two fundraising events offsite
Gardening:	2.5 acres currently in cultivation with fruit and nut trees, small fruits and berries, culinary and medicinal herbs, annual and perennial vegetables, ornamental flowers, and cover crops. The beds are no till and all crops are organic. Continue to seek seed/stock donations.	Increase the quantity of food that we produce, increase biodiversity, continue to add bed space, establish all field edges with multi-story plantings, create value added products such as tea blends and food products. Utilize our own seeds as much as possible	Move toward a perennial system of gardening which requires less maintenance (planting, watering, weeding), increase garden space
Annuals	We grow a variety of annual veggies, culinary herbs and cut flowers. They are started from seed onsite, transplanted out, watered and fed.	increase concentration of root veggies and storage crops. Sow, plant, water, feed, weed and compost. Try human scale grain production. Salad close to consumption. Grow salad greens and roma tomatoes for 6 burner bistro (Bill organizes)	Continue to plant a nice variety of annual vegetables, primarily for onsite consumption, with surplus sold locally.
Chicken tractors	Used 3 mobile chicken units. They are put on new garden areas and areas that need to be reclaimed due to weed invasion.	Considering labor involved with tractors. Repair as necessary. Assessing how to utilize with continuity proximity and necessity. Also considering piglet tractor. Small chix- edith's, upper, lower; large chix-periphery as needed	Keep tractors in use and maintained. Keep building more and perfecting design.
Composting	We currently have approx 20 compost piles Hot piles are turned weekly static piles are turned less often (Bill organizes)	Add piles as needed, Maintain existing piles. Keep records of compost temp. for certification (Bill organizes). Repair manure spreader for direct application. Search for compost depot location.	Keep building new piles as gardens expand. Experiment more with static piles. Windrow Compost in future bed space. Keep records. (GM organizes)

Cut flowers	We grow a nice mixture of annual flowers for arrangements.	Focusing on leech field as pick your own cut flower bed, sale to merchants on weekly basis (CSA style?). Interplant and Companion (Lauren). Custom arrangements. Donate to bank, Monte Alto to attract business (pre-cut and PYO). Research need for flower rotation.	Focus on for sale and insect beneficials. Pursue personnel to serve as “cut flower grower” to take on this part of operation.
Drainage	We have created swales and raised beds to prevent runoff and erosion. The soil is untilled and aerated to facilitate drainage. Curtain drain from parking lot area down to planned pond within pig area.	Continue developing terraced systems and contoured beds. Fix drainage below pond east of Homestead. Improve drainage near cob greenhouse so water runs into pond, not pig house (all). Excavate N side of GAnimal	As the gardens expand and ponds are made we will continue to plan for proper drainage.
Edging	Edged garden beds using hand sickle. Fed grass clippings to oxen and chickens. More use of oxen for edging purpose	Use oxen as much as possible. Edge with hand tools as necessary for aesthetic and insect barrier. Hand edge as part of garden work area plan; give grass to chickens (Staff)	Eventually remove all grass from within garden areas so we don’t have to do this.
Fruit trees	We have around 10 old apples and lots of crabapples. There are several varieties of dwarf and standard apples planted in the last 7yrs, along w/ cherries, plums, pears, a nectarine and a peach, Asian pears, hearty kiwi, persimmons, mulberry, elderberry.	Plant out new trees. Possible clay spray & Serenade. Yearly pruning, mulching, protect from rodents and weed suppression. Plant some existing nursery stock. Plant new stock- berries; Grafting workshop w/ Mark Fulford	Continue planting more and more varieties of fruit trees.
Garden products (teas, salves, tinctures)	Produced 5 types of tinctures, 2 types of salves and 2 varieties of lip balm. Marketed and sold through vendors downtown, at Farmstand, craftshows, website.	Tea – Dry (dehydrator, cob oven, boiler room) and store what we need for year-round use and for sale. Coordinate weekly tea harvest through growing season for medicinals and culinary plants. (Lauren) Produce common medicines for everyday use (Lauren)	Utilize medicinal plant resources according to staff interest and capacity.

Greenhouse maintenance	Greenhouse received daily attention: the temperature and moisture levels need to be controlled. Replace plastic as necessary. 2007 begun new greenhouse construction	clean with chickens in winter. Finish new greenhouse in stages- frame, cob/straw, wood stove? ideally use in fall 2008.	Maintain g-houses and plan for more. Look to expand on south side of homestead and north of leech field.
Harvesting	Greens begin early spring and carry through season. Vegetable harvest begins in July, picking up in August and heavy picking in September. During peak season group harvests in the mornings. (organized at community meetings.)	Group harvests as needed for markets. Daily harvests of greens and other in season veggies for cooking and daily use. (organized by Bill annuals, Lauren Perennials) Harvest days- 2x/week for veggies, 1x/week for tea organized at weekly meetings	Hoping to see exponential increase in harvests!
Herbs	There are several kinds of culinary and medicinal herbs growing wild and being cultivated. We mindfully harvest and use herbs throughout the growing season.	Increase species variety, with a focus on what can be dried for tea or utilized in baking. Maintain health and continue harvest and use onsite and through value added products collaboration with Wise River. Possible UPS, NEHA grants. Sell as potted plants. (Lauren)	Maintain herb gardens, continue adding space and species. Continue increasing harvest and processing of raw materials.
Irrigation	Currently using a drip irrigation system using PV water pump and well water. Put together in spring Fixing leaks and replacing broken hardware is ongoing.	Lay out drip/soaker hoses and connect to mainline. Connect to well or PV pump. fix leaks and breakage of hardware. Pump H2O to central locations; new pump in lower. More mulch to retain water, divide lower into 4 or 5 sections; setup in March/April (Bill)	Continue to irrigate, aim to build continuity in system and ease of use.
PV water pump	Pump was fixed 2004 and 2005, operational. New pump 2007	maintain water pump; 1 panel to charge batteries	maintain pv pump
Water catchment	Currently catching water off of north and south sides of red barn. This fills about 1,350 gallons total.	Install new water catchment as listed above under Construction; acquire larger collection tanks	Keep catchin' water and using it wisely. Put gutters and tanks on all new roofs.
Leaf collection	we have collected leaves in the fall, used as mulch and composted; acquired leaf mulch from PSU	Roadside collect leaves in the trailer or ox cart, to mulch and compost. Look to solicit lawn and grass clippings from neighbors, landscapers (staff)	Annual leaf collection

Mulching	Used straw as weed suppression, temp and moisture control. Out of straw-expensive	Look for straw alternatives, or waste straw from events. Possible use of American bamboo, cattails, or other invasive to hold down leaves; Cheap straw from Cedar Circle farm	Maintain extensive mulching of gardens using a variety of organic materials gathered locally
Nursery		Maintain perennials for sale	Landscaping sub-business if interested personnel
Nuts	There are Black Walnuts, 2 Butternut, Heartnuts, Filazels and about 25 Filberts, Pecans.	Mulch and weed suppression on existing trees.	Maintain existing trees/bushes and keep planting more. Harvest, use, and store crops.
Path maintenance	Have been maintaining garden and orchard paths by layering cardboard followed by wood chips.	Remulch paths as needed - Ledge pack around Homestead and parts of garden if funded. Improve medicine trail	Continue path maintenance and upkeep. Also build and maintain new paths.
Perennials	Over 100 species are currently growing onsite. They are maintained by weeding, watering and mulching with compost.	Increase species on site for later sale & division. Maintain health. Plant seeds, transplant outdoors and pot up for resale.	Maintain care of plants, increase variety. Expand perennial gardens.
Pest control	Use of Remay, pepper and garlic sprays, and hand picking. Also intercropping and crop rotation (group participation)	Use interplanting method and rotation with heavy hand picking on potatoes (CO potato beetle), squashes (squash bugs), asparagus, brassicas (slugs-diatomaceous earth; pull mulch back early in spring, replace after wet season), grapes (Japanese Beetles) in early morning. Use netting for blueberries. Increase soil fertility and crop health to discourage pests (Bill)	Continue hand picking and trying to use aromatic plants. Looking to try kaolin for orchard and other nontoxic alternatives.
Pruning	We have many old apple trees onsite and several planted in the last 7yrs. We prune them each spring and fall for sucker growth and shaping. Also prune other shrubs and trees for health and maintenance. (Josh)	Prune suckers and wild looking shrubs before leaf out. Prune apple suckers in fall. Also keep cutting suckers back in woodland planting areas. Save apple cuttings (Josh organize)	Maintain the health and vitality of our fruit trees. Keep woodland plantings vigorous.

Record keeping	Inconsistent notes are kept of seeding, transplanting, and crop success. Annual yields and daily weather have been notated. (GM organizes)	Indoor seeding, outdoor transplant and seeding, harvesting records. Maintain seed inventory each year. Create lunar calendar for seeding, transplanting, etc.	Keep up with records. Make available to public for educational use. Help us with creating curriculum for garden apprentices.
Seed saving	We have saved seeds various flower sp., cress, ornamental corn and many species of medicinal herbs.	Save more seeds this year. Look for Speaker on saving seeds/volunteers to help.	Save 50% of all seeds
Seeding	Seeds are started indoors in Feb. and are sowed continuously until outdoor seeding starts in June. We have shelves and lights in the basement, and we use open wooden flats in the g-house Clean with Hydrogen peroxide and sunshine as necessary.	Maximize seeding given space limitations. Check and water flats as needed each day. Bottom water using trays by fridge. Shoot for Mother Day seedling sale Minimize electric/light use- direct seed whatever we can.	Continue seeding indoors and maximizing all available space. Expand seeding shelf space as we find/make room. G-house space will become more available. Soil blocks in future
Sheet mulching	We prepare our beds using gathered materials to suppress weed growth.	Continue mulching for new beds. Explore using materials scavenged onsite instead of straw. Brush and manure are options. (GM) Gather newspaper and cardboard from the transfer station, plymouth. Directly follow chicken tractors with sheet mulch; re-mulch as needed. (all)	Continue garden expansions and using sheet mulching.
Small fruit/berries	We have raspberries, blueberries, strawberries, lingonberries, currants, jostaberries and elderberries growing in several locations.	Divide raspberries coming up in garden paths, transplant to upper pasture. Transplant blueberries for D Acres plantings. Plant elder, cranberries in upper; more attention to upper berries (staff)	Maintain health of plants, canes and bushes. Continue adding to selection and numbers of species. Increase harvests yearly.
Soil amendments	We have added dry amendments to compost piles weekly, potting mix and when sheet mulching new garden areas.	Buy new batch of bulk materials from NCO by March go to Bradford and pickup. Order some from fedco based on M. Fulford's suggestions (Bill)	Continue purchasing bulk organic amendments for use in compost piles.

Soil health	A lifelong study that is essential to the health of the planet. We are ever studying and experimenting with things like compost tea, worm castings, dry amendments, and composted organic matter. Paul Sachs presented in 06	Continue studying and applying new ideas and techniques to improve tilth and fertility of the soil. (staff)	To have a dynamic, productive soil ecosystem with abundant crops.
Soil testing	Have been doing biannual tests through UNH extension service. Agri-Labs 06(GM organizes)	Need to test upper pasture considering options for garden testing 07	Keep up with annual tests, Keep records. (GM organizes)
Trellis repair/building	We have several garden trellises, some stationary some transportable, planted with climbing veggies and flowers. Metal one for codonopsis in orchard. Roadside wisteria trellis semi functional. Most in disrepair	Repair trellis and build new ones- include moveable trellises for peas, pole beans, cucurbits. Build trellises for grapes at mandala & edith's gardens, kiwis in lower; more areas for hops; Put up trellis for new Kiwis, near old Kiwis (Bill, Lauren)	Keep planting on trellises. Build new ones.
Watering	Observed and maintained proper moisture of indoor/outdoor and greenhouse plants. Requires daily attention.	Observe plants and seedlings. Bottom and top water as necessary. Improve irrigation to decrease hand watering; use compost & worm tea	Maintain health of plants.
Weeding	Intensive hand weeding and use of hand tools.	Maintain existing beds. Define bed edges, sheet mulch as needed- coordinate weeding efforts (Bill/Lauren coordinate)	Maintain bed space and keep grass from encroaching.
Kitchen:	dabbled in baked goods, and selling goods at farmers markets/local retailers.	Focus on expanding baked goods markets only if interested personnel. Make baked goods sales cost effective. No bread baking in summer unless KM comes on board. Possibly offer baked goods with bulk order pickup. Sell via LFP in winter months and at winter markets.	Maintain and increase our baked goods operation, while expanding our food license to include preparation of other food products, establishing a restaurant service, catering and hosting events.
Baking bread & sweetbreads	2 weekly deliveries of 200 pieces sweetbread, 60-70 loaves bread,	Teach interns to bake for house use. Determine viability of reintroducing baked goods to markets as	Increase product line, Cost out all new recipes. Supply baked

	bread sold to individuals on occasion. Costing of ingredients started.	personnel allows. Supply baked goods for any farmers markets we attend if consistent, interested personnel.	goods weekly to 20 households locally. (Introduce staff member interested in pursuing commercial production as a cottage industry enterprise).
Cleanliness	KM responsible for doing and/or delegating Homestead cleanliness.	Assignment of cleaning chores to residents in wkly cleaning chart; everyone do dishes!	Keep up with it.
Cob Oven/ cooktop	Operational, but needs plastering, increase draw. Manual is on website. Added cob cooktop	Utilize for dinner cooking 3-4 times per week when weather permits, and for pizza parties	Utilize for a lifetime. (Maintained by staff)
Deliveries	Delivered to 5 vendors in Plymouth 2 times a week. (Abby organizes), did deliveries weekly to vendors in Hanover area but discontinued.	Continue 2x weekly deliveries to Plymouth side. LFP deliveries bi-weekly in winter, weekly in summer, 6 Burner as ordered. Possible expansion to West Side (KM)	On farm retail
Developing Recipes	20 sweet bread recipes, 5 loaf bread recipes, assorted meal recipes	Seasonal baked goods recipes. (KM) Consider posting recipes on the web.	Cookbook and Foraging for Wild Foods book (seasonally & Northeast focused). Catering menu Organized by KM
Food Order	Monthly order with UNFI, also Associated Buyers for local baked goods materials. Neighbors encouraged to join in on bulk order.	Purchase the products that we need each month, produce better inventory list of what we need for baking. Assist customers with ordering – provide with our Frequent Order List, Place Order, Add up bills (including 3% handling fee), call customers when order arrives, schedule pickup. Increase membership. Old catalogues and receipts filed - in office and cookbook shelf) Local food co-op in buying club; currently receive 6% discount from United. (KM or Bill)	
Inventory	Inventory list of what we have available from our pantry.	Develop more systematized procedure for checking in food order. Allow Food Club members to buy from our inventory. (KM)	Maintain
Outreach	10-20 folks buying at some point through the year. Up to 5 regularly.	Increase number of regular buyers to 12. (KM)	25 regular buyers. (Organized by KM)

Sales	\$200-\$250/month; up to \$300/month 2007	Increase amount of sales to \$500 per month. (Bill)	\$500 per month in food club sales. (Organized by KM)
Hosting & Catering Events	Cater workshops, Pig Pickin' party, annual audubon chapter meeting, monthly farm feast breakfasts.	Continue to provide food for on-farm events. Assess viability of catering license. (km)	Host four events per year for non-D Acres functions that relate to our mission (KM)
Kitchen License	Class D- 24 person restaurant	Potentially, upgrade for prepared foods and catering (KM)	Have license required for whatever we want to do. (KM)
Nutrition Expertise	We try to maintain a whole foods environment with no refined sugars.	Build kitchen file of nutrition information for use by participants that helps us as a group make better food combinations and be healthier. (KM) Offer workshops by guest teachers throughout the year and at the conference.	Offer classes in nutrition to the community. Get certified training for a member of our staff in nutrition as a starting point for critical thought about nutrition. (Nutritionist on-site)
Preserving	we freeze, dehydrate, can, pickle, ferment, process, and store goods harvested onsite.	Develop records of all harvested goods, and recipes used to preserve them. (KM) Grow crops that are energy-efficient to preserve- minimal energy expenditure	Develop comprehensive guide to food preservation within the D Acres farm system (what, how to, when). Increase food self sufficiency each year
Protocol for food safety	Aware of regulations (Josh, ServeSafe graduate, organizes) brought in serve safe rep who presented to D Acres staff and interns in 2004	Develop protocol for kitchen safety in food production (list of rules). Orientation for new people. (KM/staff)	Maintain food safety. (Organized by KM)
Recycling & Trash	Separate recycling and trash, bring kitchen containers out to garage, work with who ever goes to the dump	Manage recycling & trash. Reuse glass, cardboard, recycle all else. Separate compost & chicken waste, permanent bins constructed in garage for trash/recycling area	Develop and implement a system to assess our waste management. Educate residents and visitors (especially hostel guests) on waste and proactive measures to reduce.

Root Cellar Development	Utilized for long-term cold storage and winter storage of soil for Spring.	Get proper ductwork in for passive cooling system. (Josh) Clean and prepare in Summer for Winter storage (KM) Workshop in Fall. Use for Winter CSA development/winter market sales, increase food storage capacity.	Build system capacity, fill it up with our own product.
Solar cooking	Purchased solar oven, used occasionally. Began construction of parabolic cooker.	Use regularly – 2-3 times per week as weather allows. Finish parabolic cooker, begin using (Josh)	Cook with solar whenever weather allows.
Workshop Development	Tempeh, breadbaking, canning & pickling, beer brewing in 2005. Offered 6 workshops (plus duplications) in 2006.	Guest teachers & conference; more if KM hired.	Cooking club, cooking with wild edibles, mushroom dinner, nutrition, fermentation – kim chee, sour kraut
Wood-crafting	Brochure and catalog produced for 2004, secondary brochure produced to interior designers and architects, 4 retail outlets for wood-crafts, interns interested in wood-crafting were able to explore their interest.	Utilize apprentices to share the workload. Find vendors, find customers for custom orders, produce high quality products, incorporate apprentices into production goals while meeting their learning objectives, plan and implement workshops. Interns/apprentices needed to do production work.	include more apprentices, build wood kiln to dry our wood (or encourage neighbor in this effort). Become revenue source for other D Acres operations. Become model of successful cottage industry.
Production for Revenue	Spoons, cutting boards, frames, hearts	SPOONS, hearts, live furniture	
Custom work	8 custom pieces produced	Find lucrative custom work	10-12 pieces annually
Finishing	Used HVLP to apply finishes; water based finishes from target coatings. Bought in bulk direct from company.	Involve interns in finishing starting with small crafts moving up to larger pieces over time.	Continue to produce high quality non-toxic and hypoallergenic finishes.
Inventory	Log of inventory kept for all woodcrafts, sales noted by store with	Maintain craft inventory (josh) Create woodcrafts with a retail venue or other means of sale in mind.	Maintain inventory of small woodcrafts for distribution and

	notes on commission; wholesale account entered directly to quickbooks. Crafts and furniture kept onsite until delivered to retail venue or sold here.	Keep inventory of furniture onsite to a minimum. Keep up with demand at retail stores.	onsite sales.
Marketing			
Catalogues	Created photo book in 2005 one @ dacres, one at AR	Update website with more photos with focus of attracting new custom orders.	Update photos annually, produce catalogue of all D Acres merchandise
Craft shows	Went to Canterbury Shaker Village Wood Days. Had many pieces on display, demonstrated how to cut dovetail joints by hand. People were more interested in work bench more than anything else. More woodworkers there than potential clients.	Find moderately priced craft shows in appropriate market areas around the Holidays. Attend. Sell at Winter & Summer farmer's markets.	Attend 5 per year, Sam going to 3.
Professional guilds	member sheridon arts center, Artistic Roots, new England craftsmen association; Josh joined league of NH craftsmen in 2007	Maintain memberships	Continue membership, Look for other professional guilds where member ship would be beneficial.
Marketing Materials	distributed information to 15 retailers in person, 30 electronically, and many individuals		Keep up to date brochure(s) available.
Retail Outlets	6 retail outlets for wood-crafts: NE Craftsmen Assoc., artistic roots, Earthly Treasures, NH Forest Society gift shop, Sheridan arts center, Longhaul farm.c-man store	Add more consignment and wholesale venues. (Josh)	Have product in 15 stores, and keep the inventory up.
Milling	Done on 12" planner and 6" jointer	Interns involved in 1/3 of milling. (Josh)	Involve interns in all milling
Product development	Product development done based on seasonality, market, and tools	Focus on spoons, hearts, birch bark frames and live furniture. (Josh)	Continue to expand product offering as needed.

	available. Currently, there are quite a few furniture designs, bowls, cutting boards, wooden utensils, lamps, birch bark frames, chop sticks, hair pins, Christmas ornaments, and boxes.		
Sanding	Done by hand, random orbit sander, belt sander, and pneumatic sanders.	Involve interns in 1/3 of sanding,	Have donation of wide belt sander and edge sander
Tool donations	3m donated many pieces of safety equipment and misc. shop materials	Receive donations from 1 company.	Receive donations from 5 companies.