

Goshen Farm Preservation Society  
Board Meeting, June 20, 2018

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Lou Biondi	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	June 20, 2018	<b>Time: 7:30</b>	7:35 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Lou Biondi, Becky Benner, Linda Beck, Terry Brandon, Roy Benner, Sharon Biondi, Bob Nestruck, and Michael Buchet		
<b>Members Attending:</b>	Rowena Stewart and Douglas McClellan		

- 1 Call to Order and welcome of new and current members
  - a) President Biondi called the June 20, 2018 Board Meeting to order at 7:35 PM. Lou welcomed member, Rowena Stewart, to the meeting.
- 2) Requested changes or additions to the agenda from Board Members.
  - a) Terry requested an addition to the agenda for discussion of the MD Historic Trust Non Capital Grant Program under New Business. Lou added needing a new Building and Maintenance Chair under New Business. Roy added Dr. Elizabeth Parker’s Proposal and future tree damage concerns under Old Business. Michael Buchet added Terms of the Lease as relates to requests for camping on Goshen Farm property under Old Business.
- 3) President’s Report
  - a) General Comments on Administration
    - (1) President Lou Biondi thanked both Terry, Becky and Roy for their detailed reports and stated that these details will make it easier for him when compiling information for reports he will need to complete as President. Lou reported that he had two additions to his report. He will continue working with Jim Barcliff on the updates to the website and Jim emailed Lou that he is excited about getting back into his GFPS website assignments. He is also working on the design of the new ID cards for Leigh Neugebauer and Michael Buchet.
- 4) Vice President’s Report – Michael Buchet (Report submitted and copies distributed to the Board)
  - a) Michael expanded on the issue of problems with our transition to the new Quick Books program. For the immediate future, Michael will be running a duplicate accounting system to what Treasurer, Linda Beck is running to capture the data that has been problematic. The ultimate goal is to be able to “push a button and print out a report.”
  - b) As relates to the By-Laws for GFPS, he is working on Committee Guidelines. We formed an *ad hoc* Committee to review these guidelines but have not met. Michael asked for a date in July. He suggested that at the first meeting we discuss the Committee Chair Responsibilities (in general). The first meeting is scheduled for Tuesday, July 10<sup>th</sup> at 6:30 PM at the Biondi house. Lou, Becky, Sharon and Michael will be on this committee.

- c) The oral history recorder given to Roy by Patty did not have anything on it. Michael copied the oral history report done by Sharon with Stephen Derby and the dialogue related to the historic pictures in Stephen's home onto his computer, then recorded them so they will play on a DVD audio MP3 player (such as a laptop).
- 5) Review of Minutes – May 16, 2018 Board Meeting
  - a) Becky made a motion to accept the May 16, 2018 Minutes and Bob seconded. The Minutes were reviewed and corrections were made by Becky and Roy. The motion to accept the minutes as corrected carried.
- 6) Treasurer's Report (Linda Beck – provided under separate cover)
  - a) Linda paid the sales tax in June for t-shirts and specialty drinks. She is still working on the annual "Exempt Organization Fund-Raising Notice" for the State of Maryland to send to the Secretary of State, which is now due in August, 2018 (was previously due in January). Sharon will change this on Recurring Actions.
  - b) Becky made a motion to accept the May 31, 2018 Treasurer's report and Michael seconded.
  - c) Becky had a question related to a donation listed as Healing Hands. Linda changed that to a Membership fee for Betty Brandemarte.
  - d) Kara Maddox made a \$20.00 donation on line for Bob to rototill her garden plot but she ended up doing this herself. Sharon called Kara and asked if she wanted her \$20.00 refunded but did not hear back. Bob will check with Kara to make sure this is resolved.
  - e) The balance in Checking for May 31, 2018 was \$16,979.16.
  - f) The motion to accept the Financial Report carried.
- 7) Committee Reports
  - a) Building & Maintenance – Dave McCormick (No report submitted)
    - i) Roy asked Dave McCormick to put all information that he had on his work as Chair of Building and Maintenance on a thumb drive or compile in some other manner before Dave moved to Florida. Today, Dave brought a binder by and gave it to Roy. Roy will have to organize the information Dave compiled. Terry reported that Dave also donated a power washer to Goshen Farm. Dave McCormick and his family move to Florida tomorrow. Roy has gotten Dave's new address (his email and cell phone are the same) and will write him a letter for the donation of the power washer for Dave's records.
  - b) Communications – Leigh Neugebauer (No report submitted)
    - i) Roy stated that he didn't think we were doing enough to advertise events beyond Face Book, our website, Mail chimp and Twitter. Becky noted that in the print media publications and on-line calendars in which we generally advertise our events, there was nothing about our Summer Concert Series. Becky has done this in the past but the responsibility was handed off to the Communications Chair. Lou will send Leigh an email discussing this and to see if it is more than she can do. Lou will also contact Scott about getting notifications out in advance. Lou has agreed to contact Shannon at Color Fire and give her a schedule of dates for Mail Chimp blasts to go out before every concert. **(Action Item:332-06-18)**
  - c) Events Coordination (Vacant)

- d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)
  - i) Terry wanted to report new information regarding work with community partners. We have a new working relationship with Broadneck Library. Branch Manager Jesse Roth and Robin Suma-Dudley, who is in charge of the library Bulletin Board, have assured Terry that we will have a closer working relationship and partnering.
  - ii) Terry and Becky attended a Broadneck High School meeting with Michelle Weisgerber and Nylca VanDillen to assess their programs (Enclave Program, Eco Program, etc.) involving Goshen Farm and plan for the 2018-2019 school year.
- e) Sharing Garden – Bob Nestruck (Report as submitted)
  - i) Bob reported that Tracy Smith has done an incredible job completing the Henson-Hall Slave Garden. It is completely planted with period era crops. The Board thanks Tracy for all of her hard work!
- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that we still have fallen trees to deal with. More discussion to follow under Old Business
  - ii) Maryland Historic Trust has given their permission to go ahead with the pond excavation project. Roy wants to wait until we have something from Jeanne Ward and Jane Cox giving us the okay.
  - iii) Terry had a question about our new lightning rod system and whether we have some type of monitoring to tell us if lightening has struck the house. Roy stated that we do not.
- g) History and Research – Scott Powers (No report submitted)
- h) Membership – Becky Benner (Report as submitted)
  - i) Becky reported that she had ordered new business cards from Vista Print. They came with a green tint and she contacted them to say that the cards were unacceptable. They sent out a new batch of business cards at no cost.
  - ii) Becky passed out to the Board her first draft of the bi-fold GFPS pamphlet she has designed. She asked the Board to email her suggestions on contact or editing issues by July 5th. She would like to have this pamphlet ready for the July 13<sup>th</sup> concert.
  - iii) Becky thanked Terry and Michael for their input on the Camping Guidelines she is writing. She has sent out a draft for Board review and comments by July 5th. She hopes the guidelines can be posted on the GFPS Website. At the next meeting we can discuss whether we should charge for camping. Terry suggested that we can also discuss a deposit before camping. Michael made a motion to accept the Membership Report in order to discuss the issues of charging for camping and asking for a deposit. Bob seconded the motion. The motion carried. Linda thought we should allow Girl Scouts to camp at Goshen Farm. She didn't think we should charge a deposit to either Girl Scouts or Boy Scouts. Terry stated the deposit would be returned if there was no damage done by the campers and we could "wave" the fee.
  - iv) Becky reported that we have 173 membership units.
- 8) Action Items and Recurring Items were reviewed. Five actions were Completed (CTD) and three were deemed Overcome by Events (OBE).
- 9) On-going Business

- a) Lou brought up the fact that the Fall Open House does not have a chair. Becky volunteered to chair this event but she will need a co-chair. Help was offered but no one offered to co-chair. We may need to downsize this Open House. Lou suggested contacting Food Truck Vendors. Lou also reminded Becky that help from the Boy Scouts for parking needs to be sought.
- b) Bob is chairing the Fall Harvest Dinner. Lou asked Bob if the Irish Restaurant Group (IRG) will be sponsoring the event again this year. Bob stated they will. Lou recommended that IRG be listed as a Sponsor on the poster for this event.
- c) As regards to our plan for stabilizing the Goshen Farm House, Lou will review our plan (parts of which were suggested by Bill Gambee), and look for companies that might be able to do this work and get estimates. Becky told Lou to take Bob Greenwall off his list to contact as he has health issues and is no longer doing construction. **(Action Item: 333-06-18)**
- d) Roy discussed the request by Dr. Parker that was previously discussed in the April Board Meeting. Her new practice, Parker Place, is nearly ready to open. She wants to make Goshen Farm a part of her practice by bringing clients up to the Farm to see how healthy food is grown and possibly have a garden plot. She wants to become a member. Roy asked if there would be a different kind of membership for a business. Discussion ensued. Many questions arose about this type of membership. It was suggested that we have an adhoc committee meeting led by Roy to meet with Dr. Parker to hear her ideas and to share our limitations and concerns. **(Action Item: 334-06-18)** Then we will invite her to a Board Meeting if warranted to hear her proposal.
- e) Roy brought up the issue of fallen trees and trees in danger of falling. He suggested that we contact a tree service such as Richard's Tree Care for a survey of what needs to be done. Michael asked Roy if he had ever set up the Forrest Management Plan with the man Roy contacted from the Soil Conservation District. Roy stated the man never got back to him but that the Soil Conservation District said they could recommend another person. Roy will check this out as a starting point. **(Action Item 335-06-18)**
- f) **Michael** wanted to discuss the terms of our lease as it relates to Becky's work on Guidelines for Camping at Goshen Farm. Michael suggested that we contact the BoE on this issue. Lou suggested that we write a cover letter and send it to the BoE's attorney for clarification after we finalized the Camping Guidelines.

#### 10) New Business

- a) Terry discussed new information on the Maryland Historic Trust Non Capital Grant.
  - i) The grant can be used for various programs. He, Becky, Susan Brandon and Roy attended the Maryland Historic Trust Public Forum held at Washington College and provided feedback for the five-year guidance for the proposed statewide preservation plan. Terry followed this up with a grant writing workshop with MHT. He created one rough proposal specific to one of the grant areas identified in the workshop and sent a summary of this to Carol Benson. Carol came back with positive feedback on his idea and suggested others to contact related to his rough proposal. He also approached Heather Barrett with his idea and sent her an email and she responded that his idea was a possibility. There is a July 9<sup>th</sup> deadline to enter his idea and then a September 9<sup>th</sup> deadline to actually submit a grant proposal.

Terry's idea revolves around the concept of slavery. GFPS is trying to educate people about the history of slavery in this area. There were slaves at Goshen Farm and there are other properties nearby that had slaves. He believes we could submit a program for a grant between \$10,000 and \$15,000 for 20 different field trips to sites in the area. The process would be a classroom discussion and presentation to a group. Then a week later, we would transport the group to a site. This grant would be aimed at 5<sup>th</sup> and 6<sup>th</sup> graders if it was a school setting or more of a range of ages with the Girl Scouts, Boy Scouts, families with children, etc. One problem he foresees would be arranging the different sites. He envisions Belvoir and the Paca House as two sites. He wants sites with different settings (rural setting with a large plantation, townhouse in an urban setting, and a small Colonial farm with few slaves (Goshen Farm). This would benefit all three sites. Terry is asking for the Board's approval to go forward on this.

- ii) Another area MHT has identified for purposes of their non-capital grant, is climate change and its adverse effects on historic sites (road deterioration, invasive plant species,...).
- iii) A third area for MHT grants involves Women's Suffrage.
- iv) The last area of MHT grant possibilities (not listed in the above areas identified by MHT) is an "omage" to Dr. Radoff. MHT has not honored him other than his 30 page obituary. As Chief Archivist for the Maryland Archives, Dr. Radoff gathered and preserved many historic records for Maryland historic sites and persons.
- v) Lou asked for a sense of the Board for Terry to move forward with his grant research for the MHT July 9<sup>th</sup> deadline. The Board approved. **(Action:336-06-18)**

11) New Actions Items were not reviewed.

12) Final comments from the floor

- a) Doug McClellan has a friend who is an environmentalist who could give us information about Climate Change (for Terry's possible grant option). Lou asked Doug to email him her name and contact information and he will forward this to Terry.
- b) Doug mentioned that he would be willing to put up concert flyers at libraries. Lou will email Doug a concert flyer to print.
- c) Dou also mentioned that he had trouble bringing up the Concert Series on the website. Lou will contact Jim Barcliff about this.
- d) Doug suggested we look into Google Groups for putting out blasts for events.

13) Lou asked for a motion to adjourn. Becky made a motion and Bob seconded. The motion carried. The meeting adjourned at 10:04 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	Michael	07-15-14	Working	With written input from committee chairs
178-12-14	Have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited for Power Point Presentation.	Roy and Michael	07-15-17	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 ,Building Chair	09-01-16	Working	Grant needed for this project
207-12-15	Develop and execute well plan	Building Chair, Roy,Terry,Lou	09-01-16	Working	Need well for garden expansion and Farm House use
208-12-15	Develop a plan for farm house foundation remediation	Building Chair, Michael Buchet, Lou, Roy and Terry	03-15-16	Working	Foundation must be exposed before engineer, Wallace can do full inspection. Need a grant for this remediation or work donated by a contractor who is historic restoration certified
209-12-15	Plan to increase Board and volunteer involvement	Terry, Becky	03-01-16	Working	Reach out to skill sets of members
213-12-15	Convert room 1-G to a meeting room	Building Chair, 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
285-08-17	As relates to plans for bathroom facility; stand -alone facility using the Tenant House septic system or stand-alone facility with a self- contained holding tank, contact Beall Septic and State Wide Septic respectively to get long term costs.	Building Chair	10-15-17	Working	Final plan will need to go through Larry Alberts, AACPS Supervisor of Planning Design & Construction, for approval. (410-439-5689 or lalberts@aacps.org)
288-09-17	Inquire from Lowe's Grant department if their grant can be used for both permanent bathrooms and temporary bathroom facilities (such as bathroom trailers).	Building Chair	11-15-17	Working	
289-09-17	Price out three bathroom facility options (bathroom tied into Tenant House, bathroom plan designed by Teresa Todd, portable bathroom trailer (rent)	Building Chair	11-15-17	Working	
295-10-17	Edit Goshen Farm drone video using Micro Soft Movie Maker	Roy	01-30-17	Working	Lou will help Roy if needed
298-10-17	Get at least two estimates for a used mower to replace the Gravely Mower to present to the Board.	Roy	01-30-17	Working	
303-01-18	Create a form in Microsoft Word for reporting to the treasurer what money is received or spent by the Board and in what account it will be	Michael Buchet	01-30-18	Working	Initially, Board needs to know exactly what information is needed for the treasurer and in what

	reported that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Supreme for Nonprofits				account it should be classified for entries into the new accounting system. This will guide the Board for reporting expenses and income to the Treasurer.
304-01-18	Research legal issues related to GFPS holding weddings before we advertise that we can be used as a wedding venue. Put these legal issues in bullet points and send to the Board for future discussion at a meeting.	Michael	04-30-18	Working	Was in the 01-10-18 Board Meeting minutes but not placed as an action
309-02-18	Contact electrician, Dave Sloskey and give him a date to come to the Farm House to relocate the router and install outlets in each room.	Roy	03-30-18	Working	We are still having problems with certain outlets not being independent of the main switch. As a result certain aspects of the security system are shut off depending on where they are plugged in. Dave came on April 14 <sup>th</sup> but still has 2 outlets to install.
310-02-18	Research our band width to see if we have enough power to live stream our security live video to other locations.	Bob	04-30-18	Working	Security cameras working now after plugged into new upstairs outlet but still needs to test live streaming.
311-02-18	Write our Annual Report to the BoE (2016 and 2017) and send out to Board for review. This will be included in our lease renewal proposal.	Lou	04-30-18	Working	
312-02-18	Develop and Finalize Committee Guidelines and Responsibilities. Lou will send Michael what he has in his files.	Michael, Lou	05-30-18	Working	
316-03-18	Give feedback, suggestions, questions, etc. on Guidelines for Committee Chairs draft presented at March Meeting by Michael Buchet.	Board	04-30-18	Working	
319-03-18	Price out encapsulation paint, liquid sandpaper, and painting supplies for encapsulation project of all painted walls and ceilings.	Building Chair	04-18-18	Working	Expense can be approved at April Board Meeting
324-03-18	Prepare final report for Four Rivers Garden Club on the Pollinator Garden and Monarch Butterfly Way station.	Roy	03-01-19	Working	Rec'd. \$800.00 Grant from Four Rivers Garden Club in March, 2018. Final report due 03-01-19.
326-04-18	Train Garden Chair, Bob Nestruck on creating and sending out Mail Chimp notices for Sharing Gardeners.	Lou/Bob	06-01-18	Working	Will make Garden Chair's job of notifying gardeners of events or volunteer issues
327-04-18	Email Jeanne Ward regarding donation of time for STP archaeological dig related to wildlife pond, pollinator garden and Monarch waystation projects	Sharon/ Roy	06-01-18	Working	Jeanne Ward would qualify as a Friend of Goshen Farm
328-04-18	Create GFPS ID for Leigh Neugebauer and Michael Buchet. Get one more set of keys made for Michael.	Lou Roy Bob	06-30-18	Working	Standard issue for new GFPS Chairs or officers
329-04-18	Put Contract Resolution on January, 2018 Annual Meeting Agenda for vote by membership on By-Law addition.	Lou	12-15-18	Working	Needs to be voted on at 2019 Annual GFPS Meeting to become permanent part of By-Laws
330-04-18	Create guidelines for members camping on Goshen Farm land.	Board (with Becky and Roy's research and input)	07-30-18	Working	Need to check with Insurer regarding liability, camping locations on Farm property, etc.
332-06-18	Discuss responsibility with Leigh regarding print media and on-line calendars for events. Contact Shannon at Color Fire and give her a schedule for sending out Mail Chimp notices for each Summer Concert in our concert series.	Lou	09-30-18	Working	Mail Chimp notices remind members and others on the list of each concert scheduled
333-06-18	Research construction companies who will give us proposals for stabilizing the Farm House foundation	Lou	10-30-18	Working	Jon Tung (recommended by Jane Cox) never responded with a plan after he inspected the Farm House in June 2017.
334-06-18	Set up meeting (ad hoc committee) with Dr. Parker to discuss her ideas for	Roy	08-30-18	Working	We have no membership category for a business

	a business relationship between Parker Place and GFPS, membership, and our limitations as a 501 c3				desiring to use our facilities for clients.
335-06-18	Contact the Soil Conservation District for the name of someone who can create a Forest Management Plan	Roy	09-30-18	Working	Roy is very concerned about the number of trees that are down and those that are in danger of falling
336-06-18	Research areas for the MHT Non Capital Grant Program	Terry	09-09-18	Working	GFPS must submit grant idea description by 9/9/18



## RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013, 2014,2015,2016	Every February		New and Changed Board Members
Every 3 years	Goshenfarm.org domain name renewal – 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 –Go Daddy	Treasurer	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2018 for \$95.58.
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, 2015, 2016, 2017 (Chris Batista)
Annually	File “Exempt Organization Fund-Raising Notice” for State of Maryland	Treasurer	August 31st		For Charities that raise less than \$25,000.00. If GFPS raises \$25,000.00 or more then the treasurer needs to file a different form. Charities and Legal Services Division 410-974-5534 can be reached for questions.
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	January		Late notice received in May, 2017. Filed in May 2017. Will receive new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder.
Every year	CNR-First Insurance Services Renewal (liability), agent is Deborah Dickerson, 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 <sup>th</sup> : \$1,065.00	2. D and O Liability with Navigator’s Insurance due on May 21 <sup>st</sup> . \$558.00	166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, deborah@cnrinsurance.com ,Fax: 410-897-5957 Both policies are due annually. Reminder for payment sent to <a href="mailto:treasurer@goshenfarm.org">treasurer@goshenfarm.org</a> . Copy of policy sent after premium payment by mail. Agent name: Deborah Dickerson
Bi-annually	Change batteries on security sensors on Farm House doors	(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
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 to CSCIA and file for CSCIA Recognized Organization	Membership Chair	September 15th		80% Cape Residents
Bi-Annually	Post Face Book posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Goggle Drive	Treasurer	December 15 <sup>th</sup>	\$19.99	President will receive a notice via email from Google.
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	December 31 <sup>st</sup>		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December, 2018.
Every 10 years	Replace surge protector in electric panel	Building and Maintenance Chair	April, 2028		Installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the lightning Protection System. Installer recommended replacing surge protector every 10 years.