

Goshen Farm Preservation Society
Board Meeting, October 17, 2018

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	October 17, 2018	Time: 7:30	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Roy Benner, Sharon Biondi, Bob Nestruck, Michael Buchet, Terry Brandon		
Members Attending:			

- 1) Call to Order and welcome of new and current members. President Biondi called the October 17, 2018 Board Meeting to order at 7:30 PM.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky requested addition of thank you letters related to the Harvest Pasta Dinner under Old Business.
- 3) President's Report (Report as submitted)
 - a) Additions to President's Report
 - i) Lou stated that he needs to create a template for Board ID cards prior to next year's Board being formalized. Lou can then insert pictures and Roy can laminate the ID cards. **(Action Item: 342-10-18)**
 - ii) Roy made a comment about the President's Report, Item 1 f, and Lou stated we could strike item 1 f from the report.
 - iii) Lou reported that The October Caper with our ad for the Harvest Pasta Dinner came out after our event. This means that GFPS needs to be at least a month out advertising our events in the Caper.
- 4) Vice President's Report – Michael Buchet (Report submitted and copies distributed to the Board)
 - a) Michael reported on the Quick Books conversion process. He has interviewed 3 Quick Book Certified Advisors: Ken Burton who works with Annapolis Accounting Services, Sharon Smith, and Sherri Johnson. Michael has elected to work with Sharon Smith who is also a Master Gardener and impressed him with her questions and responses to his questions at their first interview regarding GFPS's conversion to the new Quick Books program.
 - b) Michael reported on the Ad hoc Committee Meeting on By-Law Guidelines. Committee Chair Responsibilities document through Draft 1 and Communications Committee Guidelines through Draft 1. Michael has completed a template for draft Guidelines Document. Discussion ensued about what committee to do next. It was decided through a "sense of the Board" that our next Ad hoc Committee Meeting address Membership Committee. The next Ad hoc Committee Meeting will be on Monday,

October 29, 2018 at 7:30 at the Biondi home if the CSCIA Cox room is not available. Lou will check on availability.

- 5) Review of Minutes –
 - a) August 15, 2018 Board Meeting
 - i) Becky made a motion to accept the August 15th Minutes and Michael seconded. Becky made an addition to the Minutes related to fire extinguishers purchased in April, 2018. The motion carried with one correction.
 - b) Review of Minutes – September 19, 2018.
 - i) Michael made a motion to accept the September 19, 2018 Minutes and Becky seconded. The Minutes were reviewed and the motion carried with six editing corrections.
- 6) Treasurer’s Report (Linda Beck – provided under separate cover)
 - a) Becky made the motion to accept the Financial Report for August 31, 2018 and Roy seconded. The motion carried.
 - b) Becky made the motion to accept the Financial Report for September 28, 2018 and Bob seconded. The motion carried.
- 7) Committee Reports
 - a) Building & Maintenance – (Vacant)
 - i) Roy reported that he had received all of Building and Maintenance Chair, Dave McCormick’s committee materials before Dave moved to Florida. Becky is in the process of organizing most of this paperwork by chronological order. Roy will then go through the paperwork and report back to the Board. This will be filed for the next Building and Maintenance Chair.
 - b) Communications – Leigh Neugebauer (No report submitted)
 - c) Events Coordination (Vacant)
 - d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)
 - e) Sharing Garden – Bob Nestruck (No report submitted)
 - i) Bob reported on the Harvest Pasta Dinner, October 13, 2018, that he chaired. Bob reported that there were approximately 137 attendees based on the counter. The cash and checks brought in for the dinner was \$1,453.00 and \$129.00 in Pay Pal purchased tickets for a total gross of \$1,582.00. This gross total was about twice the amount brought in at last year’s Harvest Pasta Dinner. Linda mentioned that she still needs to deduct the \$240.00 for the new signs Bob purchased for the event (which can be reused next year) and the cost of renting the Gloria Dei! Lutheran Church hall for \$150.00 from the gross proceeds. Lou congratulated Bob on an event well done! Becky stated that there really is no way to increase attendance due to other events happening in the area on the same date. Linda suggested that we do the raffle twice during the dinner to free up seating (as some people stayed longer waiting for the raffle). Becky suggested that we also send a thank you letter to Kara Maddox and her family for handling the responsibility of the food preparation and kitchen clean-up. Discussion about improving the event ensued.
 - ii) Bob reported that there will be 4 plots available in the Sharing Garden this spring.

- iii) He also reported that he had hoped to have the fence painting completed but weather has been an obstacle to completion.
 - f) Grounds – Roy Benner (Report as submitted)
 - i) Roy received an email from Dean Cowherd, NRCS requesting number of volunteers for their volunteer team’s teaching for their outreach program at Goshen Farm. Roy came up with a total of volunteers. He added that requests like this are another good reason to keep track of volunteers, hours and student participants in the monthly reports.
 - ii) Roy also reported that the in-service that Michelle Weisgerber planned for September 19th was cancelled. It will be rescheduled for the October 29th or the 5th of November.
 - iii) Roy is wrapping up his report on the Pollinator Garden grant. It is due on March 1, 2019 but Roy is hoping to finish the report on November 1, 2018.
 - iv) Lou asked Roy if he had heard anything further on planning a luncheon at the Maryland State Archives with a GFPS speaker discussing Dr. Leon Radoff. Terry was going to spearhead this luncheon planning but has not been able to work on this.
 - v) Linda reported that we received a check for \$217.00 from Richard’s Tree Care for the fallen tree that was cut up and taken to the lumber mill. Roy commented that this was a good deal as GFPS would have had to pay to have the tree cut up and hauled away. Thanks to Michael Buchet’s inquiry to Richard’s Tree Care, they cut the tree up, hauled the sections to the saw mill and gave us what the saw mill paid them for the usable lumber.
 - g) History and Research – Scott Powers (No report submitted)
 - i) The Summer Concert Series proceeds brought in \$587.00 as the GFPS’ share. Scott brought Lou the paperwork and cash. Lou will be making the deposit and give the deposit slip to Treasurer Beck. Scott told Lou that he is willing to do the Summer Concert Series again in 2019. He stated it was helpful to his planning that we have set our GFPS events’ dates for 2019 (dates agreed upon at September Meeting).
 - h) Membership – Becky Benner (Report as submitted)
 - i) Becky reported that as of October 2018 we have 180 membership units and we already have 23 membership units for 2019.
 - ii) Becky reported that she had attempted to sign up for the CSCIA Signboard with all of our events dates for 2019 except the Wine Tasting (still waiting on a date from Val Sullivan). She was told that she cannot sign up until January 2, 2019.
- 8) Review of Action Items and Recurring Items
 - a) As relates to Action Items dealing with a toilet facility plan, Lou will work on combining action items 206-12-15, 285-08-17, 288-09-17, and 289-09-17 into one Action Item. Two Action Items were corrected and five Action Items were completed.
- 9) On-going Business
 - a) There was more discussion of Honey Sales and reimbursement protocol for Erik Wallace. Sharon asked Linda to send Erik Wallace the forms and directions for doing an Expense Reimbursement form for the hives and cost of supplies for bottling honey, and directions for a summary of the revenue for selling honey. Sharon will send Linda Erik

Wallace's email. It was suggested by Linda that Lou contact our insurance company to find out about our liability with selling honey. **(Action Item: 344-10-18)**

- b) Sharon asked Becky for the total types of signs she ordered through Mr. Bower. Becky ordered 6 "Speed Hump" signs, 2 parking signs, 2 "5 miles per hour" signs, 8 Open House signs and 8 Harvest Dinner signs.
- c) As relates to the Camping Guidelines draft that Becky is working on, Lou asked that when completed, Becky email this to Lou and he will put this on the Agenda.

10) New Business

- a) Lou stated that he wants to get Shannon from Color Fire the list of GFPS event dates for 2019. He will encourage Shannon to find artwork in advance, for each event that we will publicize on our website. He will also get our web manager, Jim Barcliff our 2019 event dates to post on our website ASAP. **(Action Item: 343-10-18)**
- b) Concerning the "At Large" dog issue, Lou wants to contact Chief Operating Officer, Alex Szachnowicz to get the AACPS policy. When we get the AACPS response, Lou will email the Board that response and the Board can consider how to address this issue for GFPS. **(Action Item: 345-10-18)**
- c) Lou asked for a motion regarding thank you letter to IRC for their generous donation of pasta, salad fixings, etc. and a thank you letter to Gloria Dei! Lutheran Church thanking them for posting our Harvest Pasta Dinner on their sign and the use of their kitchen and hall. Becky suggested adding to the motion a thank you letter to Kara Maddox and her family (husband, Brian, Son-in-law, Ryan, Courtney and Maddox friend, Carol Caradelli) for preparing the food for the Harvest Dinner and cleaning up the kitchen after the dinner. The Board agreed. Michael made the motion with the addition of the Maddox Family and Roy seconded. The motion carried. Lou will write the three thank you letters.

11) New Actions Items were not reviewed.

12) Comments from the floor.

- a) None

13) Lou asked for a motion to adjourn. Bob made a motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 9:25 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)	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
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 *combine Action Items 206,285,288 and 289
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 Albert, AACPS Supervisor of Planning Design & Construction, for approval. (410-439-5689 or laberts@aacps.org) *combine Action Items 206,285,288 and 289
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	* combine Action Items 206, 285,288 and 289
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	* combine Action Items 206, 285, 288 and 289
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 Gravelly 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 reported that will allow better reporting to the Treasurer for the new	Michael Buchet	01-30-18	Working	Initially, Board needs to know exactly what information is needed for the treasurer and in what account it should be classified for entries into the

	accounting system, QuickBooks Supreme for Nonprofits				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 and attic.	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 th 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.	Michael, Lou	05-30-19	Working	Ad hoc committee formed under Chair, Michael Buchet
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
329-04-18	Put Contract Resolution on January, 2019 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. Check with AACPS's attorney regarding draft Camping Guidelines.
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 a business relationship between Parker Place and GFPS, membership, and our limitations as a 501 c3	Roy	08-30-18	Working	We have no membership category for a business desiring to use our facilities for clients.
335-06-18	Contact the Soil Conservation District for the name of a forester 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
337-07-18	Send for certification for the Monarch Waystation from the State of Maryland and also certification from Bay Wise Gardening for the Pollinator Garden and the Monarch Waystation.	Roy	10-30-18	Working	Having these certifications will benefit GFPS.
338-07-18	Contact BoE's attorney regarding clarification on Camping Guidelines after the guidelines are finalized.	Lou	10-30-18	Working	Make sure GFPS is aligned with our BoE Lease.

341-09-18	Contact Christy Roberts regarding creating Master Calendar for website off-line for GFPS Board's review	Lou	10-30-18	Working	Will be able to post 2019 events and other activities such as monthly meetings and Annual Meeting...
342-10-18	Create Board ID template prior to finalizing Board Members after GFPS January Annual Meeting and election.	Lou	12-15-18	Working	Photo, name and position can be added to ID card after January Annual GFPS Meeting
343-10-18	Give Shannon at Color Fire 2019 Event dates so she can locate artwork to post for each event well in advance. Contact Jim Barcliff, web manager, to post the new 2019 dates under "Events" on the website.	Lou	12-15-18	Working	It will help to get events' info. info. Out early for communications, outreach to community and members.
344-10-18	Contact CNR-First Insurance Company to check on liability for selling honey from GFPS Apiary	Lou	11-15-18	Working	Sold approx. 34 jars of honey in 2018 (24, 8 oz. jars and 10, 16 oz. jars)
345-10-18	Contact Alex Szachnowicz at AACPS to inquire about their "dog "at large" policy on school property and share with GFPS Board.	Lou	11-15-18	Working	GFPS needs a policy based on law and AACPS Policy.

RECURRING ACTIONS

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	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013, 2014,2015,2016	Every February		New and Changed Board Members
Every 3 years	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	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$119.98 Annually for upgraded Security on GFPS Website
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 th . \$1,065.00	2. D and O Liability with Navigator’s Insurance due on May 21 st . \$558.00	166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, deborah@cnrinsurance.com ,Fax: 410-897-5957 Both policies are due annually. Reminder for payment sent to treasurer@goshenfarm.org . Copy of policy sent after premium payment by mail. 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	Check fire extinguishers: 2 in Farm House, 1 in Garden	T & S Fire Protection	August		T & S Fire Protection Company of Glen Burnie will

Days	Shed, 1 in Servants Quarters, and 1 in Storage Container that houses tractor and mowers.	Company of Glen Burnie			contact Grounds Chair, Roy Benner each August on his cell phone for extinguishers' inspection. T & S charges \$4.00/extinguisher and a \$20.00 Inspection fee. Total approx. cost is \$80.00. T&S phone: 410-760-3958
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 th	\$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 st		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		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the lightning Protection System. Installer recommended replacing surge protector every 10 years.