

Goshen Farm Preservation Society
Board Meeting, November 21, 2018

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	November 21, 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, Rose Mary Stocker and Linda Beck		
Members Attending:			

- 1) Call to Order and welcome of new and current members. President Biondi called the November 21, 2018 Board Meeting to order at 7:30 PM. He mentioned that he had sent all Board Members an email requesting that they let him know if they could attend the meeting so he would know if we had a quorum. There were several who did not respond. We have a quorum.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky requested the addition of discussion of the January 2019 Annual Membership Meeting and Election under New Business.
 - b) Roy asked for a discussion of the newly appointed AA County Board of Education Members and the newly elected Members under New Business.
 - c) Becky would like a discussion of the final report for the Harvest Dinner under Old Business. Bob completed an Event Reconciliation Sheet for the Harvest Dinner. That report only gives the gross (\$1,582.00) not the net income after expenses.
- 3) President's Report (Report as submitted)
 - a) Additions to President's Report
 - i) Lou stated that he has nothing new to add to his report.
- 4) Vice President's Report – Michael Buchet (Report as submitted)
 - a) Michael reported on the Quick Books conversion process. He has been matching all of the names we had in the old Quick Books so we don't lose them. Becky has sent him all of the members for 2018 and Sharon has sent him all of the vendors for 2018. He is working to solve problems. For example, the question Becky had concerning the Harvest Dinner will be solved by creating other categories of information. He has made inactive certain Chart of Accounts information because we do not use them. When he has finished he will merge the ones that we do use into simpler categories. Instead of having income for every event, we will have "Income" and specific information for the individual event will be elsewhere in the system. Another example Michael discussed was the Pollinator Garden – Monarch Way Station Grant for \$800.00. Roy used the \$800.00 for the garden but had to spend an additional amount of money for things that were needed but that were not allowed for in the grant; such as the fencing. He is working with Quick Book Certified Advisor: Sharon Smith. He hopes to have the

conversion completed by the end of 2018. Last Michael reported that he had received an e-mail from Ken Burton and Chris Batista at Annapolis Accounting and they were concerned that we were using a new accountant. Michael responded that we were using a Quick Books Certified Advisor not an accountant for our new Quick Books conversion.

5) Review of Minutes –

a) October 17, 2018 Board Meeting

- i) Becky made a motion to approve the October 17, 2018 Minutes and Bob seconded. Discussion ensued. Becky had a question regarding the Richard's Tree Service donation from the Lumber Mill's payment for usable lumber. It was a \$219.00 donation from Richard's. Sharon has not received an invoice from Richard's to date listing all of the work they have done without charge in 2018 (including the donation of the money for the lumber). The motion carried.

6) Treasurer's Report (Linda Beck – provided under separate cover)

- a) Becky made the motion to accept the Financial Report for October 31, 2018 and Bob seconded. The motion carried. Discussion ensued regarding the additional money Roy spent on the Pollinator Garden over and above the grant money. Roy told Linda that the additional money was a donation from the Benners. The motion carried.

7) Committee Reports

a) Building & Maintenance – (Vacant)

b) Communications – Leigh Neugebauer (No report submitted)

c) Events Coordination (Vacant)

d) Financial Development and Volunteer Coordinator – Terry Brandon (No report submitted)

e) Sharing Garden – Bob Nestruck (No report submitted)

- i) Bob is excited about the Dipper Gourds grown by Tracy Smith in the Henson – Hall Slave Garden. He hopes to create dippers and bowls from these gourds and sell these at the Spring Open House, April 13th.
- ii) Bob reported that there will be 5 plots available in the Sharing Garden this spring.
- iii) Becky had a question about plots that need to be cleared. Do we charge the plot owners for this if we have to do this clearing? Bob is creating a policy regarding plot clearing that may be ready to send out in his renewal emails and Garden Welcome Packet. **(Action Item: 346-11-18)**

f) Grounds – Roy Benner (Report as submitted)

- i) Roy asked the Board if he should start the process of getting bids for the excavation of the Wildlife Pond. When Roy gets the bids for this job, the Board will discuss and authorize the funds to move forward on this project. **(Action Item:347-11-18)**

g) History and Research – Scott Powers (No report submitted)

h) Membership – Becky Benner (Report as submitted)

- i) Becky reported that as of November 2018 we have 180 membership units and we already have 23 membership units for 2019.
- ii) Becky will sign up for the CSCIA Sign Board on or around January 2, 2019.
- iii) Sharon will send Becky the list of Corporate Sponsors so that those who have expired come off of the membership list.

- i) *Ad hoc* Committee to develop committee guidelines – Michael Buchet (Report as submitted)
 - i) For the *Ad hoc* meeting held in October, we were scheduled to work on Membership Committee but Becky was unable to attend. The *Ad hoc* Committee met as scheduled but worked on the Security Committee Guidelines and Responsibilities. Michael asked that the Board review the rough draft of the Communications Committee Guidelines and Responsibilities and send him comments.
 - ii) Michael asked for a date for the next *Ad hoc* meeting to discuss Membership Committee Guidelines. The meeting was set for Wednesday, January 9 at 7:30. Location to be determined after Lou checks on availability of Cox Room.
- 8) Review of Action Items and Recurring Items
 - a) One action was completed.
 - b) As relates to (Action Item 309-02-18), Michael will donate his old router (which is more powerful) to GFPS. When the electrical outlets in the attic are completed by Dave Sloskey, Connect Electric, the location of the router will be determined.
- 9) Becky thought that those Recurring Actions that are not annual or bi-annual should have the month and year. Lou will look at revising the Recurring Actions Table. **(Action Item: 348-11-18)**. In the interim, Sharon will add the year to recurring actions that are not annual.
- 10) On-going Business
 - a) Michael stated that we have moved restricted funds to the savings account but we have not made motions to move the grant money for the Pollinator Garden and the Lightning Protection System back to checking so we can reimburse Roy and our checking account general fund. Becky made a motion that we move the money for the payment for the Lightning Protection System from the restricted account to the general checking account. Michael seconded. The motion carried. Becky made a motion that the \$800.00 from the Four Rivers Garden Club for the Pollinator Garden and the Monarch Way Station, which is currently in a restrictive fund, be moved to the general checking account to pay expenses related to that grant. Michael seconded. The motion carried.
 - b) As relates to what the Harvest Dinner brought in, Lou will go back to the Event Reconciliation Report that Bob submitted, add in expenses and send this out. He will mark those expenses that were donated as “Donated expenses” so the net profit will be reflected.
 - c) There was more discussion about Eric Wallace’s honey sales. Linda still has not been able to open the third sheet that Eric sent via e-mail. She will send this to Michael to see if he can open it. Sharon can send an e-mail to Eric to see if he wants to be credited for his donation and become a Friend of Goshen Farm. Regardless, Linda needs this information to enter into QuickBooks for both income coming in to GFPS from the sale of honey and the cost to the beekeeper to produce and sell the honey.
 - d) There was discussion regarding the thank you letter for the Maddox family for their help with the Harvest Dinner. Lou has not sent this out as he needs dates to offer to the Kara and her husband, Brian. Becky recalled that we usually schedule this “Thank You” dinner during Annapolis Restaurant Week. Bob provided the dates for Restaurant Week: February 25th – March 3rd.

11) New Business

- a) Roy suggested that we send out an invitation to the new BoE members to visit Goshen Farm as those that have visited are no longer on the BoE. It was decided to plan this for the spring.
- b) Concerning the "At Large" dog issue, Lou has not heard back from 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)

12) New Actions Items were reviewed.

13) Comments from the floor.

- a) None

14) Lou asked for a motion to adjourn. Bob made a motion to adjourn and Becky seconded. The motion carried. The meeting adjourned at 9:05 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
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. 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.
346-11-18	Create policy regarding plot clean-up for Sharing Garden Members.	Bob	01-31-19	Working	To allow time for Gardeners' input, final policy will probably not go into effect until 2020.
347-11-18	Get 3 bids from contractors for excavating Wildlife Pond and report to the Board.	Roy	01-31-19	Working	Board will then vote on authorization for the excavating based on the bids and Roy's recommendation.
348-11-18	Revise the Recurring Action Chart to better reflect due dates. For the interim, Sharon will insert month and year for those recurring actions that are not due annually	Lou (Michael)	01-31-19	Working	Lou will send Michael the PDF for Recurring Actions so Michael can make recommendations.

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 2019		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 2022		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	2019		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.