

Goshen Farm Preservation Society
Board Meeting, August 15, 2018

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	August 15, 2018	Time: 7:30	7:32 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Linda Beck, Roy Benner, Sharon Biondi, Bob Nestruck, and Michael Buchet		
Members Attending:			

- 1) Call to Order and welcome of new and current members. President Biondi called the August 15, 2018 Board Meeting to order at 7:32 PM.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky requested a discussion regarding communications under On-going Business.
- 3) President's Report
 - a) Additions to President's Report
 - i) Lou reported that he will send out Bill Gambee's report on the Farm House foundation stabilization project after Lou has had time to review the report.
- 4) Vice President's Report – Michael Buchet (Report submitted and copies distributed to the Board)
 - a) Michael reported that as far as Quick Books is concerned, he is still trying to schedule accountant, Terry Belcher, for another meeting.
 - b) Michael called Richard's Tree Care today and they are clearing the large tree in the woods along the right side of the driveway tomorrow. Therefore, the driveway may be blocked for some hours while they are working. Michael will supervise and assist in the work. He also stated that Roy is identifying other large fallen trees in the woods and will show them to David of Richard's Tree Care for evaluation. Also Roy stated that he has taken pictures of these trees and will email them to David. Richard's will saw up the tree into lengths appropriate for the saw mill. Becky asked if the smaller branches would be ground up for mulch as the mulch pile is getting low. Roy stated that Richard's delivered a large load of mulch today.
 - c) Michael addressed the Ad Hoc Committee work on Committee Guidelines; specifically the Communications Committee Guidelines and Committee Chair Person Responsibilities.
 - i) Michael presented the revised version of the Committee Chair-Person Responsibilities and The Communications Committee Guidelines from the July 10th Ad Hoc Committee. He asked the Board to review these and send their comments to him.

- ii) Lou stated that he would like to see the Communications Committee Guidelines wrapped up so that the issues of “holes” in the publicity for events can be addressed.
 - iii) Michael will continue to work on the other Committee Guidelines and Committee Chair Person Responsibilities.
- 5) Review of Minutes – July 18, 2018 Board Meeting
 - a) Roy made a motion to accept the July 18, 2018 Minutes and Bob seconded. The Minutes were reviewed and a correction was made by Becky. The motion to accept the minutes as corrected carried.
- 6) Treasurer’s Report (Linda Beck – provided under separate cover)
 - a) Becky made a motion to accept the Treasurer’s Report and Bob seconded.
 - b) Becky noted that there was a payment with an August date but the end date of the total report was July 31, 2018. Linda will check on this.
 - c) The balance in Checking for July 31, 2018 was \$18,084.46.
 - d) The motion to accept the Financial Report 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 (Report as submitted)
 - e) Sharing Garden – Bob Nestruck (Report as submitted)
 - i) Bob reported that he has an update on the Harvest Pasta Dinner and will speak to that during On-going Business.
 - f) Grounds – Roy Benner (Report as submitted)
 - i) Roy spoke to an addition to his report. He and Terry spoke to the father of the Superczynski Family and he has goats. Terry asked him if he could bring some goats over to the Fall Open House. This idea has not been finalized and Roy will let the Board know when a decision is made.
 - ii) Roy reported that the Pollinator Garden and Monarch Waystation are developing nicely. They still have some money from the Four Rivers Garden Club grant and plan to buy additional plants in September. Larry Jennings has been watering the garden.
 - g) History and Research – Scott Powers (No report submitted)
 - h) Membership – Becky Benner (Report as submitted)
 - i) Becky reported that she made an error in her membership report. August 2018 was 177 memberships not 077 memberships.
 - ii) Becky talked with Leslie at the CSCIA and requested adding August 10th for that concert to the signboard. The August 24th concert had already been requested. The September 7th concert will not be on the signboard as it was already booked. Becky will try to book the signboard for the last concert when she gets the date.
- 8) Action Items and Recurring Items were reviewed. Under Recurring Actions, Becky noted that the fire extinguishers should be tested and checked for expiration dates. Roy bought two new extinguishers in April. He put one in the Gardeners’ shed and one in the Servant’s Quarters. Discussion ensued about getting a company to check our fire extinguishers. Roy

volunteered to go to the fire department to find out what is required. **(Action Item: 339-08-18)** Linda will check with the system she has at work, Michael will check the CSC Pool and Lou will check with the Piers Chair. As relates to sets of keys and key fobs (Action removed in July), Michael needs a key fob and Scott Powers needs a new set of keys and a key fob (needs for set up during concert series). Lou will contact Fortress and order 3 new key Fobs. **(Action Item: 340-08-18)**

9) On-going Business

- a) Roy suggested that at the upcoming, August 24th Membership Appreciation Acoustic Concert, Lou welcome the guests, speak briefly about Goshen Farm Preservation Society, and ask that parents supervise their children (mentioning the damage done at the previous two concerts). Lou agreed
- b) As regards the Wine Tasting/Silent Auction event on August 18th, Becky asked Lou if he had enough volunteers to cover the event. Lou will send out a reminder tomorrow with the names of those who have volunteered and the areas that still need volunteers. Becky stated that Tracy Millward-Bourne has volunteered to work the welcome table.
- c) Becky reported on the Fall Open House (September 15th) planning. She believes that several people have stepped up to prepare food and she will firm up this offer (Eileen Sullivan and Jeanne Klingler). Linda volunteered to give Becky the food and supply lists for Sam's Club and Dollar Tree to purchase what is needed.
- d) Bob is chairing the Fall Harvest Dinner, October 13th. Bob stated the Irish Restaurant Company (IRC) will be sponsoring the event again this year. Members are making sauce. Joyce Gooldy will advertise the event at her community, Four Seasons. Bob will get Joyce some flyers to post. Lou will create the poster for the event. He again recommended that IRC be listed as a Sponsor on the poster for this event. Bob will also get an event notice posted at the Gloria Dei! Lutheran Church. Becky will be speaking with Rose Mary Stocker who is the liaison with Tommy Bower for new Open House signs as well as new parking signs.
- e) Sharon reported that she spoke with Bee Keeper, Erik Wallace, about his selling honey at the concerts. She explained to him that because we are a 501 c3, we need to have records of expenses and income. She also told Erik that the Board thought that he would keep the money from the sale of honey to reimburse himself for the cost of maintaining and reestablishing the hives. He stated that he was. He will be sending Sharon invoices for his expenses and totals for the sale of honey. This issue will be brought up again at the next Board meeting in September.

10) New Business (None)

11) New Actions Items were reviewed.

12) Comments from the floor.

- a) Michael suggested that we need different types of fire extinguishers for different issues. If we hire a service they will address this and as well as checking the extinguishers.
- b) Michael suggested that we pick a date for the next Ad Hoc Committee (hopefully including those involved with communications). The date will be Wednesday, August 29th at 7:30 at Michael and Linda's home.

13) Lou asked for a motion to adjourn. Becky made a motion and Linda seconded. The motion carried. The meeting adjourned at 8:50 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
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 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.	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. 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. Test Dave McCormick's keys and if they work, give them to Michael Buchet.	Lou Roy	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 a business relationship between Parker Place and GFPS, membership, and	Roy	08-30-18	Working	We have no membership category for a business desiring to use our facilities for clients.

	our limitations as a 501 c3				
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.
339-07-18	Research requirements for Fire Extinguishers (such as frequency of inspections) with Fire Department.	Roy	10-30-18	Working	GF has 4 extinguishers but no building and maintenance chair to check these on a regular basis. We may need a service to do this.
340-08-18	Contact Fortress Company and order 3 more security key fobs. Activate fobs as needed.	Lou, Bob	9-30-18	Working	Bob will activate these key fobs as needed.