

Goshen Farm Preservation Society Board Meeting  
February 27, 2019 (Board Meeting for February 20 was cancelled due to snow)

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Michael Buchet	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	February 27, 2019	<b>Time: 7:30</b>	7:32 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Michael Buchet, Roy Benner, Sharon Biondi, Bob Nestruck, , Rose Mary Stocker and Linda Beck		
<b>Members Attending:</b>	Lou Biondi		

- 1) Call to Order and welcome of new and current members. Vice President Buchet called the February 27, 2019 Board Meeting to order at 7:32 PM. Michael stated that the Board will go into Closed Session after we finish the business of the regular Board Meeting.
- 2) Michael requested changes or additions to the agenda from Board Members.
  - a) Roy requested to add discussion of the potential increase in the boundaries of the Four Rivers Heritage Area as New Business and the GFPS letter of support that needs to go out to Jane Cox tomorrow. Roy would also like to discuss an issue with the gutters on the Farm House as New Business. Sharon brought up Grant Station as New Business. She also brought up the Referendum on Contract Signing Procedure. Last she mentioned that the letters that she sends out have President, Louis Biondi with his signature. Contracts and letter with signature will be discussed in Closed Session.
- 3) President's Report (Vacant)
- 4) Vice President's Report – Michael Buchet (Report as submitted)
  - a) Michael briefly reported on the Quick Books conversion process – our new accounting system. We are trying to figure out if we need to decide what to do with the tax information so that our accountant can send back the electronic copy of the accounting which we can put back into the existing system so we have real numbers to move into the new system.
  - b) The other thing the Vice President is working on with other Board Members is the Ad hoc Committee on Committee Guidelines. We are making progress. Michael stated that he mailed out the latest revision of the Garden Committee Guidelines which amalgamated what we did as a work group with the Sharing Garden Welcome Packet information. The Committee's work narrowed the scope of this committee to only the Sharing Garden. All of the other gardens are now assigned to the Grounds Committee. We have moved on to the Grounds Committee Guidelines. The next meeting is scheduled for March 4<sup>th</sup>.
- 5) Review of Minutes –
  - a) December 19, 2018 Board Meeting
    - i) Linda made a motion to accept the December 19, 2018 Minutes as read and Bob seconded. The motion to accept carried.

- 6) Treasurer's Report (Linda Beck – provided under separate cover)
  - a) There was a question from Roy about January's Financials. Linda stated that she included January's Financials in this month's packet which Michael sent out. Sharon made the motion to accept the Financial Report for January 31, 2019 and Bob seconded. Linda reported that she got a charge from BroadStripe which was almost double last month's bill. The bill is normally \$45.28. She will call BroadStripe. Linda also reported that Statewide corrected their invoice and their monthly bill remains at \$75.00. We should have a credit on our next bill from Statewide for \$20.00. The motion to approve the January 31, 2019 Financials carried.
- 7) Committee Reports
  - a) Building & Maintenance – (Vacant)
  - b) Communications – (Vacant)
  - c) Events Coordination - (Vacant)
    - i) Lou and Sharon are co-chairing Java and Jazz.
    - ii) Lou reported that all of the containers have been washed and sanitized as well as cleaning all of the serving platters, bowls and utensils. Lou has contacted sponsors of the event. To date we have received \$450.00 in checks and chicken salad, tuna salad and rolls will be donated by Grauls Market. He is still contacting volunteers to set up, work, clean up and tear down the event. Lyon Distillery donated their dark rum for the specialty coffee drinks that Stephen and Rose Mary Stocker will be serving. Bob reported to Lou that he is hearing from Gardeners that they will donate desserts. Bob will send Lou a list of the donors and the desserts. Lou will send out the schedule and volunteers to the Board.
    - iii) Lou also reported that as he and Sharon are also chairing the Wine Tasting/Silent Auction Event. He would like to get silent auction items wrapped up earlier so we can advertise donations and those who donate. He is hoping to get 100 attendees.
    - iv) Michael suggested that we come up with a plan for recruiting Board Members at Java and Jazz/Tea and Tunes. Lou will work on designing a half page letting attendees know we are in critical need of help and put these on the tables. Lou will also MC and may refer guests to the flyers on the tables.
    - v) Sharon asked whether we are going to have the Spring Open House on April 13<sup>th</sup>. To date we have no one chairing this event. Rose Mary Stocker agreed to chair the Spring Open House. Linda Beck said she would help Rose Mary. Lou will send Rose Mary everything he has from last year's Spring Open House; sign- up sheets, volunteer schedules, etc. and will help get Mail Chimp blasts out and will create posters for the event.
  - d) Financial Development and Volunteer Coordinator – (vacant)
    - i) Terry Brandon has stepped down as the above Committees' chair due to health issues. He is still working with and helping to coordinate the educational programs at the Farm. He sent a report for the Enclave Program, the Eco-Action BHS Group from BHS, The AACPS Intern Program, various CSCES classes that are scheduling tours and soil lessons, and other groups as scheduled.
  - e) Sharing Garden – Bob Nestruck (No report submitted)

- i) Bob reported that he did not type anything up because he was working on who had rented and paid for plots and how many plots were still available. We have 5 new gardeners. We still have 3 plots available to rent.
- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that our Dun and Bradstreet (D&B) number was canceled. He thinks the issue resulted from the fact that he had set up an account and number and later found out that Linda Beck had set up an account earlier. This number has to be updated every 90 days. Roy had been updating the D&B password for the last year but when he went in to update in December 2018, his password would not work. We need this number to have a System for Award Management (SAM) number. Anyone who does business with the government must have a SAM number. This too has been cancelled. Roy will forward all of these emails related to our D&B account and our SAM number to Linda Beck. This D&B update and SAM number update should go on Recurring Actions as soon as we have resolved this problem. **(Action Item: 351-02-19) (Action Item: 352-02-19) (respectively)** These expired numbers may have serious implications for our Wildlife Pond cost sharing grant.
  - ii) Roy attended an Annapolis Maritime Museum lecture this past Thursday. He was sitting next to two women from Hancock’s Resolution. Roy and the women began to talk about their respective colonial properties. Roy invited the women to visit Goshen Farm. After discussing this invitation with their Board, Eight Board Members from Hancock’s Resolution will be coming on March 22<sup>nd</sup> at 10 AM. Roy has sent out an email to our Board Members inviting them to attend as well. Roy showed the Board photos he had taken of Hancock Resolution at his last visit.
- g) History and Research – Scott Powers (No report submitted)
- h) Membership – Becky Benner (Report as submitted)
  - i) As of February 17, 2019 we have 129 membership units.
- 8) Review of Action Items and Recurring Items
  - a) Action Item: 341-09-18 was determined to be OBE. Action Items 343-10-18, 345-10-18, and 346-11-18 are all completed. For Action Item: 349:12-18, Lou has arranged for the \$5.00/month cost for each goshenfarm.org email address to be billed to GFPS and paid by automatic direct payment. He is still working on the \$19.95 yearly charge for 100 gigabytes of additional storage.
  - b) Dun and Bradstreet and SAM accounts need to be added to Recurring Actions when we have resolved the problems with these accounts being deactivated.
- 9) On-going Business
  - i) Mail Chimp Campaign
    - (1) We have a blanket account with Color Fire for our website maintenance. Lou (or someone who is designated) will contact Shannon Beauchamp when they need Mail Chimp notices sent out to members. Color Fire will do updates when we notify them of a problem. For example, when Jim Barcliff tries to update our website and is unable to do this, Lou (or designee) notifies Color Fire of the problem and they will resolve and notify Lou (or designee) that it is resolved.
  - ii) Report on the new accounting system

- (a) Michael reported that he has taken another class on Quick Books. He recommends that we upgrade our version of Quick Books for Non-profits because Intuit will stop supporting some of the more sophisticated abilities of our version in May, 2019. Our version is three years old. Linda and Michael are noticing a lot of instabilities and are receiving “error” messages more frequently. Data entry and retrieval will improve under this new version. Discussion ensued. He will report more on this at a later date.
- iii) Recruiting Board Members and Committee Members
  - (1) Michael suggested that we incorporate initiatives for recruiting at all GFPS events, starting with J&J/T&T.
  - (2) Sharon suggested that we divide up the membership list among Board Members and call and talk to members about the openings on the Board for chairpersons and becoming committee members.
  - (3) Michael suggested creating an Ad hoc Committee for recruiting.
  - (4) Sharon asked about the description of our status as a Society that we were going to put on Mail Chimp. Discussion on which version (Lou’s, Michael’s and Becky’s) we would use ensued. Lou suggested Becky’s version of this status of the Society was the best of those submitted. Michael will look at Becky’s version again and send out for review to the Board.

#### 10) New Business

- a) Request for Permission to do a Pod Cast to investigate for supernatural presence at Goshen Farm. Michael asked for a motion. Bob made a motion to vote on whether or not the Board wanted to let Kara McGuirk-Allison do a Pod Cast. It was seconded by Roy. Discussion ensued. The motion to allow a Pod Cast was defeated unanimously by the Board. Michael will email Kara McGuirk-Allison regarding the Board’s decision.
- b) Roy discussed issues with water dripping from our gutters on the Farm House. The gutters have pit holes. Roy passed out pictures of the inside of the gutters. The gutters and installation was done and donated by Jason Brown of Annapolis Exteriors. Roy believes that copper in the shingles have reacted with the galvanized gutters and eaten holes through the gutters. Roy emailed Jason Brown regarding the holes in the gutters and is waiting for a response. Lou suggested that we ask about the manufacturer’s warranty on the gutters.
- c) Four Rivers Heritage Area (FRHA) Expansion Proposal
  - i) Roy reported that presently the boundary for the FRHA is Route 50. Goshen Farm is about .47 miles from this boundary. Jane Cox is working on a grant proposal to MD Department of Planning, MD Heritage Authority to expand the FRHA boundaries. Jane Cox has asked GFPS to write a letter of support for her FRHA Expansion Proposal Grant request. It would be in Goshen Farm’s best interest to be included in the Four Rivers Heritage Area. Roy passed out a copy of Becky’s rough draft of a letter of support for the expansion. Roy believed the letter had to be emailed to Jane Cox by tomorrow (2/28/19) but Lou stated that we could send it later if necessary, and Jane Cox would forward it to Secretary Robert S. McCord at the MD Department of Planning. Michael stated he will review the letter, make changes as discussed at the Board Meeting and try to send to Jane Cox as an attachment via

email by the February 28<sup>th</sup> deadline. Bob made a motion to send an affirmation letter to Jane Cox for inclusion with or as a separate addendum to the Grant Expansion Proposal. Linda seconded. The motion carried.

d) Grant Station

i) Bob made a motion that we renew for another year of Grant Station. Roy seconded. Discussion ensued. Lou described what Grant Station does to give GFPS more grant opportunities. We will receive a weekly email newsletter regarding available grants. We have an invoice that Lou will forward to Linda to pay. The motion to renew Grant Station carried. Lou will email Grant Station that we are renewing and he has sent the invoice to the Treasurer for payment.

e) Plaque for Richard's Tree Care

i) Lou noted that Sharon suggested that we give Richard's Tree Care a plaque for the donated work that they have performed at Goshen Farm. Linda made a motion that we spend \$200.00 and order a plaque for Richard's Tree Care which was seconded by Bob. The motion carried.

11) New Actions Items were reviewed.

12) Comments from the floor.

a) Roy reminded the Board that we have a plaque honoring Lanny Ridout for his contributions to Goshen Farm to give to his daughter Molly Ridout. Now that we will be having an Open House, we can plan on giving the plaque at that event. Lou will contact Molly Rideout about the plaque and the Spring Open House.

13) Michael asked for a motion to move into Closed Session. Bob made the motion and Roy seconded. The motion carried. The meeting went into Closed Session at 9:35 PM.

#### 14) Closed Session

- a) Michael reported that Annapolis Accounting has upgraded their paperwork. They are asking GFPS to sign a Letter of Engagement and an Addendum. This limits their tax preparation as only a tax preparation and filing – not an audit, and they are not liable for the accuracy of the information GFPS gives them. Audits will be an additional cost. This raises the question of whether they have included an audit in recent past years. Michael will sign and return the documents and meet with them to clarify the audit question. The Federal Taxes have already been sent and these questions relate to the State Tax filing.
- b) Referendum for signing contracts (Attached)
  - i) Sharon provided the Board with a copy of the referendum wording regarding signing of contracts and a copy of another option for By-law changes other than at Annual Meetings, which Lou emailed to the Board.
  - ii) Discussion ensued regarding our options for approving this referendum. Bob made a motion to “table” the vote on this referendum until the 2020 Annual Membership Meeting. Linda seconded. The motion carried.
- c) Michael asked if the Board would like to recognize Lou Biondi for his service to GFPS. Michael asked Sharon to get the information: company, cost, etc. so that he can order the plaque for Lou for possible recognition at the Spring Open House.

#### 15) Adjournment.

- a) Bob made a motion to adjourn and Linda seconded. The meeting adjourned at 10:15 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)	Lou	05-30-11	Working	135-03-14 was folded into this action
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan	Lou	08-21-13	Working	General terms
207-12-15	Develop and execute well plan	Building Chair, Roy, 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	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	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	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer Price out the three bathroom facility options.	Building Chair	10-15-17	Working	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or <a href="mailto:kruef@aacps.org">kruef@aacps.org</a> *combine Action Items 206,285, 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).	Lou, Building Chair	11-15-17	Working	
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 reported that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Premier for Nonprofits	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 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 <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, 2017, 2018) 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 requiring "...contracts that result in a performance and financial responsibility for GFPS must be approved by the Board and signed by the President and one other Officer..." 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 See April 18, 2018 GFPS Board Meeting for exact wording of the Resolution.
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.
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
344-10-18	Contact CNR-First Insurance Company to check on liability for Bee Hives for selling honey from GFPS Apiary, liability for bee hives, and fire extinguishers required for Farm House.	Lou	11-15-18	Working	Sold approx. 34 jars of honey in 2018 (24, 8 oz. jars and 10, 16 oz. jars). Michael Buchet questioned whether 2 extinguishers were enough for Farm House. CNR stated that we can sell honey if it is



					labeled "Honey from Goshen Farm Beehives" or "Produced from hives at Goshen Farm". CNR accepts the County Fire Code for number of extinguishers in the Farm House. T&R Fire Protection of Glen Bernie approved number of and location of Fire extinguishers in the Farm House
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.
350-02-19	Contact Google to activate automatic payment through GFPS Checking account for \$19.95 annual charge for 100 gigabytes of additional storage.	Lou	04-31-19	Working	Lou is currently paying this bill. Billed each December.
351-02-19	Add renewal of Dun and Bradstreet (D&B) (Password has to be updated every 90 days)	Sharon	03-31-19	Working	Michael and Linda are looking into what caused password problems with D&B which then caused our SAM account to be deactivated. Renewal and updating passwords should be a responsibility of either the Treasurer or the Secretary.
352-02-19	Add renewal of System for Award Management (SAM) Account to Recurring Actions.	Sharon	03-31-19	Working	Renewing and updating SAM should be the responsibility of the Treasurer or the Secretary.