

Goshen Farm Preservation Society
Board Meeting, March 20, 2019

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Michael Buchet	Recorder:	Sharon Biondi
Date:	March 20, 2019	Time: 7:30	7:40 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Michael Buchet, Roy Benner, Becky Benner, Sharon Biondi, Bob Nestruck, Rose Mary Stocker and Linda Beck		
Members Attending:	Lou Biondi, Veronica Stewart and Russell Stewart		

- 1) Call to Order and welcome of new and current members. Vice President Buchet called the March 20, 2019 Board Meeting to order at 7:40 PM. Michael welcomed new members, Veronica and Russell Stewart to the Meeting.
- 2) Michael requested changes or additions to the agenda from Board Members.
 - a) Roy requested to add discussion of the Lease extension with the BoE under Old Business. Becky wanted to discuss some new issues with Mail Chimp under New Business.
- 3) President's Report (Vacant)
- 4) Vice President's Report – Michael Buchet (Report as submitted)
 - a) Michael briefly reported that the QuickBooks conversion process, our new accounting system, is still ongoing. There are several problems in our way right now. First, when we get our taxes done we send the QuickBooks “accountant’s copy” to our accountant, and that locks QuickBooks. We can add material to our system but cannot retrieve information (January 2018 back to our start). Also, our version of QuickBooks is a 2016 non-profit version. As of May 2019, Intuit will stop supporting this version. We need to consider buying a 2019 version through Tech Soup. Finally, Linda’s computer is failing. We need to replace Linda’s computer with a refurbished computer (I-5, 2.3 Gigahertz). We also need to buy latest Microsoft Office edition software for the new computer. We are talking about an estimated \$700.00 in upgrades. Discussion ensued. We will discuss this further under New Business in the Agenda.
 - b) The other project the Vice President is working on with other Board Members is development of Committee Guidelines. We are making progress. Michael stated that he mailed out the latest revision of the Security Committee Guidelines and the Garden Committee Guidelines which amalgamated what we did as a work group with the Sharing Garden Welcome Packet information. Michael will add or change these versions based on the changes that Lou Biondi emailed to him. The next *Ad hoc* Committee on Committee Guidelines meeting will address the Events Committee Guidelines and Events Catalogue. The next meeting is scheduled for March 28th at 7:30.
 - c) Michael asked Sharon if she received his revised Recurring Action Item Chart. She has not.

- d) Michael is still researching the plats for Goshen Farm to determine our boundary lines. Roy stated that he has researched and gathered plats for Goshen Farm which he will share with Michael.
 - e) Michael also reported that he will look into the Dun and Bradstreet (D&B) number problem when he is finished with some more pressing business. Roy has been updating the D&B password on a regular basis and feels this responsibility should not be covered by the Grounds Chair.
- 5) Review of Minutes – February 27, 2019 Board Meeting
- a) Sharon mentioned that Becky took the time to thoroughly edit the February 27, 2019 Minutes yesterday, the edits were made and are in the Minutes sent out to the Board yesterday.
 - b) Bob made a motion to accept the February 27, 2019 Minutes as read and Linda seconded. The motion to accept carried.
- 6) Treasurer’s Report (Linda Beck – provided under separate cover) February 28, 2019 Financial Report
- a) Linda had a question about the \$48.00 charge for the Google email accounts. Lou stated that this is for the eight Google email accounts used by most Board Members (\$6 per account) and the amount will be billed monthly. This should be added to the Recurring Actions List. Linda also had a question about two bills from Go-daddy for \$119.88 and \$63.51. Lou reported that the \$119.88 is for renewing basic management of WordPress which is renewed annually and the \$63.51 is for maintaining our Goshen Farm Domain Name which is billed every 3 years. He found this on the Recurring Action List and Linda noted that both bills have increased. Sharon will edit this cost information on the Recurring Action List. Linda also reported that our last Bill from State Wide Septic for the port-o-pot was \$95.00. This was an increase from our \$75.00 previous monthly charge. Linda called State Wide and was told this was an error and we would receive a \$20.00 credit on our next bill. Our most recent bill was still for \$95.00. Roy offered to call State Wide regarding the increase. Last, 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. Becky made a motion to accept the February 28, 2019 Financial Report and Bob seconded. The motion to approve carried.
- 7) Committee Reports
- a) Building & Maintenance – (Vacant)
 - b) Communications – (Vacant)
 - c) Events Coordination - (Vacant)
 - i) Lou and Sharon co-chaired Java and Jazz.
 - (1) Lou reported that he sent out the Reconciliation Sheet for Java & Jazz, Tea & Tunes and this was one of the most successful J&J/T&T that we have had, bringing in around \$1,400.00. Lou thanked Rose Mary and Stephen for the specialty coffee production and sale. Michael reported that around 110 people attended. Lou also thanked Bob for reaching out to the Sharing Gardeners who donated a delightful assortment of desserts. Lou has already thanked our sponsors who donated \$450.00 and Grauls donated the chicken salad, tuna salad and rolls. Last, he stated that The Jazz Perpetrators donated two hours of

entertainment. The Jazz Perpetrators who have played Java & Jazz/Tea & Tunes for 6 years, have become a huge draw to this event. Lou also announced that the Jazz Perpetrators will be playing Pirates' Cove in Galesville on Sunday, March 31st from 4-7PM.

ii) Spring Open House

(1) Rose Mary Stocker is chairing the Spring Open House

(a) Michael asked Rose Mary if she had anything to report on the Spring Open House. Rose Mary reported that she, Linda and Becky met last week to review what has been done at past Open House events. One thing she asked about was selling food tickets. She wanted to know if they could have a cashier just for food sales. Michael pointed out that we only have one credit card machine and will be selling nonfood items at multiple locations. Therefore we will go with the tickets - each ticket will be worth \$.50. The customers would then be using the tickets like money at the food tent. Discussion ensued. Lou reported that Mollie Ridout will be at the Open House at 11:30 for the plaque ceremony in the Memorial Grove honoring her father, Orlando "Lanny" Ridout IV, so that Rose Mary can embed this in the Open House schedule. Roy has also talked to the CSC Volunteer Fire Department about having a brush fire vehicle on site for a demonstration. Rose Mary asked Roy to follow through with this email request to the fire department. Last, Rose Mary mentioned that several years ago, we had had an AACPS PVA intern, Victoria, do a person reenactment of Margaret Stinchcomb Tydings for an Open House. There was discussion at the Open House Committee Meeting about doing something like this again. Audrey Lengbeyer has a daughter, Cassia, who is active in the Annapolis Children's Theater. Rose Mary contacted Cassia to inquire if she is interested in possibly being a youth reenactor portraying a youth growing up on Goshen Farm in 1783. Rose Mary and Becky will get Cassia the information needed for her script and Cassia will discuss with her mom whether this is a project that she can fit into her schedule. Lou reported that he has edited the flyers and sent this to the Board for approval. As soon as he hears back he will print 30 posters. Michael offered to print the posters for Lou on his new printer which can take up to 11 x 17 size posters. Last, Rose Mary stated that she has ordered a new Sharing Garden sign, "Get Dirty, Eat Fresh".

d) Financial Development and Volunteer Coordinator – (vacant)

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

i) Bob reported that he has four plots available. Plots 53, 54, 56, and 62 are available.

f) Grounds – Roy Benner (Report as submitted)

i) Roy reported that He had 20 tons of "Bloom" delivered by Blue Plains Waste Water Treatment Plant. Roy explained that "Bloom" is solid waste that is put into a huge pressure cooker to destroy pathogens. It is certified to be pathogen- free but is full of nutrients. Roy stated that they delivered the "Bloom" for free.

ii) Roy will be sending out letters to the three contractors that gave us estimates on excavating for the Wildlife Pond telling them that their estimates far exceeded our

- expectations for what we budgeted. Christy from Richard's Tree Care will come out and look at the job and see if they can do the excavation work for less. Roy explained what the Wildlife Pond project is to Veronica and Russell Stewart. Michael is concerned about the materials leaching from the shingles and using the water from the down spouts. Roy is checking with our roof installer regarding this. Michael also suggested that we get legal advice and contact our insurance provider regarding GFPS liability regarding the pond. Lou will contact Dirk Schwenk, a member and lawyer who has offered free legal advice to GFPS. **(Action Item: 353-03-19)** After Lou gets advice from Dirk Schwenk, GFPS can take this information to our insurance carrier, CNR.
- iii) Hancock's Resolution Board Members and members are coming to Goshen Farm on Friday, March 22 at 10 AM. Roy encouraged as many GFPS Board Members to attend to share information between the two groups.
 - g) History and Research – Scott Powers (No report submitted)
 - i) Scott's updated Summer Acoustic Concert Series information is now on the website.
 - h) Membership – Becky Benner (Report as submitted)
 - i) As of February 17, 2019 we have 148 membership units.
 - ii) Becky explained that she does a lot of networking with organizations similar to Goshen Farm Preservation Society.
 - iii) Becky also reported that she is working closely with Board Member, Rose Mary Stocker and Treasurer, Linda Beck on the Spring Open House. They will be meeting March 23rd to plan for the event. She reported that the Open House is on Saturday, April 13th from 10 AM to 4 PM (for the benefit of our new members present).
- 8) Review of Action Items and Recurring Items
- a) Action Item: 341-09-18 was determined to be OBE. Action Items 335-06-18 and 347-11-18 are 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 from the Society's checking account. He is still working on the \$19.95 yearly charge for 100 gigabytes of additional storage. And as relates to Action Item: 322-10-18, Lou is still waiting to hear back from CNR Insurance about liability for the bee hives. Lou will contact CNR Insurance about bee hive liability again. **(New Action Item: (354-03-19)**
- 9) On-going Business
- i) Mail Chimp
 - (1) Becky reported that she has heard from various members that they are not getting the Mail Chimp messages from GFPS. Becky contacted Shannon Beauchamp, our technical support person at Color Fire. Shannon has examined the Mail Chimp messages that have "bounced back" and found out that some members have unsubscribed (though they stated that they did not actively do so). Some of these Shannon can fix, others she cannot. Lou reported that some of those "unsubscribed" members can have a link sent to them to resubscribe, others have changed their email addresses and some we don't know what the problem is. Becky and Shannon are continuing to analyze this problem.
 - ii) Report on the new accounting system

- (a) Michael reported that he has made several copies of the existing working system. He is working on them to transfer information over to the new system. He is hoping in May to bring something he can do in a Power Point presentation to the Board.
- iii) Recruiting Board Members and Committee Members
 - (1) Discussion ensued.
- iv) Request: Pod Cast to investigate for supernatural presence at GFPS – update.
 - (1) Michael summarized to the Board and members about this request. He responded to Kara McGuirk- Allison’s request by email that we were not interested at this time (due to previous problems with this sort of request). In response to his email from the person wishing to do the investigation, Michael invited Ms. McGuirk-Allison to come to a Board Meeting and describe her plan. She did not respond to his invitation.
- v) Request: Video Blog interview for Broadneck promotion – update.
 - (1) Lou attends the Broadneck Businesses & Entrepreneurs group. At this meeting, Lou was approached by Mr. Fitzpatrick regarding a video blog/website called “Getting to Know the Broadneck” that boosts Broadneck Peninsula. Mr. Fitzpatrick asked if Goshen Farm would be interested in being part of this blog. The Board could not reach a decision on this as we did not have enough information. Michael sent Mr. Fitzpatrick an email inviting him to speak to the Board for fifteen minutes. Mr. Fitzpatrick has not yet responded. Lou suggested that if we can have Mr. Fitzpatrick create a video at an event, possibly we could post this on our website, if appropriate. We should request final approval on any video that he creates.
 - (2) Becky asked if Michael had heard back from Jane Cox regarding the GFPS letter of support Michael sent as requested for the Four Rivers Area Expansion Grant. He has received no response from Jane Cox.

10) New Business

- a) Michael requested a motion to approve up to \$800.00 for the purchase of the latest QuickBooks version for Non-Profits (\$50.00), Microsoft Office with access (\$39.00), and a refurbished laptop (\$600.00). Bob made a motion to authorize the purchase for new equipment and software for GFPS up to \$800.00. This was seconded by Rose Mary. The motion carried.
- b) Linda asked if we were going to move 25% of our net excess revenue to our special account (Farm House Restricted Restoration Account). Michael stated that we have not received our tax filing back from our accountant so we do not have a figure. Bob made a motion to authorize the Treasurer to move 25% of the 2018 net revenue to the Farm House Restricted Restoration Account. Linda seconded. The motion carried. As soon as we have our taxes back from the accountant, the Treasurer will move the money.
- c) Roy stated that our Lease with the BoE will expire on September 15, 2020. Becky pointed out that we need to write and ask for a five-year lease 90 days before the present lease expires. This letter needs to go out by June 15th, 2020. Roy suggested that we invite the new School Board, the County Council as well as the new County Executive, Stuart Pittman to the Spring Open House. Lou suggested that the invitation

be followed up with a phone call. Lou will find the old letter and send to Becky and the Board for updating. This would go out as an email, and a letter. Lou will be meeting with our new School Board Member, Dana Schallheim in April to discuss our lease request for more than 5 years. She will get her copy of the lease renewal request prior to the rest of the School Board. He suggested that we invite the new School Board to Goshen Farm separately, rather than to the Open House. In the future, Lou would also like to sit down with County Council Member Amanda Fiedler regarding the possibility of the county buying the Goshen Farm property from the Board of Education.

- d) Authorization for audit, to discuss QuickBooks System and finalize arrangements with Annapolis Accounting for ongoing services
 - i) On April 22, Michael has an appointment to meet with Annapolis Accounting Services. This year we had to sign a letter of engagement with them. Also we were notified that we would now have to pay for a separate audit. In addition, Michael told them we were changing to a new financial accounting system. We will have to meet with them on this after "Tax Season". Finally, Michael wants to discuss ongoing accounting assistance. He should know the cost of all of this after this meeting. Bob made a motion to authorize an audit with Annapolis Accounting Services and seconded by Roy. The motion carried.

11) New Actions Items were reviewed.

12) Comments from the floor.

- a) Russell Stewart asked what the original acreage was of Goshen Farm. Michael responded it was around 290 acres. Russell is a botanist by profession. He has come across old gardens in the Cape; rose bushes, etc. that he has gotten cuttings from with permission. Roy asked Russell if he had a chance to look for old tree specimens on Goshen Farm property. He has not, but mentioned that he did see a chestnut tree on the Goshen Farm property years ago. Roy asked him to identify the tree if it is still there. Russell said he would, once the leaves come out.

13) Michael asked for a motion to adjourn. Bob made the motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 9:40 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 kruef@aacps.org *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 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, 2017, and 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
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	Lou	04-31-19	Working	Lou is currently paying this bill. Billed each

	account for \$19.95 annual charge for 100 gigabytes of additional storage.				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.
353-03-19	Contact Dirk Schwenk regarding GFPS liability with expanding the present wildlife pond.	Lou	05-30-19	Working	Dirk Schwenk is a lawyer who has volunteered to give GFPS legal advice gratis.
354-03-19	Re-contact CNR Insurance regarding GFPS liability for bee hives at Goshen Farm.	Lou	04-30-19	Working	Lou contacted CNR in November and has not received an answer regarding liability for the bee hives.