

Goshen Farm Preservation Society  
Board Meeting, April 17, 2019

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Michael Buchet	<b>Recorder:</b>	Linda Beck
<b>Date:</b>	April 17, 2019	<b>Time: 7:30</b>	7:33 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Michael Buchet, Roy Benner, Becky Benner, Bob Nestruck, Rose Mary Stocker and Linda Beck		
<b>Members Attending:</b>	Peter Johnson		

- 1) Call to Order and welcome of new and current members. Vice President Buchet called the April 17, 2019 Board Meeting to order at 7:33 PM. Michael welcomed member, Peter Johnson to the Meeting.
- 2) Michael requested changes or additions to the agenda from Board Members.
  - a) Becky requested to add discussion of BoE Member, Dana Schallheim’s meeting with Lou Biondi under New Business (related to the Lease extension with the BoE ).
- 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. Michael is meeting with Ken Burton of Annapolis Accounting Services on Monday, April 22, 2019. That meeting will include our new QuickBooks accounting system, auditing and our continued relationship. Last meeting the Board agreed that we will have an audit done. Michael is working on creating a “desk top” QuickBooks procedure which will be a long term project.
  - b) Michael reported that there is no further activity from Mr. Fitzpatrick regarding his presentation to the Board on his Broadneck video blog.
  - c) Michael reported that there is no further activity by Ms. McGuirk-Allison to attend a Board meeting to give an overview of herself and paranormal podcasts.
  - d) The other project the Vice President is working on with other Board Members is revising of GFPS “Committee Guidelines” with the *Ad hoc* Committees. We are making progress. Michael stated that he emailed the latest revision of the Events Coordination Committee Guidelines and the Events Catalogue, Description and Tips. The next Committee Guidelines meeting will address the Events Committee Guidelines and Events Catalogue, Descriptions and Tips. The next *Ad hoc* meeting is scheduled for May 8<sup>th</sup> at 6 PM.
  - e) Michael is continuing to work with Secretary Biondi to revise Recurring Item Tracking List.
  - f) We have started to do the research on both buying the new QuickBooks system and a new or used computer for the Treasurer. Intuit will stop supporting our present QuickBooks system the end of May, 2019.

- g) Michael discussed the Bouncy House which was donated to GFPS. He provided to and discussed with the Board, the Maryland's code of regulations to review regarding using the Bouncy House at public events. One requirement that was extremely prohibitive was the requirement that GFPS have a minimum of \$200,000.00 liability insurance to use the Bouncy House. Linda Beck did state that the donor would take the Bouncy House back from GFPS if necessary.
  - h) Michael has not done any more work on researching plats, lots and deed descriptions of Goshen Farm. Bob Nestruck is going to the Maryland Archives on Friday and he will ask about the plats for Goshen Farm. Michael has done this but he was not able to get everything he needed from the Archives. Michael will send Bob what he has and Bob will follow up on what is missing.
  - i) Michael also reported that he has not done any more research into the Dun & Bradstreet (D&B) number and the SAM Account problem. Roy reported that he talked with someone at the Natural Resources Conservation Services (NRCS) regarding our Dun & Bradstreet number and SAM Account problem. Heydsha Cordero, from the Soil Conservation District called him today stating that with the newer applications, they are not requiring the SAM Account for funding. She will call Roy back on this requirement for our cost sharing contract for the Wildlife Pond project. We do not know about the D&B number as it relates to our cost sharing contract. Roy will report back on this when he has the information.
- 5) Review of Minutes – March 20, 2019 Board Meeting
- a) Becky made a motion to accept the March 20, 2019 Minutes as read with edits that Becky has made and will send to Secretary Sharon Biondi for corrections. Bob seconded. The motion to accept carried. Becky will send the Minute edits to Sharon to be corrected.
- 6) Treasurer's Report (Linda Beck – provided under separate cover) February 28, 2019 Financial Report
- a) Becky made a motion to accept the March 29, 2019 Treasurer's Report and Bob seconded. Linda indicated that she had a question not related to the March 29<sup>th</sup> Treasurer's Report. She stated that she had the Event Summary Sheet and the checks from the Spring Open House (04-13-19). She asked Rose Mary if she had deposited the cash from the Spring Open House. Rose Mary replied that she has not. Rose Mary and Linda will discuss this deposit after the meeting. The motion to approve the Treasurer's Report carried.
- 7) Committee Reports
- a) Building & Maintenance – (Vacant)
  - b) Communications – (Vacant)
  - c) Events Coordination - (Vacant)
    - i) Spring Open House – April 13, 2019
      - (1) Board Member at Large, Rose Mary Stocker, chaired the Spring Open House. Michael asked Rose Mary if she would report on this event.
        - (i) Rose Mary reported that we had 350 attendants. She also noted that there were more young parents with very young children than in past years. She mentioned this because we had the two reenactors, Cassia

Lengbeyer and Anya, whose reenactments would appeal to middle school and high school age attendees. Rose Mary spoke with the reenactors yesterday to get their feedback on their part in the event. They agreed that the children were on the young side and were not as interested in what they had to say. Most of the children were more interested in playing with the 18<sup>th</sup> century games and climbing on the tractor. The reenactors were disappointed in that aspect. If the young reenactors choose to do this again, we will have to look at some changes in where they do their presentations and other aspects. Rose Mary stated that as far as the sales of shirts, etc., she did not have that information so that part of the Event Reconciliation Report will have to be updated. We will have to review the receipt book, and the Square report to get more information for the report. Roy suggested that we have to have a Set-up Group and a Tear-down Group for Open Houses.

- d) Financial Development and Volunteer Coordinator – (vacant)
- e) Sharing Garden – Bob Nestruck (No report submitted)
  - i) Bob reported that all of the Garden plots are rented; including plot 62.
  - ii) Bob also brought up the replacement of the Garden fence, particularly the fence behind Mary Lynne Neil’s plot. He will replace fence sections as needed.
- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that when the Hancock’s Resolution Board came to visit Goshen Farm on March 22nd, they gave Roy a \$35.00 donation. He thought that perhaps GFPS should give them a membership for the \$35.00 and wanted the Board’s input on this idea. Becky gave her thoughts on this donation. Becky also stated that all of the Board member’s names and emails that were in attendance have been added to our Mail Chimp list and therefore will receive information on all of our events and volunteer requests. Roy requested that Sharon write a letter thanking the Hancock’s Resolution’s Board for their donation.
  - ii) Roy reported that regarding the cost sharing contract for the Wildlife Pond with Natural Resources Conservation Services (NRCS), he notified them that the three bids for excavating the pond came in well above the \$4,600.00 estimated by the NRCS. They responded that GFPS could excavate the pond. Roy has looked into what it would cost GFPS to do the excavation and it would cost around \$7,000.00. We would get back \$2,545.00 in cost sharing so the cost to GFPS would be estimated at around \$5,000.00. He would like a sense of the Board as to whether he should continue to pursue estimating this excavation work and all the materials involved. Roy stated that this project would clear up the pond area, get rid of the water problems from the Farm House downspouts which are eroding the foundation and the pond would be a nice amenity for the grounds. He has gotten estimates from Christy from Richard’s Tree Care and is in the process of getting an estimate from Tom Superczynski. Vice President, Michael Buchet stated Roy should continue to research this project.
- 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) Becky made two corrections to her Membership Report. One related to the total Membership units (161 changed to 162). She also noted that she had not reported that she worked the Spring Open House from opening to close. Upon hearing this, Michael stated that we have to be consistent in recording event volunteers and their hours worked.
  - ii) As of April 14, 2019 we have 162 membership units.
- 8) Review of Action Items and Recurring Items
  - a) Action Item: 285-08-17 was discussed. It was decided to leave as “working”. Michael suggested that we contact Statewide Septic to inquire about costs of an upgraded handicapped, port-a-pot for Open Houses and Summer Concert Series. Action Items: 309-02-18, 310-02-18 and 342-10-18 are completed. Lou is still working on the \$19.95 yearly charge for 100 gigabytes of additional storage for automatic direct payment. (**Action Item: 350-02-19**) And as relates to Completed 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. (**Action Item: (354-03-19)**)
- 9) On-going Business
  - i) Mail Chimp
    - (1) Becky reported that she has heard from Shannon at Color Fire that 10 people have been unsubscribed or “cleaned” from our Mail Chimp list. There is nothing GFPS can do or Color Fire can do to put them back on the list. If we know who these people are who were dropped, we can send them a special email address where they can subscribe again. Becky has done this for three members who were unsubscribed.
  - ii) Report on the new accounting system
    - (a) Michael reported on this in his Vice President’s report.
  - iii) Recruiting Board Members and Committee Members
    - (1) Becky reported that at the Spring Open House Welcome table, we had the handout regarding the need for volunteers for the GFPS Board.
      - (a) Michael addressed member, Peter Johnson, who is considering joining the Board as Building & Maintenance Committee Chair. Michael asked Roy Benner to give an overview of the responsibility of Building & Maintenance Chair.
        - (i) Roy described that we need a Chair that would come up with a plan for the Farm House and the outbuildings.
        - (ii) Michael explained that the Society was formed to restore and preserve the Farm House (which is actually 3 houses combined and built at different dates); the oldest section is from 1783. We work with the county preservationist, Jane Cox and the Maryland Historical Trust and it is not just repairing but repairing according to their requirements. Michael explained what has been done to date to repair and what the immediate concerns and priorities are now (foundation support beams replacement, water damage remediation from downspouts, etc.).

(iii) Michael asked Peter Johnson what related experience he has in the building trades. Pete responded that he has been working in the building trades since 1969. He has built houses and worked on foundations. Michael suggested Peter put together a resume and send it to the Board. Michael gave Peter his email address, [vp@goshenfarm.org](mailto:vp@goshenfarm.org) for the resume. Peter will also send his email and phone number to [membership@goshenfarm.org](mailto:membership@goshenfarm.org) . Becky will share this information with Michael and Roy.

10) New Business

- a) Michael suggested that the Board read over the regulations related to the Bouncy House though the cost of liability insurance for this probably means GFPS will not use this donated equipment for any events.
- b) Roy reported that he and Becky received an invitation to go to the Natural Resources Conservation Service (NRCS) for a luncheon last Tuesday. NRCS has a program called the Earth Team which recognizes volunteers across Maryland in each county. At the luncheon, they called up Goshen Farm Preservation Society representative Roy Benner and presented Roy with a Certificate of Appreciation for GFPS. They then gave Roy and Becky Certificates of Appreciation for their work with NRCS and Dean Cowherd. Roy had given NRCS numbers and hours of volunteers who have helped at Goshen Farm for use for their Earth Team report. Becky is going to write a thank you letter to Dean's unit for all of their work at Goshen Farm.
- c) Peter Johnson stated that during the earlier part of the meeting he heard discussion about security at Goshen Farm events. He asked if we had members who were EMT's to be called on to be present for events at the Farm. Michael stated that we are working on this issue while revising the Security Committee Guidelines. Discussion ensued. Peter also asked what liability the BoE had for Goshen Farm. Michael replied that they have very limited liability. Becky gave Peter a copy of our lease with the BoE.
- d) Becky made a motion that we table the Dana Schallheim discussion until the May Meeting when Lou is present. Bob seconded. The motion carried.

11) New Actions Items were not reviewed.

12) Comments from the floor.

- a) There were none.

13) Bob asked for a motion to adjourn and Rose Mary seconded. The motion carried. The meeting adjourned at 9:50 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)	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 04-17-19 Board Meeting, Michael Buchet suggested that we contact State Wide Septic to cost out an upgraded and handicapped accessible port-a-pot for Large events and Summer Acoustic Concert Series.
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

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.
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.
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.