

Goshen Farm Preservation Society  
Board Meeting, May 15, 2019

<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>	May 15, 2019	<b>Time: 7:30</b>	7:32 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Michael Buchet, Roy Benner, Becky Benner, Rose Mary Stocker, Sharon Biondi, and Linda Beck		
<b>Members Attending:</b>	Louis Biondi		

- 1) Call to Order and welcome of new and current members. Vice President Buchet called the May 15, 2019 Board Meeting to order at 7:32 PM.
- 2) Michael requested changes or additions to the agenda from Board Members.
  - a) In an email dated May 14, 2019, Becky received a request from Eve S. Case, Social Studies Coordinator for Anne Arundel County Public Schools to include Goshen Farm as a session option for their professional development at Broadneck High School on August 26, 2019. Michael distributed copies of this email from Eve Case. This will be added to New Business.
  - b) Becky also asked to add a request from St. Andrew by the Bay to have their Summer Camp at Goshen Farm on Monday, June 24<sup>th</sup> through Thursday, June 27<sup>th</sup> from 9 AM – 12 Noon. This will be added to New Business.
  - c) Roy requested a discussion on proceeding with the Wildlife Pond and piping water from the downspouts to the pond. This will be added to Old Business.
  - d) Roy also wanted to discuss the process for recruiting and selecting a Building & Maintenance Chair. This will be added to New Business.
- 3) President’s Report (Vacant)
- 4) Vice President’s Report – Michael Buchet (Report as submitted)
  - a) Michael briefly reported that the transition to QuickBooks and setting up the new program is on hold. He is waiting for the new 2019 QuickBooks for Nonprofits program, an A class refurbished laptop, a Symantec Security Suite, and Microsoft Office 2019 including Publisher and Access to be delivered.
  - b) The question of whether GFPS needs to get an audit is “up in the air”. Based on Michael’s discussion with Annapolis Accounting Services, the cost of an audit is estimated to be between \$4,000.00 and \$5,000.00. He will be looking into whether he can find an accounting firm that will donate the audit.
  - c) Michael reported that there has been no response from Peter Johnson, a member who came to the April 17<sup>th</sup> Board Meeting to discuss and consider the Building & Maintenance Chair position.
  - d) As related to the work of the *Ad hoc* Committee, we have not reviewed the preliminary draft of the Building & Maintenance Committee Guidelines so Michael feels that it might

be premature to offer someone the Chair unless we can define the responsibilities better. It was determined that this committee's guidelines should be the next guidelines to be reviewed and edited by the *Ad hoc* Committee.

- e) Michael is continuing to work with Secretary Biondi to revise the Recurring Item Tracking List.
  - f) Michael has not done any more work on researching plats, lots and deed descriptions of Goshen Farm.
- 5) Review of Minutes – April 17, 2019 Board Meeting
- a) Becky reported that she had made many edits to the April 17<sup>th</sup> Minutes and sent them to Sharon. Sharon stated that she did not have time to correct the Minutes and send them out to the Board for this meeting. Sharon made a motion to “table” the review of the April 17<sup>th</sup> Minutes until the May 15<sup>th</sup> meeting. Linda Beck seconded and the motion carried.
- 6) Treasurer's Report (Linda Beck – provided under separate cover) April 30, 2019 Financial Report
- a) Linda reported that our carrier, CNR, contacted Erie Insurance. Erie stated that with regards to insurance required for GFPS to use the donated Bouncy House for GFPS events that “they will not provide any coverage for this exposure and will split it by endorsement”. Linda asked if anyone present was interested in having the Bouncy House. Michael will also check with Beau Breeden to see if he knew of an organization that would want the Bouncy House for their events.
  - b) Linda reported that while working with the Reconciliation Sheet for the Spring Open House to enter information in her accounting system, she found she still needs information on several entries. Becky reviewed the receipt book and shared this information with Linda. There was discussion about specific entries and they reached an agreement on entries. Linda stated that Michael has ordered a new Square that should make the credit card sales easier to perform and give us better information for entering into the accounting system. We should have this available for the Strawberry Festival Booth on June 1, 2019.
  - c) Becky made a motion to accept the April 30, 2019 Treasurer's Report and Roy seconded. On the Reconciliation Detail of the Financial Report, Becky asked about a check written for \$1,782.00 on May 1, 2019. Linda stated that we transferred that amount from checking to the saving's “restricted funds” as agreed upon by the Board in a motion in the March 2018 Board Meeting for the Farm House restoration (25% of GFPS net annual revenue is transferred annually, each December 31<sup>st</sup>). This transfer was delayed until we received our 2018 Tax Summary from Annapolis Accounting. The motion to approve the Treasurer's Report carried.
- 7) Committee Reports
- a) Building & Maintenance – (Vacant)
  - b) Communications – (Vacant)
  - c) Events Coordination - (Vacant)
    - (1) Board Member at Large, Rose Mary Stocker, chaired the Spring Open House. Michael asked Rose Mary if she would like to report anything more on this event.

- (i) Rose Mary stated she had nothing more to share about the Spring Open House.
- d) Financial Development and Volunteer Coordinator – (vacant)
- e) Sharing Garden – Bob Nestruck (No report submitted)
  - i) Bob sent Michael an email letting him know that he would not be attending the meeting.
- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that he is concerned that we are not getting regular reports from certain committee chairs.
  - ii) Lou forwarded Roy an email that he had received from a Board Member of the community of Atlantis. Atlantis had been cleaning out their Nature Trail. They had hired a company to come in to remove one half to one acre of Bamboo from the path at a cost of around \$10,000.00. In the process of clearing the trail, they found an old Milwaukee Sickle Bar mower. The Board member wanted to know if Goshen Farm wanted the Sickle Bar. Roy contacted Mark Sinda and with the help of Phil Graham (both on the Atlantis BOD), they moved the Sickle Bar to paved roadway. Member Jay Morgan hauled the mower to Goshen Farm. (See Roy’s report for more details about placement of this equipment on the Goshen Farm property.) Roy is researching the history of the Milwaukee Sickle Bar.
  - iii) Roy reported that he is continuing to research contractors regarding the cost sharing contract for the Wildlife Pond with Anne Arundel Soil Conservation District (AASCD). Previous bids came in well above the \$4,600.00 estimated by the AASCD. He shared the estimates he has obtained from Richard’s Tree Service and Tom Superczynski with the Board for comparison. The Board will discuss these estimates under New Business.
  - iv) Roy met a young man, Alex Mohler, at Goshen Farm. He is home from college and asked if there were any projects that he could help with around the Farm. They discussed some possibilities and Roy will see if Alex follows through with his offer.
  - v) Roy also reported that on June 22, The Cape St. Claire Garden Club, Inc. has a “secret garden tour”. They have asked if they can include Goshen Farm on their tour. Roy agreed. Tracy Smith will talk about the Henson-Hall Slave Garden, Terry Brandon will speak on activities in the Hoop House, Roy will discuss the Sharing Garden and Larry Jennings will talk about the Pollinator Garden and Monarch Waystation. The tour at Goshen Farm will last about an hour.
- g) History and Research – Scott Powers (No report submitted)
- h) Membership – Becky Benner (Report as submitted)
  - i) Becky reported that we have 168 Membership units (five more than this time in 2018).
- 8) Review of Action Items and Recurring Items
- 9) Sharon asked about Action Item 351-02-19 regarding the Dun & Bradstreet (D&B) password and Action Item 352-02-19 regarding the System for Award Management (SAM) Account. Once these two actions were accomplished, she was to add these to the Recurring Actions. Roy sent the Board the directions and passwords, etc. for both of these processes and Sharon felt these directions were too expansive to go into the Recurring Actions Chart. Roy

and Michael both stated that neither of these accounts is working now. They will further investigate this. Lou reminded the Board that he has created and shared a chart of the Boards' passwords for our Google account and various other passwords that are needed for GFPS operations. He feels the information for the D&B Account and the SAM Account should be on this chart and not on the Recurring Actions (where it can be viewed on the GFPS website under Minutes). The Board agreed.

#### 10) On-going Business

- i) Recruiting Board Members, Committee Members, Caper Article Coordinator, and CSCIA Liaison.
  - (1) Becky agreed to be the CSCIA Board of Governors Liaison for GFPS.
  - (2) Lou agreed to do June's Caper Article and beyond. Becky suggested that Scott could write a history article periodically to put in the Caper. Lou would have to coordinate with Scott on the history articles. Michael will contact Scott to discuss writing several paragraphs to include in the Caper. **(Action Item: 355-05-19)**
- ii) There was no response to Michael from Peter Johnson regarding interest in becoming the Building & Maintenance Chair as of this meeting date. Roy will call Peter Johnson about his interest in Building & Maintenance Chair or Security Committee Chair. Sharon will contact Barbara Morgan regarding the man she spoke with who showed an interest in Building & Maintenance Chair. **(Action Item: 356-05-19)**
- iii) GFPS will not be using the donated Bouncy House at events as our insurance carrier will not insure GFPS for using the Bouncy House. Linda made a motion that we discuss the disposition of the Bouncy House and Becky seconded. Discussion ensued. Linda stated that if no one wants it, we can take it to the dump. Michael will talk to Beau and Ryan from the CSCIA to see if they know of any organization that would want it. Roy stated that if we take it to the dump, he would like the blower.
- iv) Michael told Sharon that he needs copies of the 2017 and 2018 invoices from Annapolis Accounting Services donating their tax services. She will copy and bring to the next meeting.
- v) Roy addressed the Board regarding the two estimates for the Wildlife Pond and comparable costs for the entire Pond/Roof Drainage Project. He passed out the comparison sheets and discussed detailed cost of the drainage system, excavating the Wildlife Pond and seeding and laying straw in the entire area after excavation. The total cost using Richard's Tree Care for excavating the wildlife Pond and all other expenses including the drainage system was \$5,004.28 - \$6,604.28. The total cost for using Tom Superczynski for excavating and all other expenses including the drainage system was \$4,404.28. With the Anne Arundel County Soil Conservation District (AASCD) Cost Sharing paid to GFPS after completion of the project for \$2,440.28, the cost to GFPS would be \$1,840.28. Roy made a motion that pending the resolution of the liability issue and insurance we choose the Superczynski bid of \$4,404.28 and approve a maximum of \$5,000.00 to complete the project. Rose Mary seconded. Discussion ensued. Michael asked the Treasurer if we have the

money to spend on this. Linda stated we do. Michael also stated we must have fencing around the pond excavation for safety. The motion carried. Sharon asked Roy to send her the paperwork research he has on the Farm House roof shingles containing copper granules and their affect (or lack of it) on wildlife. She will include that research with her copy of the AASCD Wildlife Pond Cost Sharing Contract.

#### 11) New Business

- a) Becky informed the Board that St. Andrews by the Bay sent a message to Terry Brandon signed by Meredith Powell, Prep & Youth Ministry Administrative Assistant. Ms. Powell asked if GFPS could use the St. Andrews By the Bay youth for projects at Goshen Farm during St. Andrew's Summer Madness Camp on the days of June 24<sup>th</sup> – 27<sup>th</sup> from 9am – noon. Terry forwarded the message to Roy for consideration. Discussion ensued. Becky stated that the camp is for Middle School age youth with High School Peer Ministers. Parent chaperones are included and transport the children. It was decided that resealing the picnic tables, clearing brush along the driveway, and mulching paths would be beneficial projects. The sense of the Board was "yes" to this request. Sharon stated that the picnic tables need to be swept before sealing. We need to provide sealer, paint brushes, work gloves and bottled water for the campers. The campers should wear old clothes and closed toe shoes. Roy will check to make sure we have enough sealer, work gloves, and tools for cutting and clearing the brush along the driveway. Becky will communicate this information to Terry Brandon and keep the Board informed by email.
- b) Becky reported that she received an email from Eve S. Case, Social Studies Coordinator for AACPS. The email explained that on August 26<sup>th</sup>, Broadneck HS will be the location for all of the Social Studies teachers in Anne Arundel County to meet and discuss the curriculum. Ms. Case stated that with the proximity to Goshen Farm it would be interesting to discuss an opportunity for teachers to take a "field trip" to Goshen Farm as a session option. Becky responded that she would bring this request to the attention of the GFPS Board at the May 15<sup>th</sup> Board meeting. Michael asked for the sense of the Board. The Board thought this was an opportunity to introduce Goshen Farm to other schools in AA County. Becky will contact Ms. Case and state that we are interested. Becky will find out what time frame will be involved, what happens if there is inclement weather, what Ms. Case sees Goshen Farm volunteers doing during this visit, etc.. Michael suggested that Becky give Ms. Case the stations that we could highlight such as the Apiary, the Hoop House, the Milk House, the Farm House, the Slave Garden, the Sharing Garden, the Wildlife Pond, etc., to help in the planning.
- c) After an earlier discussion with Peter Johnson, Becky brought up the issue of signage at areas of entrance to Goshen Farm stating that this is Anne Arundel County Public School Property. It was suggested by Michael that Becky or Roy contact Alex Szachnowicz, Chief Operating Officer at AACPS to see if we can get these official signs from the AACPS to place at entrances to Goshen Farm. Becky also indicated that we need Handicapped Parking signs at the parking lot near the Tenant House. She suggested we set PVC pipe into the ground and have handicapped signs on sticks that we can insert into the pipes when we have public events.

d) Roy announced that today is Becky's birthday. We congratulated her and thanked her for coming to a Board Meeting on her birthday!

12) New Actions Items were not reviewed.

13) Comments from the floor.

a) Becky asked Lou about the status of the Board of Education visit to the Farm. He explained that first he will draft the invitation wording to Board Member, Dana Schallheim and give her dates to think about, then after he gets feedback from Dana, he will send a final request to Molly Connolly, Executive Assistant to the BoE, with several dates for the Board to choose and she will send this to the School Board for their response. Lou asked the GFPS Board to think about dates in late June and July when they could be available to attend this event. There was some discussion about food for this visit.

14) Becky made a motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 9:45 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.
355-05-19	Contact Scott Powers regarding writing history articles for GFPS Caper article	Michael	06-30-19	Working	Would need these short history paragraphs for articles that Lou Biondi is writing or as stand alone articles.
356-05-19	Contact Barbara Morgan regarding person she knew who showed an interest in Building & Maintenance Chair	Sharon	06-30-19	Working	