

Goshen Farm Preservation Society
Board Meeting, July 17, 2019

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Michael Buchet	Recorder:	Sharon Biondi
Date:	July 17, 2019	Time: 7:30	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Michael Buchet, Roy Benner, Becky Benner, Sharon Biondi, Bob Nestruck and Linda Beck		
Members Attending:	Louis Biondi, Erik Wallace		

- 1) Call to Order and welcome of new and current members. Vice President Michael Buchet called the July 17, 2019 Board Meeting to order at 7:30 PM. He welcomed member, Erik Wallace. Michael Buchet let Erik Wallace know that he was on the agenda and would have 3(three) minutes for questions. He also stated that Beau Swisher may come late to the meeting to discuss new generation website design and other services Beau may be able to provide GFPS.
- 2) Michael requested changes or additions to the agenda from Board Members.
 - a) If Erik Wallace needs more time for discussion and questions, Michael will call for a motion to add Erik to the Agenda under On-going Business
 - b) Michael also noted that the Board may have to go into Closed Session to discuss his meeting at the Anne Arundel Soil Conservation District Office this morning (07/17/2019) The meeting was also attended by Lou Biondi.
 - c) Michael announced that Lou Biondi has agreed to accept the position of Financial Development Chair but would not be on the GFPS Board. Michael stated that he is so appointed.
 - d) Michael requested other changes or additions to the Agenda.
 - i) Becky requested that Preservation Maryland’s “Six-To-Fix” cooperative partnership be added to New Business. Added to Agenda as Item c., New Business.
 - ii) Becky also requested that the Fall Open House be added to New Business, item d..
 - iii) Roy Benner requested that his tenure as Grounds Chair be added to the Agenda. Michael stated that this will be added to the Closed Session discussion.
 - iv) Linda asked about further discussion on Membership Appreciation Night for the August 30th Concert. Lou stated that he would discuss this under Events Coordination.
- 3) Michael introduced Erik Wallace and gave him the “Floor”.
 - a) Erik explained his connection with Goshen Farm. His son, Lyle Wallace, is an Eagle Scout and built the Apiary at the Farm in the spring of 2015 as his Eagle Scout Project to earn Eagle Scout status. Erik has continued maintaining and growing the hives in the Apiary located at Goshen Farm. Erik stated that he would like to become a GFPS Board Member in whatever capacity that he and the Board thought would be appropriate. He

is an Electrical Engineer by profession. At this time he is doing sales and business development for cyber security. He also has been active in both the Pack and Boy Scout Troop 2214 and presently is the Charter Organization Representative who is equivalent to a Board Member that charters both the pack and the troop. He has worked with Grounds Chair Roy Benner often in this capacity to find projects and activities that benefit both the Pack and Goshen Farm. Roy Benner asked Erik if he thought he could assist with the problems we are having with the Farm House security alarm system. Erik stated he would be happy to check this out with Roy. **(Action Item: 359-07-19)** The Board thanked Erik for his background summary. Michael stated that the GFPS Board would like to have Erik elected to the Board but that would have to wait until the Annual Membership Meeting in January. VP Buchet stated that he could appoint Erik to the Board and asked which vacant Chair he would like to be appointed to. Erik suggested that he needs to see the responsibilities of the vacant chairs before he makes a decision. Michael Buchet will send Erik copies of the "draft" Committee Chair Guidelines. **(Action Item: 360-07-19)** It was suggested by Lou Biondi that in order to have input at the meetings, we could under our By-laws appoint Erik Wallace to the Board as a member "At Large". Erik agreed. Bob Nestruck made a motion to appoint Erik Wallace a Member at Large to the Board. Becky seconded and the motion carried.

4) President's Report (Vacant)

5) Vice President's Report – Michael Buchet (Report as submitted)

- a) Michael thanked Roy for getting rid of the Bouncy House. Roy reported that Warren Klug volunteered to take the Bouncy House to the dump. Thank you Warren!
- b) Michael reported that thanks to Roy paving the way, he and Lou met with Heydsha Cordero Rodriguez, Grant Monitor on July 17, 2019 and acquired a copy of the working documents for the Farm House roof runoff, underground drainage and shallow water wildlife pond project (EQIP 2014743B1918ORR). Ms. Rodriguez also volunteered to send scanned copy PDF of agreement documents and the email or letter that explains the DUNS not needed bulletin from 2018 to GFPS – President when completed. Ms. Rodriguez will also let GFPS know if the DUNS not needed status still applies in 2019. Ms. Rodriguez was cordial, professional and extremely helpful. Lou discussed his role in the meeting and Roy added clarification to what Lou reported. Ms. Rodriguez suggested that we complete the paper work for an extension if we think we may need it for completing this project. Lou felt that as a 501- c3 we are covered by the documents we have and what Ms. Rodriguez will send.
- c) Last, Ms. Rodriguez told Michael Buchet and Lou Biondi that she had a bulletin, dated May 4, 2018 regarding the DUNS not needed for our NRCS pond project. There was also supposed to be a letter, "Duns-Sam Applicant Notice of Exemption template letter," referred to in this bulletin as an attachment. Ms. Rodriguez will send the Bulletin, NB 440-18-12 PGM, to Lou Biondi, and the Notice of Exemption Letter, when it is available. This letter will explain current conditions on DUNS. We may need to revisit the DUNS at a later time. Becky requested that this discussion on DUNS be an action item. **(Action Item: 361-07-2019)**
- d) Michael spoke with accountant, Fred Miller regarding an audit for GFPS. He was recommended to Michael Buchet by Beau Breeden, Vice President of the CSCIA. Mr.

Miller is known to be community and small association friendly and reasonably priced. Mr. Miller requested the last three years of GFPS financials which Vice President Buchet delivered on July 16th. Fred Miller will let Michael know if he is willing to do our audit after reviewing our financials.

- 6) Review of Minutes – June 19, 2019 Board Meeting Minutes
 - a) Becky made a motion to approve the June 19, 2019 Board Meeting Minutes and Bob Nestruck seconded. Under discussion, Becky pointed out a correction in Recurring actions. Deborah Dickerson’s name needs to be changed in the second column to Deborah Martin. The motion to accept the Minutes with this correction carried.
- 7) Treasurer’s Report (Linda Beck – provided under separate cover) June 28, 2019 Financial Report
 - a) Linda reported that she received another donation payment from Network for Good of \$160.00. The previous payment from Network for Good was \$21.00. She does not have any paperwork from either Network for Good or Facebook. Linda and Becky believe both of these donations are from Jeanne Martin’s Facebook Birthday donations post.
 - b) Becky made a motion that we accept the Financial Report for June 28, 2019. Bob seconded. The motion carried.
- 8) Committee Reports
 - a) Building & Maintenance – (Vacant)
 - b) Communications – (Vacant)
 - c) Events Coordination - (Vacant)
 - (1) Michael asked Lou to report on his activity on Events.
 - (i) Lou reported on the Summer Acoustic Concert Series chaired by History & Research Chair, Scott Powers. We have several Mail Chimp announcements to go out this week and Color Fire has set up a Facebook Event Page for every Concert. Becky has been trying to set up postings for specific concerts on the CSC Signboard when the board is available to GFPS.
 - (ii) Lou reported that as regards the Wine Tasting/Silent Auction, he and Sharon are working on the auction item request letters that will go out to businesses on June 22 and 24th.
 - d) Financial Development and Volunteer Coordinator – (vacant)
 - e) Sharing Garden – Bob Nestruck (No report submitted)
 - i) Bob reported that the Garden is doing fantastic. We will have a “ton” of tomatoes and Bob will send out an email to members who have volunteered to make tomato sauce for the Harvest Pasta Dinner to come gather tomatoes. Becky asked Bob to let those who plan on making tomato sauce, that she has a 30, ½ cup baggies of chopped peppers for those who use peppers in their tomato sauce. He will pass this information on.
 - f) Grounds – Roy Benner (Report as submitted)
 - i) Roy reported that the Apiary had their honey harvest and gathered 160 pounds of honey. Erik Wallace reported that last year the beekeepers harvested around 30 pounds of honey. Erik Wallace and Warren Klug spent a day harvesting this honey using a spinner.

- ii) Roy stated that when he sent out the scanned paperwork for the pond grant, he received an email from Pat Furgurson asking for a copy of the spreadsheet on the cost of the pond. Roy did not know how Pat Furgurson knew there was a spreadsheet with this information as he was not on the emails regarding needed paperwork for this project. No one present at the meeting could explain this. Roy will call Pat Furgurson and inquire about this request.
 - iii) Last, Roy expressed concern that along our driveway, many branches fall down on the driveway from storms, wind and from trees with dead branches. He would like to get estimates from Richard's Tree Care and/or Sawyers Tree Service to give us estimates on surveying these trees and the cost of mitigating the problem of dangerous limbs or entire trees on both sides of the driveway. Roy made a motion to get estimates for removing dead limbs or dangerous trees. Linda seconded. The motion carried. **(Action Item: 362-07-19)**
 - g) History and Research – Scott Powers (No report submitted)
 - i) Michael spoke with History and Research Chair, Scott Powers, today about writing articles for the Caper. Scott agreed to write these articles and would need guidance on topic and length. Lou stated that he would like as much information and detail as Scott can provide in the form of a series. He would like about half of a column worth of material. Discussion ensued. Sharon suggested that it would be more effective if Lou took over this discussion directly with Scott regarding these articles. Lou will contact Scott with recommendations. **(Action Item: 363-07.19)**
 - h) Membership – Becky Benner (Report as submitted)
 - i) Becky reported that there were no renewals or new members for July to date. We have 173 Member Units.
 - ii) Becky requested the Cape St. Claire Improvement Association Signboard for announcing the Member Appreciation Night Concert on August 30, 2019 for 3 1/2 days (August 27th, 28th, 29th and 30th). She does not know if Mary Lamb will approve this request.
 - iii) Becky also reported that she completed and sent in the application for the Monarch Waystation certification and sign. She sent in a check for \$16.00 for the application and \$24.95 for the sign.
 - iv) Becky also completed the application for BayWise Yard Stick regarding certification for the Pollinator Garden and Monarch Waystation. She needs to schedule a BayWise Master Gardener to come see the Pollinator Garden and Monarch Waystation in order to complete certification. Both of these certifications will benefit GFPS. Becky suggested that Pat Furgurson could do an article on these Gardens once we have both certifications.
 - v) Becky reported that when she was attending the CSCIA Board of Governors Meeting several nights ago, there was discussion about “Halloween Happenings” scheduled for October 26th from 10 AM to 3 PM. CSCIA Board Member Mary Lamb is asking GFPS, The CSC Garden Club, and the Cape Conservation Corps have tables with activities for the children attending this CSCIA sponsored event. There will be more discussion of this under New Business.
- 8) Review of Action Items and Recurring Items

- a) As regards Action Item 311-02-18, Michael asked Lou if he had received all of the information he had requested from the Board to complete the Annual Report to the BoE for 2016, 2017, and 2018. Discussion ensued. Lou explained that while GFPS must send the Annual report to Alex Szachnowicz, Chief Operating Officer of AACPS, we are not restricted from sending it to others such as the School Board Members. Roy noted that we send this report certified or registered mail as required in the lease signed September 15, 2010 to the Superintendent, Alex Szachnowicz, and the School Board. Michael suggested we move further discussion of this to New Business, Item b.
 - b) **Action Item: 355-05-19** was completed. **Action Item: 358-06-19** should be completed by the end of this meeting and if so will be marked as such on the July draft Minutes.
- 9) On-going Business
- c) Bounce House Update
 - a. As regards the Bounce House, Warren Klug hauled the Bounce House to the dump. The fan was kept for Goshen Farm use.
 - d) Housekeeping:
 - a. GFPS has several issues about file date and name format. Michael suggested that if we all move to date our files: yyyy.mm.dd. This will allow us all to sort and retrieve the files more easily.
 - b. At some point we need to decide what version of Word we will all have. At that point GFPS can purchase a version for all Board Members. For the present, when we email to each other (as we all have different versions of Microsoft Word) we should try to save it to an earlier form /File extensions: Access. mdb, Excel. xls, PowerPoint.ppt, Publisher.pub, and Word.doc.
- 11) New Business
- a) Email System
 - i) Lou stated that since we don't have a President, he is still manager of our email system. The way we are set up, he can lock a Board Member out of access because we have all given him our passwords for Google email. If something happened to Lou his email can be shut down, password can be changed and access can be changed. Some members are still using their personal email. Google has decent security, we don't know about the various personal emails. For those who are not using the GFPS Google account (goshenfarm.org) and something happens to them, the permission we have given them to access the cloud could result in all of this information not being secure. Lou will send out an email asking who is having trouble using goshenfarm.org mail system and the cloud. He will create a tutorial and send this out. If necessary, he will personally work with the individual. (**Action Item: 364-07-19**)
 - b) Lease Negotiations
 - i) On Wednesday July 10, 2019, 3 elected Board Members from the BoE attended a meeting at Goshen Farm organized by Lou Biondi and School Board Member Dana Schallheim from District 5. GFPS Board Members Michael Buchet, Roy Benner, Becky Benner, Rose Mary Stocker, Bob Nestruck and Sharon Biondi were present. Also attending were Past President Barbara Morgan and members Lou Biondi and Terry Brandon. Dean Cowherd, recently retired from USDA's Natural Resources

- Conservation Services and an active participant in the Soil Health lectures at Goshen Farm also attended. The 3 Board Members toured the Farm House, gardens and Hoop House and stayed for a question and answer session and a discussion about our upcoming BoE Lease renewal.
- ii) Lou began the discussion regarding the next step in our BoE Lease negotiations – testifying at BoE Meetings regarding our lease. Lou stated that he sent out an email about the first opportunity; Wednesday, August 7th. Lou did not think we would be ready to testify by that date. Lou asked that the Board please check their emails as Dana Schallheim was sending Lou suggested dates to testify and he would send this information on to the Board. Roy suggested that we don't need to testify right now and it might be best to wait until we have time to strategize our talking points and get supporters to attend the BoE meeting the night we testify. Lou agreed with Roy's suggestion. Roy also suggested that we search for early conversations between Barbara Morgan and the Superintendent or Chief Operating Officer regarding the original lease negotiations. Michael suggested the Board of Education may have a line item in their budget for community outreach. If so, we could fall into that category. Lou will email Dana and discuss whether we should seek funding for GFPS in the upcoming budget. These two goals, lease negotiations and being included in the next BoE budget, should be separated for planning and strategizing purposes.
- c) Becky reported that she had just received information from Preservation Maryland about their grant program called Six-&-Fix. Historic Organizations generally apply for these six grants. The grants range from \$7,000.00 to \$26,000.00. Becky thinks that some of our projects that we have been unable to fund might fit into this grant program. Lou doesn't think he has time to investigate and write the grant application by August 2 but he will look into it. Lou stated that even if we can't work on this grant this year, we should create a spreadsheet for grants with the date deadlines.
- d) Fall Open House – September 14, 2019, 10am-4pm
 - i) Becky has been researching a special attraction for the Open House. There is a vehicle called The Chesapeake Roving Ranger. It is put out by the Chesapeake Conservancy and the National Park Service. This Roving Ranger was not available on September 14th. She then talked with Diana Tyler at MAEF, Maryland Agricultural Education Foundation. Diana Tyler informed Becky that MAEF had a Showcase which is a 5th wheel trailer with many agriculture displays for \$575.00/day. They also have a Table Top program with activities for children and includes a MAEF staff member. This costs \$150.00/day. Becky has asked MAEF if they could get back to her about their availability to bring the Table Top Program and staff member for the Open House on September 14th.
 - ii) Roy asked about who will be chairing the Fall Open House. Michael stated that we may have to cancel the Fall Open House for lack of a Chair. If we can find a chair, Linda will volunteer to handle the cooking and shopping for the food. Erik Wallace stated he can provide Boy Scouts from Troop 2214 to handle parking. Roy suggested that we contact Rose Mary Stocker to see if she would Chair this event. Michael will contact Rose Mary regarding chairing this event when she returns from Ohio.

- e) CSCIA's Halloween Happenings, October 26th. Becky reported that Mary Lamb is organizing this event and would like the three CSCIA recognized organizations mentioned above to participate and have activities for children. These tables or centers should also introduce the parents to each organization and their goals. Discussion ensued about what type of activity GFPS could provide. Becky will contact Mary Lamb for details on time frame so we would know how many shifts and volunteers we would need to cover this table and report back to the Board.

12) Closed Session

- a) Michael asked for a motion to go into Closed Session. Bob made a motion to go into Closed Session to discuss personnel, regulation and financial issues regarding the Shallow Water Wildlife Pond Project. Sharon seconded. The motion carried. The Closed Session resulted in a final decision on the Shallow Water Wildlife Pond Project based on a "The Sense of the Board". "The Sense of the Board" is that we continue with the Shallow Water Wildlife Pond Project to be ready for inspection by September 6th with Roy Benner as the Project Manager. The "Sense of the Board" was unanimous.

13) Adjournment

- a) Bob Nestruck made a motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 10:30 PM.

b) Closed Session Notes

- i) Roy gave his perspective on this Closed Session regarding the Pond Project; he basically does not understand what the issues or problems are since he has been delivering regular reports on the project for the last 5 years, the Board agreed on the project, in the May Board Meeting set aside \$5,000.00 for the project and gave him the go ahead to complete the project. Michael stated that he would address each of those points for clarification. Michael stated that Roy had been reimbursed approximately \$1,500.00 for expenses related to the project. Roy stated that he had submitted receipts and had been reimbursed. Michael stated next that he had sent out an email (to the Board) asking to “refresh his memory”, “...where are the contracts and where were the documents...”? Roy stated that he sent out an email stating that there were no contracts for the work that had been done to date as the work was done by members at very low cost. Michael stated that we should have had contracts for the work that Supercznski has agreed to do and the digging of the drainage ditch by the member with the ditch witch. Roy stated that he has gotten the paperwork for the digging of the trench and has requested the necessary paper work from Tom Supercznski. Michael stated that the Pond Project is a Federal Project and we are a 501-c3 and we have to have complete records. Lou stated that we have what we need - the documents needed to complete the project. Michael agreed and said he thought the project should go forward. Becky stated how she felt about the way in which the delay to check documents was handled. She felt it was handled at the June Board Meeting in a humiliating way for Roy in front of other GFPS Members. Other Board Members spoke to this issue. After more discussion, Erik Wallace stated that our options now are to complete the project by September 6th, ask for an extension, or not complete the pond. Lou agreed. Roy believes we can complete the project to be ready for inspection by September 6th. Michael asked for a Sense of the Board. “The Sense of the Board” is that we continue with the Wildlife Pond Project to be ready for inspection by September 6th with Roy Benner as the Project Manager. The “Sense of the Board” was unanimous.
- ii) Bob Nestruck made a motion to come out of Closed Session, seconded by Linda Beck. The motion carried.

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 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, 2020 Annual Meeting Agenda for vote by membership on By-Law addition.	Lou	12-15-18	Working	Needs to be voted on at 2020 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 BayWise Master Gardeners 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 which 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.
357-06-19	Compile brainstormed ideas into a cogent list to be used for future write-ups regarding increasing GFPS Board Member and Member recruitment	Barbara Morgan	07-15-19	Working	

359-07-19	Check out Farm House Security Alarm	Roy and Erik Wallace	08-08-19	Working	The alarm continues to go off and must be manually shut down. Should be remedied by the August 9, Summer Concert.
360-07-19	Send Erik Wallace all Draft Committee Guidelines for his information.	Michael	07-30-19	Working	Erik Wallace may assume a Committee Chair position but would like to base his decision on reviewing all of the GFPS Committee Guidelines (recently revised in 2019).
361-07-19	As regards GFPS DUNS number, research what is required to activate password for future GFPS contracts and to have this for grant research (a requirement for Federal Agencies and private grant benefactors).	Lou and Michael	09-30-19	Working	GFPS has a DUNS number but the last time Board Members tried to access, they could not gain access. GFPS may need to acquire a phone number other than a Board Member's personal number as in the past. Vonage is a possibility.
362-07-19	Have Richard's Tree Care and Sawyer Tree Service survey trees on both side of Goshen Farm driveway regarding dangerous tree limbs and trees and get estimates for remediation of this issue.	Roy	09-30-19	Working	Grounds Chair and volunteers continue to clean up limbs along driveway that fall during storms and high winds.
363-07-19	Contact Scott Powers to coordinate GFPS history columns in Caper.	Lou	08-15-19	Working	Should be an email to Scott with topics, length and monthly Caper Deadline. Lou will coordinate with Scott for Lou to include his own material for current GFPS topics in monthly articles.
364-07-19	Create a Google Email (goshenfarm.org) and Google Cloud tutorial for Board Members' use. Lou will send the Board an email asking who needs this tutorial and what specific problems Board Members are experiencing with both.	Lou	10-01-19	Working	Using the goshenfarm.org email service is causing Board members who have subscribed problems on a weekly basis. Also Board Members are having issues trying to retrieve and add items to the Google Cloud.