

Goshen Farm Preservation Society  
Board Meeting, September 18, 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>	September 18, 2019	<b>Time: 7:30</b>	7:45 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Michael Buchet, Roy Benner, Becky Benner, Sharon Biondi, Bob Nestruck, and Rose Mary Stocker		
<b>Members Attending:</b>	Louis Biondi, Barbara Morgan, and Christy Folderhauer		

- 1) Call to Order and welcome of new and current members. Vice President Michael Buchet called the September 18, 2019 Board Meeting to order at 7:45 PM. He welcomed members, Lou Biondi, Barbara Morgan and Christy Folderhauer. He also welcomed invited guest, Accountant, Fred Miller. Michael passed out copies of the contracts for Baylaw, LLC, and designer, Amy Taylor (as requested by the Board on the August 21, 2019 Board Meeting). Michael also passed out a copy of our agreement with Accountant, Fred Miller and the GFPS audit just completed by Mr. Miller.
- 2) Michael requested changes or additions to the agenda from Board Members.
  - a) Roy Benner made a motion to move Accountant, Fred Miller and his audit report up on the agenda after the Vice President’s report. Bob Nestruck seconded the motion. The motion carried.
  - b) Becky wanted to add Halloween Happenings to On-going Business, 9. d.
  - c) Roy asked to add a brief discussion of status of gutters on the Farm House. Michael asked Roy to discuss this under his Grounds Committee Report.
  - d) Roy also brought up a situation with the Apiary. Bee keeper, Erik Wallace asked that this discussion be tabled until the next Board Meeting. Erik is out of town.
  - e) Roy also would like to discuss candidates for Building and Maintenance Chair. Michael asked Roy to discuss this when he gives his Grounds Committee Report.
- 3) President’s Report (Vacant)
- 4) Vice President’s Report – Michael Buchet (Report as submitted)
  - a) Michael passed out an Addendum to his Vice President’s Report. When Treasurer, Linda Beck and Vice President Buchet met with Mr. Miller to discuss the audit, there were some questions – some of which they asked Mr. Miller and some of which needed to be directed to Annapolis Accounting Services (AAS). Michael made a list of questions for Annapolis Accounting Services. His questions and Annapolis Accounting Services’ answers are in the Vice President’s Report Addendum. (Addendum dated September 18, 2019 attached) Michael went over the Addendum. He stated he was not going to go over every question and response as many of these deal with how we put information in Quick Books. Michael reviewed the issue of how to post/journal grants in a cash based system. AAS suggested GFPS identify the grant as a “Class” and run reports

by class to show Grant accounting. Michael also asked how we handle the cash that came in from the Summer Acoustic Concert Series (\$832.00). AAS stated that at the amounts GFPS receives we should post all entries as donations. The last inquiry to AAS that Michael discussed was regarding bringing new Treasurer recruits to AAS for an overview of what AAS looks for in GFPS Quick Books. They responded, "Certainly". At this point, Michael turned the Meeting over to Fred Miller to answer the question, "What kind of paper receipts and what kind of information do we need on the receipts for reimbursements?" According to Mr. Miller, we have to have receipts for the exact amount reimbursed. If it is a credit card receipt, GFPS has to write the name of the purchaser on the receipt. Lou stated that the Reimbursement Form GFPS created has a line for name of purchaser and what is being purchased. The receipts are then attached to this form. Mr. Miller stated this was enough of a record but did suggest that the person seeking reimbursement, sign this form upon receiving reimbursement. Reimbursements should be in the form of checks. Michael concluded his Addendum Report, asked if there were any other questions on his full VP Report. He then answered questions regarding those issues that he had not discussed.

- b) Roy stated that in July, Lou and Michael had made an appointment With Heydsha Cordova Rodriquez, Designated Conservationist, Natural Resources Conservation Service to verify that all of the paperwork needed for reimbursement for the Wildlife Pond Project was in order. Roy wanted to know if the paperwork was in fact complete. Lou reported that he and Michael 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 Lou Biondi when completed. Lou felt that all of the paperwork needed was complete for this project. Michael stated that he would like an email or letter from Ms. Rodriquez stating that all paperwork needed for reimbursement was completed. Roy asked Michael to send this request to Ms. Rodriquez. **(Action Item: 368-09-19)**
- 5) GFPS Audit report from Accountant, Fred Miller. (See attached.)
- a) Mr. Miller gave us a brief summary of his experience as an accountant for 52 years.
  - b) Mr. Miller was asked to do an audit of GFPS financial for 2016, 2017 and 2018. He asked for certain journals with postings and the general ledger for those years. There were very few things that he suggested to change in the postings or ledger. He thought the books were in excellent shape and that Treasurer, Linda Beck does a precise and thorough job in her postings, is following general accounting principles and everything seems to be in order. Mr. Miller did have some suggestions for GFPS moving ahead. After reviewing the audit and his suggestions, he did state that he thought GFPS should do an audit every year.
- 6) Review/Approval of Minutes – August 21, 2019 Board Meeting Minutes
- a) Becky made a motion to accept the Minutes of the August 21, 2019 Board Meeting Minutes as revised. Rose Mary seconded the Motion. Becky cited one editing change. The motion carried.

- 7) Treasurer's Report
  - a) Michael reported that \$832.00 for the Concert Series and \$35.00 from the Silent Auction was deposited on September 16, 2019.
  - b) As Treasurer Linda Beck was out of town, she advised Michael to make sure that he got the reimbursement checks to Roy Benner and others at the Meeting (and make copies of these checks).
  - c) Becky made a motion to approve the August 30, 2019 Financials. Bob Nestruck seconded. The motion carried.
- 8) Committee Reports
  - a) Building & Maintenance (Vacant)
  - b) Communications (Vacant)
    - i) Lou Biondi reported that he will contact Shannon Beauchamp of Color Fire to set up the Mail Chimp messages for the Harvest Pasta Dinner and create the Harvest Pasta Dinner on Facebook. He also has a full page flyer in the Caper for the dinner. The poster is complete and Lou will send this out to event chair, Bob Nestruck. Lou recommended that when Bob receives the poster, he take it to Office Depot and have 30 copies made to put up at businesses. Becky suggested a poster be placed at the Broadneck Library and the bulletin Board at the Farm.
    - ii) Lou also reported that for the last two Caper articles for GFPS, he has included the "history " piece that Scott Powers is sending him. Lou is also keeping these history articles so that we have a record of all of Scott's information. This will be helpful when we decide to redo the History of Goshen Farm book.
  - c) Events (Vacant/Ad Hoc)
  - d) Financial Development (Lou Biondi)
    - i) Lou reported that he will not be working on Financial Development until after the Harvest Pasta Dinner, after the Annual Reports are completed and after the lease negotiations.
  - e) Garden (Bob Nestruck) – Report as submitted
    - i) Bob reported that we have a little turn over. Mary- Lynne Neil is not renewing her plot. Bob will go to the next applicant on the waiting list to rent her plot. Bob is researching other materials to put on the paths in the garden other than mulch.
  - f) Grounds (Roy Benner) – Report as submitted
    - i) Roy reported that the Roof Runoff, Underground Drainage and Shallow Wildlife Pond Project is completed. The total cost for GFPS was \$4,724.29. This was below the \$5,000.00 approved by the Board for this project and well below the three estimates Roy received for \$13,730.00, \$18,840.00 and \$29, 390.00. If we get the cost sharing money from the Natural Resources Conservation Service Grant for \$2,564.00, the final project will have cost GFPS \$2,160.00. The Board gave positive feedback to Roy for this report on the Pond Project!
    - ii) Roy also reported on the metal storage container that GFPS used for supplies and in which Lou built shelves along the wall leaked in many places. Roy thinks he has sealed all of the holes but will not know until we get some significant rainfall. Lou asked what would be an effective way to clean the unit of mold so we can start using it for storage again. Roy believes there are cleaners or bleach solutions we can use.

- iii) Roy got two estimates from Richard's Tree Care for two separate jobs. The first job which was removing a tree near the parking lot, grinding down that stump and grinding down two additional stumps was donated by Richard's Tree Care. The second job was trimming branches and taking down trees along the driveway that pose a potential danger. Christy Folderhauer spoke with BGE about taking down a tree near the electrical wires. There will be no charge from BGE. Richard's Tree Care's estimate was \$2,625.00 - \$3550.00 for this work and Richard's Tree Care gave us a 50% discount so the cost would be \$1,312.50 – \$1,750.00 depending on the number of hours needed to do the work. Roy Benner made a motion that we hire Richard's Tree Care to do this preventive work along the driveway for a cost of between \$1,312.50 (6 hours work) - \$1,750.00 (8 hours work). Bob Nestruck seconded the motion. Becky asked when the work could be done. Christy Folderhauer responded that the work could be completed in about two weeks. The motion carried.
- iv) Roy also reported upcoming events on the grounds.
  - (1) Roy reported that on October 17<sup>th</sup>, Cub Scout Troop #382 will conduct a special meeting at Goshen Farm from 5:30 PM to 9 PM.
  - (2) On October 15<sup>th</sup>, the "Olde Town Garden Club" will visit Goshen Farm with 25 guests from 10 AM till Noon.
- v) Roy brought up the issue of the Farm House galvanized gutters. They have developed pin holes that drip. Roy spoke with Jason Brown of Annapolis Exteriors who originally installed these donated gutters (Superior Supply). In an email to Roy dated March 1, 2018, Jason Brown suggested coating the gutter insides with a material sold by the Roof Center in Annapolis (copy of email attached). Roy has the name of the product and will check on the cost per gallon. He was hoping a Building and Maintenance Chair would take on this task.
- vi) Roy brought up the issue of recruiting a Building and Maintenance Chair. He asked about James Graham, who recently joined GFPS (with Tammy Conley) and had shown an interest in possibly becoming a Building Chair when Barbara Morgan talked to him at the Farm. Peter Johnson had attended the April Board Meeting to discuss this "Chair". He decided he did not want to be Building and Maintenance Chair as he is still working (Brother Services) but was willing to oversee certain projects such as roofing the Milk House. Roy suggested that Michael or Lou contact James Graham. Lou stated that he had enough to do with the Annual Report to the BoE. Roy also suggested that we contact Patrick Marsh who had voiced an interest in Building and Maintenance Chair several years ago. It is possible to combine these members into a Building and Maintenance Committee with Co-chairs. Michael will contact James Graham and Patrick Marsh. **(Action Item: 369-09-19)**
- vii) Roy brought up the issue of writing thank you letters to the bands that played at the Summer Concert Series. Sharon will send an email to Scott Powers asking about a general thank you letter that can be sent out to all of the bands who participated in the 2019 Concert Series. **(Action Item: 370-09-19)**
- g) Membership (Becky Benner) – Report as submitted

- i) Becky's report shows 184 Membership Units for 2019 and 25 Membership units for 2020. She stated that the Fall Open House brought in more memberships than any past event held.
  - ii) Becky sent out thank you emails to those groups that participated as attractions at the Fall Open House.
  - iii) Becky brought up the CSCIA Halloween Happenings event. She has received more detailed information on this event from Mary Lamb. This event will be discussed under On-going Business.
- 9) Review of Action Items and Recurring Action Items
  - i) Action Item 311-02-18 was edited. Action Item 327-04-18 was marked OBE. Action Items 357-06-19, 362-07-19, 365-08-19 and 366-08-19 were completed.
  - ii) Action Item: 365-08-19 will be moved to Recurring Actions to clarify that this form is completed by Annapolis Accounting Services as part of our annual tax filing.
- 10) On-going Business
  - a) Using [non-goshenfarm.org email addresses](mailto:non-goshenfarm.org) and the ongoing problem of confidentiality, security and shared access to Society/Corporate communications and file taxonomy update
    - i) Several of the Board Members stated that they are having difficulties with their goshenfarm.org gmail accounts. As an aside, Michael asked Lou if he could do a presentation to the Board on gmail as Board Members are having difficulty finding emails that have been sent (particularly when "threads" are involved) . (**Action item: 371-09-19**)
    - ii) Michael stated that in Windows 10, "mail", one can list all of their email accounts' addresses. You click on one button, "mail" and then click on which account and Windows will list all of your emails in that account. Michael will check this out.
  - b) Halloween Happenings – October 25<sup>th</sup> from 10AM – 3PM
    - i) Becky referred the Board to her Membership Report where she copied Mary Lamb's response to Becky's request for details on the event. She reviewed the details with the Board. Discussion ensued. The sense of the Board was that we still have a planned GFPS Event in October, the Harvest Pasta Dinner, and we are "worn out". Since we plan all of our events in November of the previous year, we can add Halloween Happenings to our calendar for October, 2020. The decision was not to participate this year. Becky will respond to Mary Lamb with our decision.
  - c) Review/approval: Draft Committee Guidelines document
    - i) Becky has done a review and edit of the document and given these to Michael. Michael has not had time to review the edits/changes. It was decided that the Board needs more time to review. Becky made a motion to table this review for at least two months until the documents with edits incorporated has been done and the highlighted areas are considered and commented on. Michael asked that Board Members who have edits/changes, email them to him in the document highlighted. Michael suggested that the current highlighted sections for each Committee Guideline be discussed. The Board thought this discussion would be hours. Bob seconded the above motion. The motion to table carried.
  - d) Annual Reports to the BoE for 2015, 2016, 2017, and 2018

- i) Lou Biondi made a commitment to complete a draft completed before the October 16<sup>th</sup> Board Meeting. He will send out sections of the draft as he completes them for comment or more information. The report will be in a similar form to what he created for the July Meeting with Dana Schallheim and two other elected BoE Members. According to our Lease with the BoE, the report only needs to give improvements in a given year but Lou thinks we should include programs and improvements.
- e) Lou asked that we have a Special Board Meeting to discuss what we want in our new Lease with the BoE. He could then draft a new lease with the changes after he completes the Annual Reports to the BoE for GFPS Board review. Lou will check on availability of the Cox Room for the meeting. If unavailable then we could meet on the porch at the Farm. It was decided that Wednesday, October 2<sup>nd</sup> at 5 PM at the Farm is the scheduled date with Friday, October 4<sup>th</sup> at 5 PM as a back-up date.

#### 11) New Business

- a) Barbara brought up Val Sullivan's surprise Retirement Party on Saturday, October 5<sup>th</sup> at 3:30 PM. Discussion ensued about a gift for Val. Sharon will research ordering this from Things Remembered and Barbara has a friend who makes specialized, painted wine glasses. Barbara will send contact information for her friend's business. **(Action Item: 372-09-19)**
- b) Apiary issue and insurance questions
  - i) Bee Keeper and Board Member, Erik Wallace asked Michael to table discussion on this issue until the October Board Meeting. Bob Nestruck made a motion to table this discussion on the Apiary issue and Rose Mary seconded. The motion carried.
- c) Comments from the Floor
  - i) Rose Mary asked about the money she has from the Fall Open House. Michael asked Rose Mary to complete the Event Reconciliation Form, count the money and bring the total and form to the Treasurer for deposit. Rose Mary said the scouts (or scout leaders) counted only cars at the event – 176 was on the clicker.

#### 12) Adjournment

- a) Bob Nestruck made a motion to adjourn and Rose Mary Stocker seconded. The motion carried. The meeting adjourned at 10:07 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 (2015, 2016, 2017, and 2018) and send out to Board for review. This may be included in our lease renewal proposal.	Lou	04-30-18	Working	Draft should be completed by October 16, 2019 Board Meeting for approval.
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
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
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.
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.
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.
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 before creating the tutorial.	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.
367-08-19	Set a date for GFPS Strategy Plan <i>Ad hoc</i> meeting for AA Co. School Board lease negotiations and budget for GFPS Board testimony at a School Board Meeting.	Lou (GFPS Board)	09-30-19	Working	Develop GFPS Board agreed upon talking points when testifying before BoE.
368-09-19	Request letter or email from Ms. Rodriquez, Natural Resources Conservation Services, stating all paperwork for grant reimbursement is complete.	Michael Buchet	09-30-19	Working	Stated at the September 18, 2019 Board Meeting by Vice President, Michael Buchet.
369-09-19	Contact members James Graham, Patrick Marsh regarding Building and Maintenance Chair	Michael Buchet	10-30-19	Working	It was suggested that perhaps James Graham, Patrick Marsh, and Peter Johnson could co-chair Building and Maintenance Committee.
370-09-19	Email Scott Powers to ask about thank you letters to bands who participated in the 2019 Acoustic Concert Series. Would need each band's contact information in order to send these letters.	Sharon Biondi	11-01-19	Working	In 2018, Scott stated that we did not need to send thank you letters to the bands.
371-09-19	Create Presentation to Board on goshenfarm.org Gmail	Lou Biondi	11-15-19	Working	Suggested by Michael Buchet as Board Members using Gmail are having problems (especially regarding retrieving emails that are on "threads"). Michael will also "test" the "mail" button on Windows 10.
372-09-19	Order Wine Glass(es) for Val Sullivan's Retirement Party on October 5, 2019	Sharon Biondi	09-30-19	Working	