

Goshen Farm Preservation Society
Board Meeting, October 16, 2019

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Michael Buchet	Recorder:	Sharon Biondi
Date:	October 16, 2019	Time: 7:30	7:35 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Michael Buchet, Linda Beck, Roy Benner, Becky Benner, Sharon Biondi, Bob Nestruck, Erik Wallace and Rose Mary Stocker		
Members Attending:	Louis Biondi, Warren Klug, and Christy Folderauer		

- 1) Call to Order and welcome of new and current members. Vice President Michael Buchet called the October 16, 2019 Board Meeting to order at 7:35 PM. He welcomed members, Lou Biondi, Warren Klug and Christy Folderauer.
- 2) Michael requested changes or additions to the agenda from Board Members.
 - a) Becky wanted to determine dates for the 2020 fundraiser events under New Business, 10.c. CSCIA Manager, Leslie needs our dates by Friday, October 18th in order to include these event dates on the CSCIA Calendar.
 - b) Roy asked to add a brief discussion regarding the Building and Maintenance Chair vacancy under On-going Business 9.f.
 - c) Becky received a grant program yesterday from Carol Benson of Four Rivers Heritage Area. She would like to discuss this under New Business 10.d.
 - d) Roy also brought up the situation with the Apiary. Beekeeper, Erik Wallace asked that this discussion be tabled until Lou and Michael have met with our insurance carrier to discuss this and other matters.
 - e) Roy also would like to discuss what went well and what we should do differently for the Harvest Pasta Dinner event. Roy stated that he had not seen a write up of this event. Michael asked that the Harvest Dinner Event's Chair, Bob Nestruck discuss this in his Garden Report.
- 3) President's Report (Vacant)
- 4) Vice President's Report – Michael Buchet (Report as submitted)
 - a) Michael reported that the old version of QuickBooks is scheduled to switch over to the new 2019 QuickBooks version at the first of the year.
 - b) Michael spoke with Ms. Heather Barrett, Administrator of Research & Survey, Maryland Historical Trust, Department of Planning on October 15, 2019. He is scheduling a visit from Ms. Barrett and Mr. Peter Kurtz, Administrator, Evaluation and Registration, for MHT regarding Goshen Farm's eligibility for the National Register of Historic Places. The visit will take place at the Farm on Wednesday, November 20, 2019 as agreed upon by several members of the Board. Michael will send an email with the times to the Board. The focus will be on the Farm House and out buildings. Becky will do some research for records of previous visits from MHT personnel such as Mary Alexander. If she finds

these records she will bring them to the meeting. Becky also mentioned that Dr. Radoff's submission to the MHT to be on the Maryland Historical Trust Inventory of Historic Sites is on the MHT website as an historic property.

- c) Heydsha Cordova Rodriguez, Designated Conservationist, Natural Resources Conservation Service is to send GFPS a full set of prints including the sign off panel that we need to send to the BoE for our grant EQIP 2014743B1918ORR for the Farm House roof runoff, underground drainage and shallow water wildlife pond .
 - d) Michael also reported that as regards the Farm House Engineering Project, Amy Taylor will begin gathering data for the scale drawings of the Farm House on October 24, 2019 at 9:30 AM.
 - e) Michael spoke with Ken Burton, Annapolis Accounting Services (AAS) and Mr. Burton stated that he has an accurate clean copy of the GFPS Tax Filing for 2018 that Michael can pick up for our GFPS files.
 - f) Michael thanked Becky for her revisions for revising the GFPS Committee Guidelines.
 - g) Last, Michael sent GFPS Attorney, Dirk Schwenk our proposed changes to our BoE Lease Agreement renewal in 2020 for his comments and suggestions. Michael has not yet heard back from Dirk Schwenk.
- 5) Review/Approval of Minutes – August 21, 2019 Board Meeting Minutes
- a) Bob Nestruck made a motion to accept the Minutes of the September 18, 2019 Board Meeting Minutes as revised. Erik Wallace seconded the Motion. Becky cited several editing changes. The motion carried.
- 6) Treasurer's Report
- a) Becky made a motion to approve the September 30, 2019 Financials. Bob Nestruck seconded.
 - b) Linda reported that she received a letter from the IRS stating that our GFPS taxes were not filed. Linda contacted Ken Burton, Annapolis Accounting Services and he checked into this and resubmitted the filing.
 - c) Becky had several questions about the Profit/Loss Detail and Reconciliation Detail pages of the report. Linda responded to the questions. Linda asked Becky to resend the copy of Bea Griffith's check. Sharon asked for a copy as well.
 - d) The motion carried.
- 7) Committee Reports
- a) Building & Maintenance (Vacant)
 - i) Michael requested that Roy bring up his discussion about the Building and Maintenance Chair at this time. Roy stated that he understood that either Michael or Lou were going to contact members James Graham of JEG Enterprises, Patrick Marsh and Peter Johnson regarding recruitment. Michael stated that he had spoken at length to Patrick Marsh and he is not interested in this committee at this time. Michael will contact James Graham and Peter Johnson.
 - b) Communications (Vacant)
 - c) Events (Vacant/Ad Hoc)
 - i) Michael asked Bob to report on the Harvest Pasta Dinner. Bob stated that some volunteers did not show up. More volunteers were needed in the kitchen to help Pat Furgurson, his wife, Becky and son, Jessie with the food preparation and

cleanup. It was also difficult because an estimated 100 guests came in the first 40 minutes of the dinner. Pat managed to keep up and hot food continued to be delivered to the serving line. Bob also thought that it worked out well buying the meatballs from Sam's Club. They were \$15.00/bag and each bag had 128 meatballs. Next year he would buy four bags from Sam's Club for the dinner. We used 3 gallons of ice tea and 6 gallons of Lemonade. Linda suggested we have a pitcher of water on the beverage table next year. We had 3 boxes of wine and sold 28 glasses of wine for \$5.00/glass. The event netted \$1,600.00. Attendance was estimated at 133 guests. There was discussion of a \$150.00 donation check to Gloria Dei! Lutheran Church and a thank you letter to them for the use of the Church. Bob will look for the letter drafted by Becky last year. He will write a thank you for this dinner and get the check from Linda and send the letter and check together. Sharon noted that several guests were disappointed that we did not have a raffle at the dinner. Roy stated that he felt we should have had someone address the guests briefly summarizing what progress GFPS has made in 2019. Erik agreed that these should be part of the planning for this event. Roy reminded the Board (and Bob) that the Furgurson's, the Irish Restaurant Company, and Gloria Dei! Lutheran Church all need thank you letters and the check for \$150.00 to Gloria Dei!. **(Action Item: 373-10-19)** Rose Mary Stocker suggested to increase volunteers for this event that it should be made clear to gardeners that they should volunteer for this "Garden sponsored" event.

d) Financial Development (Lou Biondi)

i) Lou reported that he will be working on the Anne Arundel Arts Council Grant Application (that he sent out to the Board). The deadline for submission is October 29th. He needs suggestions from the Board on projects that would apply to this grant in order to complete the application. He discussed some of his ideas for the grant. He has talked to Scott Powers about including the Acoustic Concert Series, guaranteeing \$100.00 to each band participating. Lou would also include the expenses for the Membership Appreciation Concert. He mentioned having Kent Island Federation for the Arts (KIFA) holding a Plein Aire event for children at the Farm. Discussion ensued.

e) Garden (Bob Nestruck) – Report as submitted

i) Bob reported that we have a lot of cherry tomatoes in the garden and he encouraged Board Members to come up to the Farm and pick them.

f) Grounds (Roy Benner) – Report as submitted

i) Roy reported that he noticed in the Treasurer's Report that the reimbursement check for \$2,561.92 for the Roof Runoff, Underground Drainage and Shallow Water Wildlife Pond Project that was received from NRCS was deposited. In the contract we signed with NRCS the total amount for reimbursement was \$2,564.00 – a difference of \$2.10. Michael joked that after we get the paperwork from Ms. Heysha Cordova Rodriquez for the grant, Roy can call her office and inquire about the \$2.10 discrepancy.

ii) Roy also reported that he replaced the farm bell near the side porch of the Farm House with a bell that has a more resonant sound.

- iii) Roy also reported about two AA County Botany students that each need 20 hours of Service Learning. Roy, Terry Brandon, Becky and Dean Cowherd met with the students to discuss this. One of the students, Brandon Meyers chose to work on an aquaponics project in the Hoop House with Terry Brandon. The second student, Lauren Guidry chose to work on a soils project with Roy Benner and Dean Cowherd.
- iv) Roy reported that he, Becky, and Terry Brandon conducted a 3-1/2 hours tour for 16 members of the Garden Club of Olde Annapolis-Towne on October 15, 2019. The members of the Garden Club were very interested in the entire Farm. Several members of the club indicated that they were planning on becoming GFPS Members. They also made \$42 dollars in donations to GFPS.
- g) Membership (Becky Benner) – Report as submitted
 - i) Becky’s report shows 184 Membership Units for 2019 and 26 Membership Units for 2020. There was one new membership unit for 2020.
 - ii) Becky also reported that when using either the Cox Room or the main room, organizations can not hang anything from the ceiling , windows or on the walls during our events or meetings.
- 8) Review of Action Items and Recurring Action Items
 - a) Action Item 326-04-18 was marked OBE. Bob stated that he has an email list of Gardeners that he sends notices for Garden activities. Erik suggested that we should be consistent and use Mail Chimp when volunteers are contacted for activities. Becky commented that Color Fire asked GFPS to limit requests from GFPS to two contact people. Lou stated that if a Board Member needs volunteers for an activity they should contact Lou 1 -2 weeks in advance so he can contact Shannon at Color Fire. Action Items 367-08-19, 368-09-19, 370-09-19 and 372-09-19 were completed.
 - b) On the Recurring Action related to checking supplies in our 3 First Aid Kits, Bob reported that not everything needs to be replaced and he will buy bulk supplies of what we need to replace in the kits. Becky stated one can take expired drugs to the Edgewater Police Department. Linda stated that CVS takes these as well.
- 9) On-going Business
 - a) The tour with Heather Barrett and Peter Kurtz of MHT is scheduled for November 20, 2019 at 1:30 PM. This tour should give Ms. Barrett and Mr. Kirk more information for their decision regarding Goshen Farm’s eligibility to be on the National Register of Historic Places.
 - b) Designer, Amy Taylor, is scheduled to measure the Farm House on October 24, 2019 at 9:30. She only requires access. Roy suggested that someone be there in case she needs additional lighting for an area of the house and for safety reasons.
 - c) Ken Burton, Annapolis Accounting Services will notify Michael when the clean copy of GFPS’2018 Tax returns are ready for pick up.
 - d) Ms. Rodriguez will notify Michael when the full copy of the Water Runoff and Shallow Water Wildlife Pond Project is ready for pick up. GFPS will then forward a copy to the BoE as required in our lease.
 - e) A Special Board Meeting was held on Friday, October 4th at 5 PM at the Farm. Changes from the 2010 BoE Lease for the upcoming lease negotiations were discussed and voted on at this meeting. Minutes of the October 4, 2019 Meeting were sent to the Board.

- f) Discussion revisions of Event and Event Financial Reconciliation reporting.
 - i) One of the reporting issues Michael has is our system for counting the number of guests attending. We currently use a counter but when volunteers get overwhelmed at their stations sometimes they don't click the counter.
 - ii) Becky brought the issue of donated items for an event. These items are something we would have had to absorb as an expense and we should know the value of the donation (as it is an expense of the event). Michael stated that whoever donates items to an event should give us a receipt or statement of the value of the donated item(s). GFPS cannot value a donation.
 - iii) The last topic discussed was the Reconciliation Sheet to be completed by the event chair. Michael believes that the Reconciliation Sheet is important but believes it needs to be expanded. Lou stated that the Reconciliation Sheet is worthless if it is not filled in completely. He reminded the Board that he sent out the completed Reconciliation Sheet for Java and Jazz/Tea and Tunes as an example. He also thinks the sheet should be expanded for notes regarding number of volunteers needed, what supplies we ran out of that need to be increased, and other information that will help to make the event easier for the next year. Bob stated that he would send out a revised version of the Reconciliation Sheet for the Harvest Pasta Dinner
(Action Item: 374-10-19)
 - iv) Lou asked to add that he received a CNR Insurance response from Stacey. GFPS will have to invite a CNR representative to the Farm to discuss whether our coverage is sufficient.
 - v) Lou thanked Becky for the edits on the sections of the annual report(s) to the BoE. Lou has just sent out the Improvements Section followed by the Boy Scout Projects Section. If the Board has edits, give Lou the page number and 3.1, 3.2, etc. rather than printing the whole section out and writing edits.
 - vi) Lou asked that if Board Members have something that they want Lou to include in the Caper, let him know by the 10th of the month as the "monthly" Capers are due to Mary by the 12th of the month. Two month issues are December/January and June/July and the deadline for these are the 15th of the month.

10) New Business

- a) Arts Council of Anne Arundel County – Mini Grants
 - i) Lou discussed the above mini grant. First, he wanted a sense of the Board as to whether we want to apply for the grant. He might not want to include the plein aire painting project for children if he cannot get Kent Island Federation of Arts (KIFA) to commit before he submits the grant. Roy mentioned that Becky Furgurson is an artist who worked at Summit School. She may be a resource for an event like this. The sense of the Board was that we proceed with the grant application.
- b) Early 20th Century organ
 - (1) Lou Biondi received an email from Susanne Lipscomb at 1273 Swan Drive offering an old organ to Goshen Farm. 1273 Swan Drive is the old Stinchcomb Farm House. The Stinchcomb Farm House and the Goshen Farm House were built around the same time period. The Board moved into discussion regarding whether GFPS was in a position to accept the offer of the organ. History and

Research Chair, Scott Powers went to the Lipscomb house and dated the organ to around 1910. The organ is not in working order. Christy Folderauer reported that she helped Scott move the organ to his home. He will hold it until Goshen Farm decides when and if it can go into the Goshen Farm House. The Lipscomb's also offered three doors from the original Stinchcomb farm house. Scott and Christy will check these out and decide if this is something Goshen Farm could use. The Sense of the Board is that we should accept the organ and store it at Scott's home.

c) Dates for 2020 GFPS events

- (1) Java and Jazz/Tea and Tunes – March 8, 2020, 3-5 PM
- (2) Spring Open House – April 25, 2020, 10 AM – 4 PM
- (3) Wine Tasting/Silent Auction – August 15, August 22, or August 29, 2020 (TBD)
(Michael will check with owner, Julie Ann, when he is in Bella's Liquors.)
- (4) Fall Open House – September 12, 2020, 10 AM – 4 PM
- (5) Harvest Pasta Dinner – October 10, 2020, 5 – 7:30 PM

d) Becky discussed that Carol Benson forwarded the Maryland Historical Society Pathway's Grants Program to her in an email. The letter of intent needs to be sent by November 22nd. Becky thinks we should look into this grant program to see if there are any areas that will fit with Goshen Farm's needs. She will send the email information to Lou to review.

11) Final comments from the floor

- a) Warren Klug asked about whether GFPS had plans to fix up the Tenant House and would we rent it out. Discussion ensued regarding the original plans for the Tenant House and what ensued.

12) Adjournment

- 13) Becky made a motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 9:35 PM.

ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou	05-30-11	Working	135-03-14 was folded into this action
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan	Lou	08-21-13	Working	General terms
207-12-15	Develop and execute well plan	Building Chair, Roy, Lou	09-01-16	Working	Need well for garden expansion and Farm House use
208-12-15	Develop a plan for Farm House foundation remediation	Building Chair, Michael Buchet, Lou, Roy	03-15-16	Working	Foundation must be exposed before engineer, Wallace can do full inspection. Need a grant for this remediation or work donated by a contractor who is historic restoration certified
209-12-15	Plan to increase Board and volunteer involvement	Becky	03-01-16	Working	Reach out to skill sets of members
213-12-15	Convert room 1-G to a meeting room	Building Chair, Lou	06-01-16	Working	Most work can be done with volunteers
226-04-16	Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored	Roy and Lou	5-31-16	Working	Need to know for upcoming painting projects
285-08-17	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer Price out the three bathroom facility options.	Building Chair	10-15-17	Working	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or kruef@aacps.org *combine Action Items 206,285, and 289 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
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	Lou	10-01-19	Working	Using the goshenfarm.org email service is causing

	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.				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.
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.
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.
373-10-19	Compose and send thank you letters to the Furgurson Family, The Irish Restaurant Group and Gloria Dei! Lutheran Church (including a donation check for \$150.00 for use of the church) for their part in a successful Garden Event Harvest Past Dinner on October 12, 2019.	Bob Nestruck	11-30-19	Working	Becky sent Bob the thank you letter she drafted in 2018 for this event as an example.
374-10-19	Revise the Reconciliation Sheet for the Harvest Pasta Dinner (including donations and donation value, increase in number of bags of meatballs needed [4]; number of volunteers needed, water at the beverage table, etc.)	Bob Nestruck	11-30-19	Working	Lou Biondi sent out the Java and Jazz/Tea and Tunes Reconciliation Sheet to the Board in an email as an example of what needs to be included.