

Goshen Farm Preservation Society  
Board Meeting, November 20, 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>	November 20, 2019	<b>Time: 7:30</b>	7:36 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Michael Buchet, Linda Beck, Roy Benner, Becky Benner, Sharon Biondi, Scott Powers and Rose Mary Stocker		
<b>Members Attending:</b>	Louis Biondi and Christy Folderauer		

- 1) Call to Order and welcome of new and current members. Vice President Michael Buchet called the November 20, 2019 Board Meeting to order at 7:36 PM. He welcomed members, Lou Biondi and Christy Folderhauer.
- 2) Michael requested changes or additions to the agenda from Board Members.
  - a) Lou requested that the Rotary Grant be discussed under New Business, b. on the agenda the original b. will become c.
  - b) Roy requested to talk about an article in The Capital regarding non-profit grants from the State of Maryland for 2019 so we can prepare for possible grants for 2020 under New Business, d.
  - c) Becky requested that the Maryland Environmental Trust which has four grants that should be put on the Financial Development list of grants for 2020 under New Business, e.
- 3) President's Report (Vacant)
- 4) Vice President's Report – Michael Buchet (Report as submitted with adendum)
  - a) Michael reported that he and Lou Biondi met with Stacey Nicholson, CNR Insurance, at Goshen Farm today, November 20, 2019 at 11 AM. Mr. Nicholson was invited to Goshen Farm to discuss whether our current insurance policies with CNR were sufficient. Mr. Nicholson had not been to Goshen Farm in many years and stated he was there on a fact finding mission needed to possibly update our present insurance policies and thanked Vice President Buchet for the invitation. Many of Mr. Nicholson's questions related to the foot traffic at Goshen Farm. By whom the traffic was created? What sort of activities do we do at Goshen Farm? What money does Goshen Farm earn? What is our current membership? Michael can send CNR information on the money that GFPS earns and our current membership. Mr. Nicholson suggested that GFPS should have more signage on the property regarding BoE ownership of Goshen Farm and this could mitigate our liability. There was discussion regarding how CNR insurance would "couple up" with the BoE insurance (as stated in our BoE Lease). There was discussion concerning GFPS needing event by event extra coverage and when we have events with alcohol do we need event by event insurance for liquor sales. Mr. Nicholson

will look into these questions, talk to CNR's underwriter and get back to Vice President Buchet with answers. We have just paid for current coverage.

- b) Michael reported that he stopped by the CSC Firehouse and spoke with Fire Captain Jeff Eckhardt about Goshen Farm. Captain Eckhardt recommended that all four firehouse crews go up to Goshen Farm for "prior response" planning. This will take place over four days alternating all four crews. Michael and Chief Eckhardt will coordinate planning for "prior response" planning visits.
  - c) Michael stated that today at 2 PM he, Roy, Becky and Lou met with Ms. Heather Barrett and Mr. Peter Kurtze, Administrator, Evaluation and Registration, Maryland Historical Trust Department of Planning. Eligibility for the National Register of Historic Places is based on two groups of criteria: Historical significance of the property and integrity of the property. They indicated that Goshen Farm had historical significance including the ironstone quarry and the ironstone foundation. They found that the Farm House did not have integrity. They explained the criteria of integrity. The Farm House must have a majority of original material from when the house was built, not an inkind replacement of contemporary material. Therefore, Goshen Farm would not be eligible for the National Register of Historic Places based on the criteria of integrity. Ms. Barrett and Mr. Kurtze did say there were other ways that Goshen Farm would meet requirements for grants from a different part of the state apparatus. They committed to going back to their office and researching our opportunities for grants. One requirement would be that Goshen Farm would have to be in a historical heritage area.
  - d) Last Michael reported that Amy Taylor, the Architect Designer, submitted the first two pages of the scale existing drawings of Goshen Farm. Roy asked about the final scale drawings. Michael reponded that she will submit a page per floor and the exterior and elevations. This is her preliminary work. Ms. Taylor will then visit the house with Dave Wallace and update her drawings as he sees fit. Roy commented that at least one item in the drawings he reviewed; the temporary support beams in the dining room did not seem to be to scale. Michael stated again that these were preliminary drawings and we would review the final scale drawings when completed.
  - e) 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. That means we will actually start the books when Annapolis Accounting Services gives us all the corrections they do for fiscal year 2019 Tax filings.
- 5) Review/Approval of Minutes – October 16, 2019 Board Meeting Minutes
- a) Becky gave Secretary Biondi editing changes. Becky made a motion to accept the Minutes of the October 16, 2019 Board Meeting Minutes as corrected. Linda seconded the Motion. The motion carried.
- 6) Treasurer's Report – October 31, 2019 Financials
- a) Becky made a motion to approve the October 31, 2019 Financials. Linda seconded.
  - b) Becky asked about giving Linda a copy of Bea Griffith's check for membership renewal and additional donation. Becky will send Linda what she has for documentation.
  - c) The motion carried.
- 7) Committee Reports
- a) Building & Maintenance (Vacant)

- i) See Roy Benners comments on the Farm House Security System and the work needed on the Farm House guttering in his report and in the Minutes under Grounds Report.
- b) Communications (Vacant)
- c) Events (Vacant/Ad Hoc)
- d) Financial Development (Lou Biondi) – No report submitted
  - i) Lou reported that the Annual Reports to the BoE are complete. Lou stated that he needs someone to deliver the reports to the BoE Members and send the reports to Superintendent, Dr. Arlotto by certified mail as he will be out of town through December 8, 2019. The reports need to be accompanied by a cover letter. Lou stated the statement to be included in the short cover letter. Becky added that she thought these should be delivered before the December 4<sup>th</sup> BoE Meeting. Roy stated he would deliver the reports, mail Dr. Arlotto's letter certified mail and write and include cover letters (original to Dr. Arlotto and "cc" copies to the President of the BoE and BoE Members). **(Action Item: 375-11-19)**
- e) Garden (Bob Nestruck) – Report as submitted
- f) Grounds (Roy Benner) – Report as submitted
  - i) Roy reported that the Enclave students spent a total of 10 student days at Goshen Farm (3 students + teacher), (3 students + teacher)(4 students + teacher). The Enclave students completed three important projects.
  - ii) Roy also submitted a Visitor Report for November 12, 2019 for the 9 members of Girl Scout Troop 1134 and their troop leader, assistant leader, parents and siblings. The scouts planted pollinator balls on the grass berm near the pond and learned about Monarch Butterflies and their life cycle during their scout meeting on the front porch.
  - iii) Roy also reported that the Capital had an article about Matt Bem, Science teacher at BHS on November 18, 2019. Matt has been nominated for Teacher of the Year. Maureen Thomas mentioned Goshen Farm several times in this article. Matt has been actively bringing students from BHS to Goshen Farm for projects for several years.
  - iv) Roy also reported that he is very concerned about our security system. People have climbed over the Farm House enclosure fence several times and this was not captured on our surveillance cameras. The cameras are not aimed correctly and you must check the video within three days of an incident to view the incident. Also Roy has mentioned several times that his key fob does not work. This will be discussed under On-going business.
  - v) The two AACC Botany students, Brandon Meyers and Lauren Guidry, that each needed 20 hours of Service Learning are continuing to work on their projects. (See Roy's report for details.)
  - vi) Roy again voiced his concern regarding the guttering at the Farm House. The gutters need to be rinsed out and on a second day sealed. This would require volunteers on a ladder to do the sealing. Christy Folderauer suggested that we could use a bucket truck from Richard's Tree Care to reach the gutters more safely. The Board needs to set two dates for this work, recruit volunteers and coordinate this date with Christy.

Roy will check out the sealer, cost and temperature needed to do this work. **(Action Item: 376-11-19)**

- vii) Roy suggested that GFPS should write a letter of thank you to Tracy Smith for all of her dedicated work on the Henson-Hall Slave Garden. Roy will draft a letter and bring it to the December Board Meeting for Board approval. **(Action Item: 377-11-19)**
- viii) **Last**, Roy reported that he sent a certified letter to Chief Operating Officer, Alex Szachnowicz, of the AACPSBoe and forwarded the “As Built Approved Plans of the Pond Project along with a color photograph for his files. Roy received the “emailed Signature of Recipient “confirmation on November 14<sup>th</sup> at 9:29 AM. A copy of this material was forwarded to the GFPS Secretary for our records.
- g) History & Research (Scott Powers) – No report submitted
  - i) Michael asked Scott what the status was of the donated organ. Scott with Christy’s help had moved the organ into his home. Michael asked if he was given a value for the organ from the donor, Susan Lipscomb. Scott stated that he was not. He has begun research on line but knows that as the organ is not working, it will be worth significantly less than a functioning organ manufactured at this time period (around 1910). Roy mentioned that he would like to visit the Lipscomb home (Stinchcomb house) before they move. If others would like to visit the house then they should contact Scott and he would check with the Lipscombs.
  - ii) Scott also took the doors that the Lipscombs donated from their house. Roy will store these at Goshen Farm along with the original doors stored from the Farm House.
- h) Membership (Becky Benner) – Report as submitted
  - i) Becky’s report shows 184 Membership Units for 2019 and 31 Membership Units for 2020. Becky is working on membership renewal letters for 2020.
- 8) Review of Action Items and Recurring Action Items
  - a) Rose Mary made a motion that we table review of Action Items and Recurring Action Items. Becky seconded the motion. The motion carried.
- 9) On-going Business
  - a) Discussion of Grant Applications
    - i) Lou stated that he would like a motion that would allow him to proceed with the Maryland Historical Society’s Pathways Grant Application focusing on what GFPS needs; not what the Pathways Grant want. He would like to focus on funding for the professional engineering report which can be turned into Requests for Proposals for the actual work. Becky stated, “I so move”. Rose Mary seconded. The motion carried.
    - ii) Lou also discussed the email Becky sent him regarding Rotary Grants that are due in 12 days. He reviewed these grants and did not feel they would assist GFPS’s needs in the near future. He asked for a motion not to proceed. Rose Mary made a motion that the GFPS takes a “pass” on the Rotary Grants this year. Linda seconded and the motion carried.

- iii) Lou asked for a Sense of the Board for grant opportunities coming up in the future. He will send out grant opportunities with a check list to the Board so at the next Board Meeting the Board can do an up or down vote on proceeding with each grant.
  - b) Recap of tour with Heather Barrett and Peter Kurtze on November 20, 2019 discussed in the Vice President's Report Addendum.
  - c) Michael displayed Designer, Amy Taylor's drawings on a power point presentation. Michael sent out the drawings to the Board. He would like the Board to review the drawings and send him comments. Becky mentioned that the drawings did not show the door or stairs leading down to the basement.
  - d) Board of Education has Shallow Water Pond Completion report with signed prints.
  - e) Recap of meeting with Stacey Nicholson of CNR Insurance covered under the Vice President's Report.
  - f) Becky suggested that we move the Review/Comment of Goshen Farm Preservation Society, Inc. Committee Guidelines draft (9.f.) to after New Business. Linda made a motion stating the above. Rose Mary seconded and the motion carried.
- 10) New Business
  - a) Arts Council of Anne Arundel County – Mini Grants
    - i) Lou reported that the above mini grant was submitted on November 14, 2019.
  - b) Roy reported on the Capital article on the annual Maryland Legislature's Legislative Priority Meeting (held this year on November 14<sup>th</sup>) where non-profits are allowed to make a three minute presentation to Maryland State Senators and Delegates requesting funds for projects. These projects must be "shovel ready". Roy brought this up so we will be ready for next years opportunity.
  - c) Roy discussed his concerns regarding our Farm House Security System.
    - i) He did not necessarily suggest that we purchase a new system but rather investigate the issues with the current system first. Discussion ensued. Roy suggested that Erik Wallace might have the expertise to check out our system. PENTA Network is what Linda Beck uses at her workplace (cost \$600.0/year plus system). Michael suggested that we check with Dave Sloskey to see if he can recommend someone to check out our system. Rose Mary suggested we contact Kari Banares's daughter who works with security systems. Rose Mary will get Michael her number/email. Arlo Security System was suggested by Christy. Michael will contact Erik Wallace to see if Erik feels he can check out our current system's issues. **(Action Item: 378-11-19)**
    - ii) Michael suggested as an aside that the Security Committee should be changed to a Standing Committee.
  - d) Becky reported that she received information from Maryland Environmental Trust, Department of Natural Resources, which has a project, "Keep Maryland Beautiful" for non- profits. The Grant application deadline for this project was November 14, 2019 and she did not get the notice until November 12<sup>th</sup>. Becky is reporting on this to make Lou aware of this grant opportunity for 2020.
  - e) Roy reminded the Board that we need to set a date to take the Furgurson family to dinner as a thank you. Sharon will email Bob Nestruck a reminder for setting a date(s) and letting the Board and the Furgurons decide on a date.

- f) Roy will bring a thank you letter to Tracy Smith for the Board's approval next Meeting.
- g) Michael reported that there will be a meeting on November 26<sup>th</sup> with Annapolis Accounting Services to discuss valuation of donations, which become GFPS assets such as the early 20<sup>th</sup> Century organ and the Doll House. They will discuss how to show for depreciation. They will also discuss what to do with silent auction items in our Financial Reports.

11) On-Going Business

a) GFPS Committee Guidelines

- i) Michael stated that he took the edits and changes that Becky brought to him last Meeting and made some edits and changes and some of these he did not change. Michael gave his reasons. Discussion ensued. Michael offered to put Becky's changes up for discussion by the Board. There were also some highlighted sections for each committee which were left incomplete and labeled (Discussion needed) as these would take many more meetings to work out. Becky gave Michael her edited copy of the Committee Guidelines – they do not change the substance of the guidelines. Michael will make the edits and send out "final" draft Guidelines to the Board. Lou suggested that the Board should vote to approve the Committee Guidelines with Becky's edits at the December Meeting.
- ii) Michael stated that we should decide whether Security Committee and the Records Committee should be Standing Committees. Becky made a motion that the Security Committee become a Standing Committee and then be presented and voted upon at the January 15, 2020 Annual Membership Meeting by GFPS Members. Rose Mary seconded and the motion carried. Lou suggested that making the Records Committee a Standing Committee is premature.

12) Final comments from the floor

- a) Michael mentioned that the dead tree at Goshen Farm does not appear to be flagged by Lewis Tree Service (BGE contractor). Christy will contact Lewis.
- b) Christy stated that former Treasurer, Joe Poist, is now a volunteer fireman with the CSC Fire Company.

13) Adjournment

- a) Becky made a motion to adjourn and Linda seconded. The motion carried. The meeting adjourned at 9:50 PM.

## ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou	05-30-11	Working	135-03-14 was folded into this action
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan	Lou	08-21-13	Working	General terms
207-12-15	Develop and execute well plan	Building Chair, Roy, Lou	09-01-16	Working	Need well for garden expansion and Farm House use
208-12-15	Develop a plan for Farm House foundation remediation	Building Chair, Michael Buchet, Lou, Roy	03-15-16	Working	Foundation must be exposed before engineer, Wallace can do full inspection. Need a grant for this remediation or work donated by a contractor who is historic restoration certified
209-12-15	Plan to increase Board and volunteer involvement	Becky	03-01-16	Working	Reach out to skill sets of members
213-12-15	Convert room 1-G to a meeting room	Building Chair, Lou	06-01-16	Working	Most work can be done with volunteers
226-04-16	Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored	Roy and Lou	5-31-16	Working	Need to know for upcoming painting projects
285-08-17	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer Price out the three bathroom facility options.	Building Chair	10-15-17	Working	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or <a href="mailto:kruef@aacps.org">kruef@aacps.org</a> *combine Action Items 206,285, and 289 04-17-19 Board Meeting, Michael Buchet suggested that we contact State Wide Septic to cost out an upgraded and handicapped accessible port-a-pot for Large events and Summer Acoustic Concert Series.
288-09-17	Inquire from Lowe's Grant department if their grant can be used for both permanent bathrooms and temporary bathroom facilities (such as bathroom trailers).	Lou, Building Chair	11-15-17	Working	
298-10-17	Get at least two estimates for a used mower to replace the Gravely Mower to present to the Board.	Roy	01-30-17	Working	
303-01-18	Create a form in Microsoft Word for reporting to the Treasurer what money is received or spent by the Board and in what account it will be reported that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Premier for Nonprofits	Michael Buchet	01-30-18	Working	Initially, Board needs to know exactly what information is needed for the Treasurer and in what account it should be classified for entries into the new accounting system. This will guide the Board for reporting expenses and income to the Treasurer.
304-01-18	Research legal issues related to GFPS holding weddings before we advertise that we can be used as a wedding venue. Put these legal issues in bullet points and send to the Board for future discussion at a meeting.	Michael	04-30-18	Working	Was in the 01-10-18 Board Meeting minutes but not placed as an action

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.
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.
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.
377-11-19	Write thank you letter to Tracy Smith for all of her dedication and hard work on the Henson-Hall Slave Garden.	Roy	12-18-19	Working	Letter to be approved at the December Board Meeting.