

Goshen Farm Preservation Society  
Board Meeting, December 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>	December 18, 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, Erik Wallace, Bob Nestruck and Rose Mary Stocker		
<b>Members Attending:</b>	Louis Biondi, Warren Klug and Christy Folderauer		

- 1) Call to Order and welcome of new and current members. Vice President Michael Buchet called the December 18, 2019 Board Meeting to order at 7:36 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 requested to add Mail Chimp Newsletter to New Business, c. 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 status of the Anne Arundel County BoE Lease Extension under On-going Business, e. and 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) Michael wanted to add that we go into Closed Session after Final Comments from the Floor. Michael explained that we need to approve the Draft Budget and Committee Guidelines documents and approve changing certain Chair positions from Ad Hoc to Standing Committees to present all of these to the Members at the Annual Meeting.
  - d) 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.
  - e) Lou wanted to bring up the request from Tinker Garten to hold classes at Goshen Farm starting in January 2020 under New Business, c.
- 3) President's Report (Vacant)
- 4) Vice President's Report – Michael Buchet (Report as submitted)
  - a) Michael reported that Barbara Morgan sent a letter stating that she would like to run for the Board with consideration for Events Chair, Erik stated that he would also like to run for the Board with consideration for Events Chair. Rose Mary Stocker has agreed to run for a two year term on the Board.
  - b) Michael passed out copies of spreadsheets created for preparing the 2020 GFPS Budget and the latest copy of Statement of Financial Position for 2019 to all Board Members.
  - c) Michael stopped at the Cape St. Claire Fire Company to continue the discussion Michael and Roy began last week regarding preparedness for emergencies at Goshen Farm.

Michael spoke with Lieutenant Steve Swain. Lt. Swain made comments regarding making visits to Goshen Farm safe. He suggested: GFPS repair the back stairs for emergency use, replace all the temporary lighting with hard wired lighting, install "Exit Signs", emergency lighting, hardwire instead of extension cords, smoke detectors and carbon monoxide detectors with monitoring capability. The exterior doors should open out. He gave Michael the phone number for the Fire Marshall's Office (410-222-7884) and stated we should talk to the Fire Marshall and he should put us in touch with the Area Inspector. Lieutenant Swain stated that the Fire Marshall will work with GFPS and Jane Cox, Preservationist, AA County Department of Planning and Zoning, Cultural Resources Division, regarding these safety upgrades for the Farm House. Michael wants a sense of the Board on contacting the Fire Marshall's office. The Board agreed.

- d) Michael met briefly with Julianne of Bellas Liquors regarding setting a date for the August 2020 Wine tasting and Silent Auction Event. Julianne will check her calendar and get back to Michael.
  - e) Michael reported on the meeting between Linda Beck, Christy Folderauer, Sharon Smith and Michael Buchet related to the new QuickBooks Accounting System. Michael briefly introduced the Profit & Loss Budget Overview as it appears in the new system. QuickBooks' Consultant, Sharon Smith stated that the new system can be simplified even more. She also suggested that we standardize all of our reporting systems across the board.
- 5) Review/Approval of Minutes – November 20, 2019 Board Meeting Minutes
- a) Becky made a motion to accept the Minutes of the November 20, 2019 Board Meeting. Linda seconded. Becky noted several corrections for the Secretary. Becky amended the motion to accept the Minutes as corrected, and seconded by Erik. The motion carried.
- 6) Treasurer's Report – November 29, 2019 Financials
- a) Becky made a motion to approve the November 29, 2019 Financials as presented. Erik seconded.
  - b) Linda stated that she had received a call from BG&E saying they did not take payment for November. She went on line and they were going to bill us for \$179.92. We have a maximum of \$150.00 for our BG&E Billing. Linda changed this maximum to \$200.00. Linda authorized the \$179.00 bill payment and then BG&E billed us for an additional \$150.00. Our normal monthly Bill is \$89.00. Linda stated that we are now carrying a large credit. She will monitor this.
  - c) The motion carried.
- 7) Committee Reports
- a) Building & Maintenance (Vacant)
  - b) Communications (Vacant)
  - c) Events (Vacant)
  - i) Michael stated that he had contacted Barbara Morgan regarding the number of Kayak Raffle tickets that have been sold over the life of this raffle and what number should we plan to sell in 2020. Barbara provided Michael information in an email. (Copy received by the Secretary) Barbara Morgan did not recommend increasing the number of raffle tickets printed to sell (600). Discussion ensued. The sale of raffle tickets requires Members promoting and selling tickets, frequent Face Book

- postings, Color Fire Mail Chimp Campaigns and sales at the CSC Strawberry Festival. Michael summarized our income for GFPS as depending on Membership, Garden Plot rentals, the Wine Tasting/Silent Auction, the Kayak Raffle, the Harvest Pasta Dinner and the generous donations from Members such as Friends of Goshen Farm.
- d) Financial Development (Lou Biondi) – No report submitted
    - i) Lou reported that we did not get to apply for the Maryland Historical Society Pathways Grant due to his computer crashing. Lou is building a schedule of grants. He believes that we can apply for this same grant successfully in 2020. As regards this grant, Michael reported that the engineer, Dave Wallace has not gotten back to him regarding the cost of repairing the foundation. This information is critical for grant applications going forward. Becky stated that we need to be part of the Four Rivers Heritage Area to improve our grant application success. GFPS is waiting for a decision on this. There was discussion about ways to capture grant opportunities.
    - ii) Becky reported that at her last meeting of the Four Rivers Heritage Area, Darien Beverungen, Assistant to AA County Preservationist, Jane Cox, stated that Goshen Farm would receive a “brown” sign identifying Goshen Farm as a historic site from AA County Department of Public Works and AA County Planning and Zoning who are collaborating on these signs. The sign will be on Cape St. Claire Road and will be installed sometime in 2020 at no cost to GFPS.
  - e) Garden (Bob Nestruck) – Report as submitted
  - f) Grounds (Roy Benner) – Report as submitted
    - i) Roy reported that a BGE representative, Connor, called and told him that their tree crews were sent away before they could cut the large dead tree in the woods that was on the crew’s list. They were told they did not have the right to be on the property. Roy did not know who told them this. Connor later called Christy of Richard’s Tree Care and she assured him that they did have the right to be on the property. At this date, BGE is out of funds for 2019 so the dead tree can’t be removed until after January 1, 2020. Roy told Connor, “Yes, please proceed as soon as possible.” Connor said they would be there.
    - ii) Christy stated that she spoke with Connor today. She asked him to check on the trimming and the locks for accessibility so that this doesn’t happen again. He stated that we have two BGE locks on the gate and the trimming around the electric wires has been done. The tree removal will be done in the next two months by a different crew.
    - iii) Roy also wanted to highlight another issue in his report. He and Becky visited the Benson-Hammond House near BWI Airport. They saw pictures and were told this building was renovated from a mostly intact brick shell. Only one original fireplace mantel was salvaged in the renovation. All walls and flooring were completely rebuilt. On the front door hangs a sign indicating this house has been placed on the National Register of Historic Places. This house seems not to meet the criteria as laid out at our meeting with the Maryland Historical Trust on November 20, 2019. On that date, Michael, Roy, Becky and Lou met with Ms. Heather Barrett and Mr. Peter Kurtze, Administrator, Evaluation and Registration, Maryland Historical Trust Department of Planning. At that meeting in the Farm House, those attending were

told that the Goshen Farm House did not have the integrity to qualify for listing on the National Register of Historic Places. Ms. Barrett and Mr. Kurtze 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. Roy expressed that the Benson-Hammond House did not seem to have a majority of original material from when that house was built. Roy was puzzled by this discrepancy. See November 20, 2019 Meeting Minutes for details of this meeting.

- g) History & Research (Scott Powers) – No report submitted
- 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) Six actions were completed. Additional edits were made to Action Items and Recurring Actions.
- 9) On-going Business
  - a) Approval of Goshen Farm Preservation Society, Inc. Committee Guidelines draft
    - i) Michael referred to the documents with the last set of revisions that he had sent to the Board. He suggested that we can revise again or state that it is a working document that we can present to the Membership at the Annual Meeting on January 15, 2020. Discussion ensued. Becky reported that the corrections Michael made and sent out were not the corrections she had sent him. Michael suggested that the problem lies with the fact that the two of them are not using the same version of Microsoft Word. Becky is getting a new computer and the latest version of Microsoft Word installed. Erik moved that we approve the “draft” Committee Guidelines as is with the understanding that the corrections will be made. Bob seconded the motion. Becky will make editing corrections on her new computer with the newest version of Microsoft Word. **(Action Item: 379-12-19)** She will then have an edited version of what we need for the “draft” Committee Guidelines. The motion to accept the Committee Guidelines as is carried.
    - ii) Lou will research our “drop box” access for those Members who want to review the Committee Guidelines prior to the Annual Membership Meeting. **(Action Item: 380-12-19)**
    - iii) Update on engineering survey of the Goshen Farm House and Amy Taylor’s scale drawings of the Farm House.
      - (1) Amy Taylor has not provided the rest of the scale drawings of the Farm House. Roy asked Michael if he had passed on the issue of including the basement door and steps. Michael had and she stated that is not the kind of information that Engineer, Dave Wallace needs for his work on the foundation. We are not finished with this issue and it will be addressed with Dave Wallace. Amy will go back to Dave Wallace and review the scale drawings, Dave and Amy will visit the Farm House and he will ask Amy to make the changes he needs in the scale drawings. Roy would like to be at the Farm House when this visit occurs.
    - iv) Michael asked Lou Biondi if is willing to run for President as well as continue as Development Chair. Lou stated that he would do both if elected President. Lou also

reported that he sent the Board a draft letter addressed to Senator, Ed Reilly regarding State Capital Grants. He has gotten some feedback from Board Members on this draft letter.

v) Lease Extension - AACBoE

(1) Lou stated that writing somewhat differently worded letters to Superintendent, Dr. Arlotto, School Board President, Michelle Corkadel and County Executive, Steuart Pittman is part of this BoE Lease extension process. First, we want to put the Board on notice that we want to extend our lease by five(5) years as stated in our present lease. Next, we will send the above mentioned letters requesting changes to our lease including an increase in the number of years in our lease. Sharon asked if we need to meet again to discuss testimony at the Board of Education regarding changes in our lease. Michael suggested that we will.

vi) Farm House Security System

(1) Does the current system meet our needs. Roy reported that we have had three incidents of someone climbing over the security fence around the Farm House and the cameras did not catch any of these incidents. Bob reported that the system is working but in lieu of a total upgrade, we need more cameras or replace the cameras we have with better cameras to address "blind spots". Bob has reaimed some of the cameras. Christy Folderauer stated that History & Research Chair, Scott Powers is interested in being involved in Security for Goshen Farm. He is willing to investigate other security systems that might be available and respond to emergency calls when we have a system to alert a Member.

(2) Becky brought up the emergency number, "Voice Over Internet Protocol"(VOIP), posted at the Farm which was established by John Maggio through his work with Color Fire on our behalf in 2015. Both Roy and Becky tried calling this number and it is no longer functional. Michael stated that we need to contact Color Fire to inquire whether this system is no longer active and whether it can be reactivated. **(Action Item: 381-12-19)** Last, Christy suggested that we check with Verizon regarding a VOIP number.

b) Roy again reminded the Board that we need to set a date to take the Furgurson family to dinner at Galway Bay Restaurant as a thank you. Sharon emailed Bob Nestruck a reminder in November for setting a date(s) and letting the Board and the Furgurons decide on a date. **(Action Item: 382-12-19)**

10) New Business

a) Lou received an email at his President's email that he forwarded to the Board regarding Tinkergarten's request to hold classes at Goshen Farm beginning in January 2020. Board members had many questions regarding this request. Erik suggested that we invite Kerri Sheppard and the teacher, Laura Storm, who will be holding these classes to the next Board Meeting in February to gather more information about the program. Becky suggested we do this at a separate meeting. Michael suggested that we should invite them first to the Farm for a fact finding visit attended by Michael and Roy (possibly Becky). Michael will send out an email to their coordinator, Kerri Sheppard inviting

them to the Farm and depending on this visit, ask for a proposal to be presented by Tinkergarten at the February Board Meeting. **(Action Item: 383-12-19)**

- b) Becky brought up the idea of a Mail Chimp Newsletter. Her reasoning was that we have 1090 names on the Mail Chimp list who do not hear from GFPS between October and December. She suggested that on the 10<sup>th</sup> of each month we send out a Mail Chimp reporting GFPS “news”- a two paragraph notice of new happenings at the farm; something to maintain their interest. This might also increase membership. Sharon asked who would take responsibility for this. Roy, Terry Brandon and Becky will be responsible for writing this “newsletter” and sending it out via Mail Chimp. Lou will double check with Shannon Beauchamp of Color Fire if other Members besides himself can send out Mail Chimp blasts. Roy, Becky and Terry will discuss this idea more thoroughly and get back to the Board.
- c) Financial Review Process overview
  - i) Michael reiterated the occasional problems with Auto Payment and caps on those payments. Linda Beck and the new Treasurer will have to sort this out.
  - ii) As regards the check writing schedule, Michael referred to Linda and Christy for a decision on this. Discussion ensued. It was decided that reimbursement checks will be issued once a month. Linda stated that there will be a more detailed Reimbursement Form created to satisfy information needed in the new Quick Books so it will take longer to enter information. Original receipts will still be needed. Michael added that they will have the capability to scan the Reimbursement Form and receipts to be added to the Quick Books Journal information.
  - iii) Eventually, the Treasurer’s monthly report format will change and will give more information that will show our overall financial picture and will also show “use” against “budget” detail.
  - iv) Michael stated that we do not need to move into Closed Session as there are only Board Members present and he invited Lou to stay.
  - v) Sharon asked about Members directing their Minimum required Distribution (or part of it) to GFPS. Michael stated that this would be a straight donation if the distribution is one check for that year only. Discussion ensued.
- d) Discussion to revise and approve donation evaluation, acceptance, or rejection policy and attendant letters.
  - i) Michael referred Board Members to the Profit and Loss Budget Overview (P&LBO), January through December 2020. He also put a spreadsheet on the screen. The P&LBO copy we have is a collapsed version of the spreadsheet on the screen. The left column is all the account numbers we have in the new accounting system. The new accounts should address Administration and Management (Operations), Programs (what we do) and Fundraising. The evaluation suggests that a 501-c3 spends a reasonable amount in each account. Michael reviewed the spreadsheet and explained the accounts. As Michael reviewed Membership numbers, Linda asked how Becky knew whether a check coming in for Membership was in or out of Cape St. Claire. Becky stated that she used the AA County Atlas, section 5294 to determine this category of Membership. Becky also questioned the expenses shown under Membership. She will send Michael this information to put into the

spreadsheet. Michael stated that if any Board Member sees a figure that needs to be changed based on their records, send him the information in the next week so he can correct for the final 2020 Budget. There was discussion about “grant monies”. This will be handled in a category called “Jobs”. Michael stated we need a motion to accept this Spreadsheet/Budget with corrections. Discussion ensued. Bob made a motion to accept the Budget with corrections and Becky seconded. The motion carried.

11) Final comments from the floor

- a) None

12) Adjournment

- a) Becky made a motion to adjourn and Erik seconded. The motion carried. The meeting adjourned at 10:20 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. It was suggested that VP, Michael Buchet call James Graham about this position as Mr. Graham has not responded to emails	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. Patrick Marsh has

	from Michael.				declined.
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.
379-12-19	Redo draft Committee Guidelines using upgraded Microsoft Word (with Becky's edits).	Becky	01-30-19	Working	Try to send edited version to Michael Buchet to see if edits are correct when received.
380-12-19	Research Drop Box for including the GFPS Strategic Plan and Draft Committee Guidelines by Members who wish to review prior to 2020 Annual Membership Meeting	Lou	01-05-20	Working	Timing on this critical. May not happen in time for the Annual Meeting due to problems with editing.
381-12-19	Contact Color Fire to inquire whether the "Voice Over Internet Protocol" number system is no longer active and whether it can be reactivated.	Lou	01-31-20	Working	We have this number posted at Goshen Farm for emergencies but it is nonfunctioning.
382-12-19	Set several dates for GFPS Board and the Furgurson Family to go to Galway Bay Restaurant as a thank you for their work at the Harvest Pasta Dinner. (This action originated at the November, 2019 Board Meeting)	Bob	01-15-20	Working	We have done this thank you dinner for the past three years.
383-12-19	Send email to Carrie Sheppard regarding visit to Goshen Farm regarding Tinkergarten and possible subsequent presentation of proposal to GFPS at the February Board Meeting.	Michael	01-15-20	Working	Board felt that Carrie Sheppard and her teacher need more information about Goshen Farm and the Board needs more information about Tinkergarten before a formal proposal is submitted for Tinkergarten.