

Goshen Farm Preservation Society  
Board Meeting, May 20, 2020

(The March 18, 2020 and April 15, 2020 Board Meetings were canceled due to the Covid-19 Virus Pandemic. The May 20<sup>th</sup> Meeting was held virtually and recorded by the Secretary)

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Louis Biondi	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	May 20, 2020	<b>Time: 7:30</b>	7:33 PM
<b>Location:</b>	GoToMeeting Teleconference		
<b>BOD Attending:</b>	Louis Biondi, Michael Buchet, Linda Beck, Roy Benner, Becky Benner, Sharon Biondi, Erik Wallace, Bob Nestruck, Christy Folderauer, Scott Powers and Rose Mary Stocker		
<b>Members Attending:</b>	Terry Brandon		

- 1) Call to Order and welcome of current members. President Louis Biondi called the May 20, 2020 Board Meeting to order at 7:33 PM. The Meeting was held through GoToMeeting, Telecommunication Services. President Biondi reviewed Teleconferencing etiquette.
- 2) Lou requested changes or additions to the agenda from Board Members.
  - a) Becky requested that we add AA County Board of Education Volunteer Certification to the agenda. The certifications of those GFPS Members who were previously certified have expired.
- 3) President’s Report – Louis Biondi (Report as submitted)
  - a) Lou asked the Board to review his report and then he would speak to any questions from the Board. There were no questions.
  - b) Vice President’s Report – Michael Buchet (Report as submitted)
    - i) Michael stated that he emailed his report earlier this evening as he was updating the last information he had on several topics.
      - (1) The first regards our attorney, Dirk Schwenck and proceeding with our State Grant.
      - (2) Second, is finding an accountant who will work with us on a monthly basis to keep QuickBooks up to date – an accountant who is certified public accountants who are recognized by Inuit as Pro Advisors. We need an accountant who can tell us where to put certain monies before we can make the new system operational.
      - (3) Third, he is working on QuickBooks with the help of Sharon Smith creating account lines and classes for parking monies from and for the State Grant. They have created three subaccounts for that grant project: Money from the State, Individuals who designate donations towards the “match” for the grant, and the third is monies in the savings designated for the Farm House that the Board decides to put toward matching the grant. Michael will speak to these subaccounts under On-going Business.

- (4) Fourth, Michael has been corresponding with Jane Cox on terminology and what the grant process hinges on. For example in his conversations, Michael is talking about stabilizing the Farm House Foundation. Stabilizing according to Jane Cox is work preparatory to storing something or “putting it in mothballs”. According to accountants, “foundation” is thought of as an entity. So we are going to talk about “repairing the underpinnings”. Jane will help us navigate the grant process and stated that we must follow the US Secretary of the Interior, standards for historic building rehabilitation. See the Vice President’s Report for details.
  - (5) Fifth, Michael has been reviewing the State Grant language and description. He has many questions that he feels we need to get answers to from the State Department of General Services who will administer the grant.
  - (6) Sixth, Michael reported on His meeting with Engineer, Dave Wallace and Amy Taylor, Architectural Designer at The Farm House (Lou Biondi and Roy Benner also attended). Based on that meeting, Michael is preparing a plan regarding accessing the beams that need replacing or supplementing. Dave Wallace is also going to give us a “load bearing” report for visitors and furniture. See the Vice President’s report for details.
  - (7) Last, Michael, Linda and Christy are working on QuickBooks and trying to do a higher degree of tracking. There are issues with dates on entries.
- 4) Treasurer’s Report - Christy Folderauer (Report provided under separate cover)
    - a) Lou reported that all we have to work with is the January, 2020 Financial Report that was “tabled” in February. Michael Made a motion to accept the January Treasurer’s report. Barbara seconded. Discussion ensued. Roy had a question about the expense of the “Knox Box”; this should not have been charged to Grounds budget but to Building and Maintenance. Michael made a note of this error to change in the accounting system. The motion carried. Lou entertained a motion to table Treasurer’s reports from February, March and April as they are not complete. Michael Moved, Becky seconded. Discussion ensued. Becky had questions about Godaddy expenses and Google Apps expenses. For February, March and April, Michael reported that there is paperwork and bills that needs his signature. The motion carried. The balance in the checking account for January 31, 2020 was \$32,000.42.
  - 5) Review/Approval of Minutes – February 26, 202 Board Meeting Minutes
    - a) Michael made a motion to accept the Minutes of the February 26, 2020 Board Meeting. Becky seconded. Roy made a correction about the Service Learning Program information. Becky had an edit regarding volunteers for Java and Jazz. The motion carried with corrections. Becky also had a question regarding a statement in the Minutes that Lou Facciponti was going to send Michael a copy of his company’s Accident Report so we could compare to the Accident Report that Becky created. Michael stated that he has not received that from Lou Facciponti.
  - 6) Committee Reports
    - a) Building & Maintenance (Vacant)
    - b) Communications – Barbara Morgan (Report as submitted)

- i) Barb reported that she has only 167 Kayak Raffle Tickets left. Barb wants to send out another Mail Chimp message regarding the Kayak Raffle but wants to wait to see what is decided about the Summer Concert Series Dates (in the past, the drawing has taken place at an announced concert) and whether we will hold any of the concerts. Barb also reminded the Board to turn in their stubs and ticket money soon. Lastly, Barb is also checking with Shannon of Color Fire regularly, to make sure we have the correct inventory of tickets (due to delays in Pay Pal notifying us of ticket sales). This needs to be monitored so Barb and Shannon know to shut down the Kayak ticket sales “button”.
  - ii) Barb also discussed the Caper Article she is doing monthly with history pieces from Scott Powers included. She asked the Board to let her know if they wanted something included and if they were comfortable with what she had been doing so far. Sharon asked if in the next Caper, Barb could include a reminder about donations for the matching Grant and that donators include a note on the check’s memo line that says, “Matching Grant donation”. This will be included in the next article.
  - iii) Barb will also check with Shannon to see if she can include “Matching Grant Donation” on the website in a drop down box under the Donation Button. **(Action Item: 389-05-20)**
  - iv) Barb mentioned that some kids who squeezed through the gate around the Farm House were seen on the Security Camera System. Their pictures were posted on Facebook. Their parents were contacted and were going to deal with their children regarding this trespassing. The post on Facebook was taken down.
  - v) After reading an email about a Member not getting notifications, Barb was concerned about the Mail Chimp list. As regards, Mail Chimp notifications, Barb asks Shannon to put a message up and Shannon sends Barb and Lou a rough draft of what the message is for their final approval. Barb stated that she does not have a Mail Chimp List and would take this over if the Board chose but she thinks the system is working well now going through Shannon. Becky agreed to update the Mail Chimp List from new Memberships on a regular basis.
  - vi) Lou asked a question from Barb’s report referring to lights for the concerts. Barb will price out electric lights for the trees and solar lights that get buried in the ground (suggestion from Becky). **(Action Item: 390-05-20)**
- c) Events – Erik Wallace (Report as submitted)
- i) Erik spoke to an earlier Events Report (April) that discussed final information for the Java & Jazz, Tea & Tunes Event, held March 8<sup>th</sup>. The most recent report notes that we had to cancel the April 25<sup>th</sup>, Spring Open House due to Covid-10. As regards the Summer Concert Series, he is waiting to hear from Governor Hogan regarding restrictions for holding large outdoor events. At present, the orders issued by the Governor limit gatherings to no more than ten people at an event. He has been in touch with Scott regarding the concert series dates. Erik also mentioned that although the Cape St. Claire Strawberry Festival will not be held on June 6<sup>th</sup>, Organizer, Mary Lamb stated that the Festival is postponed not cancelled so he is also waiting to have a definite date in order to recruit workers for the GFPS Booth.

- ii) Lou spoke to the Wine Tasting/Silent Auction Event scheduled for August 17<sup>th</sup>. As co-chairs, he and Sharon have discussed the possibility of eliminating the Silent Auction and trying to solicit several items for raffles. They both felt that as most local businesses have either been closed or functioning with limited sales, we would not be comfortable asking these businesses for auction donations as has been the practice over the 8 years of this event. We are also considering raising the donation for the event from \$20.00 to 25.00.
- d) Financial Development - Lou Biondi (Report as submitted)
  - i) Lou asked if there were any questions on his report. There were none.
- e) Garden - Bob Nestruck (Report as submitted)
  - i) Bob reported that the Garden has been very active with many Gardeners working their plots. He has emailed the Gardeners of their responsibilities including keeping the Garden paths clear of weeds. As the Broadneck HS Enclave students have not been working in the Garden keeping it neat (due to schools being closed), the Gardeners will need to assume this responsibility.
  - ii) Bob has been moving woodchips into the Garden paths as well.
  - iii) He and his wife Diane have been working the students' plot for Broadneck HS and hopefully some of the students will be able to come up during the summer to enjoy harvesting their crops.
  - iv) Tracy Smith, who plans and maintains the Henson-Hall Slave Garden has also worked and planted the CSC Elementary Students' plot.
  - v) Becky has planted the Demo plot and has been spreading mulch on the Garden path.
  - vi) Bob will also send out a blast or emails asking for help (in addition to Gardeners) painting the Garden fence.
  - vii) Becky had questions for Bob about Garden plot rentals. Discussion ensued.
- f) Grounds - Roy Benner (March, April and May Reports as submitted)
  - i) Lou spoke to items in Roy's May Report. Roy reported that Laura Guidry who completed her Learning Service Project and developed a 7 ½ minute Power Point, entitled, "Predominant Soils of Goshen Farm", has gone up on the website but one of the pictures does not show correctly. Lou stated he may have to get Shannon's help in correcting this. Secondly, Lou asked for clarification on the "Talking to Trees" project that Roy referred to in his report. Roy explained that Terry Brandon had read research about trees communicating with each other through their root systems. They are working on a project possibly with the Botany Department at the AACC that may be able to demonstrate this and share this with students and visitors. Roy has a YouTube video explaining this phenomena and he will send this to Lou.
  - ii) Roy reported on two Eagle Scout Projects – twin brother (no first name given in report) and sister (Heather Doyen). Heather is making four benches and two signs on vertical posts pointing to features at the Farm. Her brother will be building five Birds of Prey boxes and another project where a visitor can go to a point of interest and dial on their phone for a brief description.
  - iii) Roy reported on major problems with and constant repairs on the Gravely Tractor Mower, it is still not working. The mowing at Goshen Farm is too large an area (and sometimes too rough an area) for the Craftsman Mower. The Board approved Roy

getting two estimates for a replacement for the Gravely Mower in October, 2017. Although Roy (with help sometimes from Members) has kept the two mowers running for almost 3 years, Roy will now get several estimates for purchasing a replacement mower for the Gravely. Lou thanked Roy for his hard work and repairs which saved GFPS that purchase expense for 3 years. Lou suggested Roy check out John Deere and Barb said she would ask her husband Jay for product recommendations and email Roy and Lou with this information.

- g) History & Research - Scott Powers (No report submitted)
  - i) Scott continues to provide history articles to Barb for inclusion in GFPS Caper articles.
  - ii) Scott wanted to discuss the upcoming Concert Series. Scott suggested that we follow AA County Parks and Recreation recommendations. Discussion ensued. Lou suggested that we follow County Executive, Pittman's recommendations. In any event, it was decided that the Board give Scott the decision of ten(10) days' notice for cancellations so he can give the bands ten (10) days' notice of cancellation. Lou asked Barb Morgan to have Shannon modify our Concert Series information to say that we will give 10 days' notice of postponements or cancellations so check our website and Facebook page for information on the Concert Series schedule.
- h) Membership -Becky Benner (Report as submitted)
  - i) Becky's report shows 168 Membership Units for 2020.
- 7) Review of Action Items and Recurring Action Items
  - a) As regards **Action Item: 379-12-19**, Michael will send his last version of the Committee Guidelines electronically and Becky will edit for grammar and consistency. She will send her edited version to the Board for approval at the next Board Meeting. Four Action Items were completed and three Action Items were marked OBE.
  - b) Roy had a question about Recurring Action, "AA County Beekeeper Certification". Erik's response was that Jenni Biondi is no longer an active beekeeper and the Department of Agriculture Certificate Renewal Application which comes to GFPS Mail should be sent to him for completion. He has sent this in for 2020.
- 8) On-going Business
  - a) Board pictures will be taken when we convene a regular Meeting.
  - b) Review of Moran Insurance Proposal (expired) and request for a new proposal.
    - i) Lou received a proposal from CNR Insurance with a new carrier which he forwarded to the Board. Lou reviewed the CNR proposal and what we had received from Moran Insurance originally. Discussion ensued. Lou asked for a motion that states, If we get a proposal from Selective Insurance through Lou Facciponti of Moran that is competitive in pricing and provides additional coverage (property insurance), the Board will accept the proposal. Michael so moved and was seconded by Bob Nestruck. The motion carried. Lou will send out an email detailing the Selective Insurance Policy. The Board gave Lou permission to sign the contract and activate the policies if the above motion holds true.
  - c) Preparations for or cancellation of the Summer Concert Series. Discussed under History and Research Committee Report.

- d) Lou introduced the Board plan to establish an Ad hoc Committee, Educational Coordination with Terry Brandon as Chair. Lou discussed the fact that Terry has been coordinating educational activities for several years with the help of Roy Benner, Becky Benner and Bob Nestruck and Lou felt that Terry would be the logical Chair for this committee. Michael moved that we create an Ad hoc Committee, Educational Coordination with Terry Brandon as Chair. Becky seconded the motion. Discussion ensued. Terry agreed to chair this Ad hoc Committee. The motion carried.
  - e) Lou next discussed the status of the Four Rivers Heritage Area Boundary expansion. Lou had sent an email to Carol Benson asking for an update on the status but has not heard back. Becky also reported that the boundary expansion was not discussed at the last Four Rivers Heritage Area Education Committee Meeting.
  - f) Lou sent out a draft of his email to AACS Superintendent, George Arlotto regarding our lease extension request. Several Board Members suggested changes that Lou agreed to changes to the email. He also reported that the GFPS attorney, Dirk Schwenk knows the BoE attorney, Darren Burns and offered to talk with him regarding the lease extension. Lou will redraft his email and speak with Dirk before sending the email (or letter) to the Superintendent. Lou will keep the Board informed on this communication. Discussion ensued with a comment from Roy regarding negotiating a longer lease and more. Lou suggested that we need the lease extension (5 years) for the grant process and that is what we are focusing on short term.
  - g) Last, Lou discussed the status of donations to the State Matching Grant. He estimated that we had received about \$1,100.00 in donations thus far towards the matching grant. There was also discussion of the grant language and other assets we can use towards the matching grant. Lou will be reaching out to Maryland General Services who administers these grants with questions to clarify what he has read in the grant paperwork. Barb Morgan reminded Lou of a woman who approached us at the last BoE Meeting in March to offer assistance and ideas for GFPS fundraising. Lou will look for the contact information she gave us and contact her. Michael reported that he is reviewing the matching grant donations from checks and Pay Pal and will send this information out to the Board. Erik Wallace reported that the bee keepers have finished the sales of last year's honey production which made about \$800.00. The bee keepers have agreed to donate \$1,000.00 to the matching grant fund. Lou explained to the Board that working on the matching grant will be his primary job for the next 18 months. He recognizes that Michael will continue to do the work necessary regarding the House foundation and meeting and corresponding with Engineer, Dave Wallace and Amy Taylor. In response to a question from Roy, Michael stated that he will have our attorney review all of the contracts and paperwork from Dave Wallace and Amy Taylor going forward.
- 9) New Business
- a) Lou discussed Becky's suggestion several months ago regarding Mail Chimp messages to the Members and the At Large databases describing Goshen Farm as a place for families to walk and enjoy the outdoor environment. Lou asked Becky if she was willing to take on responsibility for these Mail Chimp messages. Lou had also gotten an email suggestion from Terry that we need a way to help people be made aware of what it

takes (in money and volunteer time) to keep Goshen Farm available to the community. Lou thought that both of these great ideas should be combined in our messaging. Lou said that Becky's message and Terry's insight should be specific. What does it take to keep the tractors working and the grounds mowed? What does it take to keep all of the various Gardens maintained? What is the cost of insurance?

- b) Michael asked to speak to making a motion regarding the 25% of GFPS net income each year that is moved to the Savings Account's Restricted Farm House Line Item. (This was established by a Board approved motion in March, 2018.) Michael made a motion to this effect seconded by Sharon Biondi. Although this annual transfer was already approved, in Michael's discussion with our Lawyer, Dirk Schwenk, Dirk stated it would be wise to approve the transfer annually with a motion, giving the Treasurer permission to transfer the funds. The motion carried. As part of the discussion, Michael suggested for clarity and tracking purposes in QuickBooks, that we move a portion of the money from the general Farm House Restricted Fund to Restricted Matching Grant Fund (this would be line items in QuickBooks). He suggested an amount of \$8,000.00 be identified as State Matching Grant monies. Discussion ensued. Michael made a second motion that \$8,000.00 from the Farm House Restricted funds be moved to the Grant Restricted Board Fund. Bob Nestruck seconded the motion. More discussion ensued. Lou stated it is a good idea to be moving monies into that restricted grant category for purposes of tracking in response to General Services request for information and documentation. Motion was approved.

#### 10) Review of New Actions Items from the Meeting

- a) There were two new Action Items added this Meeting. Barb also added that during this Meeting, she had agreed to ask Jay Morgan about best tractor mower brands. She heard from Jay during the Meeting and he recommended Toro Mowers.

#### 11) Final comments from the floor

- a) Sharon stated that she continues to read in Roy's Monthly Grounds report that "we need to get members to volunteer to help with cleaning and sealing the remaining Farm House gutters". (This would be two separate work days.) Sharon said Roy needs to schedule a time with enough notice for Barb to send out a request for a help blast. Also at a previous Meeting, Christy was going to look into when we could use the Bucket truck to reach the gutters without using extension ladders. Roy will do an initial survey of gutter damage, come up with some dates and check with Christy about availability of the Bucket Truck. **(Action Item: 391-05-20)**

#### 12) Adjournment

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