

Goshen Farm Preservation Society
Board Meeting, August 19, 2020

(The March 18, 2020 and April 15, 2020 Board Meetings were canceled due to the Covid-19 Virus Pandemic. The May 20th, June 17th, July 15th, and August 19th Meetings were held virtually and recorded by the Secretary)

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	August 19, 2020	Time: 7:30	7:40 PM
Location:	GoToMeeting Teleconference	.	
BOD Attending:	Louis Biondi, Michael Buchet, Linda Beck, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Bob Nestruck and Christy Folderauer		
Members Attending:	N/A		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the August 19, 2020 Board Meeting to order at 7:36 PM. The Meeting was held through GoToMeeting, Telecommunication Services. Lou made corrections to his Meeting Agenda. Lou commended each and every Board Member for all of the hard work that they do which is reflected in their Monthly reports.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky stated that she received an announcement from Eve Case, Social Studies Coordinator regarding the upcoming Anne Arundel County Public Schools' 2020 virtual Community Expo. This will be added to New Business.
- 3) President's Report – Louis Biondi (Report as submitted)
 - a) Lou stated to the Board to that he did not wish to add anything to his report but did wish to clarify some points.
 - i) With regard to Number 6. under Action Items, Lou stated that in his communications with GFPS Attorney, Dirk Schwenk, Dirk explained to Lou that the BoE will be meeting on the 26th of August to approve our Lease Extension and the BoE President will sign the Lease Extension, Counsel for the BoE, Darren Burns, will certify the extension document as to its form and legal sufficiency: and then it will be sent to GFPS for the President and Vice President to sign and date. It will then be sent back to the BoE. Lou is hoping to receive two copies of the Lease Extension so GFPS will have a signed copy for our records. He has not heard back from Darren Burns on this request.
 - ii) Lou stated that he had received a copy of an email from Darren Burns, Counsel for the BoE, to Dirk Schwenk, Counsel for GFPS. It indicated the Darren and Dirk had negotiated a seven-year lease extension and the BoE had been briefed on this extension. Darren would be sending Dirk the formal agreement the week of July 13th and the BoE should approve the agreement at their August 26, 2020 meeting.

- iii) Lou also corrected the date on number 6, under Event Support non-action items. It should read "As of 08/18/20, the event (Phantom Wine Tasting & Raffle) the event had raised \$2,270.00..."
 - iv) Becky corrected a name on number 1. Under General non-action items. The name should be Doug Downes.
- 4) Vice President's Report – Michael Buchet (Report as submitted)
- a) Michael wanted to first discuss information that was not in his report.
 - i) He has received financial information this week, including tonight, that he has not had a chance to look over and will email this information or include in his September Report.
 - ii) He has recently received emails and documents since writing his report.
 - (1) There was a problem using the link sent out for this Meeting. Michael suggested that Board members check in an hour before the Board Meetings to get the correct sign in information for the Board Meeting. Lou suggested that Michael send out emails directly from Gmail to avoid the "link" problem (not from Outlook).
 - (2) Michael asked if all Board Members received his VP Report. All have.
 - b) Michael suggested that we need to come to a decision on hiring an accountant. We do not have to decide on the accountant tonight but preselect one and negotiate with one specifically on what they want as a commitment for GFPS. This would be similar to having a lawyer on retainer – so much money upfront and they offer a list of services they provide and you draw down on the retainer or bill you individually for each service. He stated we need an accountant who is QuickBooks friendly. Michael made a motion that the Executive Committee virtually interview Linda Walsh of Walsh and Associates, to negotiate a contract. Barbara seconded the motion. Discussion ensued. Lou explained that once we have negotiated with Linda Walsh, the Executive Committee will come back to the Board for approval. If the Board approves, we write up a contract and it will be signed by two members of the executive committee (officers). If the Board does not approve, we move to another accountant on the list and negotiate virtually with them. The motion carried.
 - c) When Michael mailed Amy Taylor a check for \$350.00 for her last scale drawing he included a letter asking Amy some questions related to the drawing of the excavation of the crawl space. Roy had asked some questions related to the drawing and Michael included those in his letter. Yesterday, Michael received a response that she had received the check. Michael also received some answers to his questions. Specifically, as regards the dashed lines for placement of the trenches in the crawlspace, Amy stated that these were suggestions. Dave Wallace will approve or change with GFPS feedback. Michael reviewed the drawing on camera. Michael reiterated to Amy Taylor what our understanding was for the location of the trenches. She will be sending our emails to Dave Wallace for his consideration. We will not pay her remaining fee of \$100.00 until we have a completed drawing of the trench work signed off by Dave Wallace, PE. Roy had questions about some inaccuracies about the drawings. Michael reminded the Board that these drawings are preliminary. Lou summarized that our focus for Phase I

is the trenching under the house. This trenching will allow Dave Wallace to view the underpinnings to determine the repair work in Phase II.

- 5) Treasurer's Report - Christy Folderauer (Report provided under separate cover)
 - a) Becky made a motion that we approve the April, 2020 Financials (Bank statement and attachments). Erik Wallace seconded the motion. Becky had a question about the \$159.98 monthly charge presumably for the Go-Daddy SSL. Lou stated that last year that under Shannon we included the SSL for a more secure website. Becky stated that we had paid for the SSL but at a different price, \$119.98 annually. Becky wants to confirm that the SSL increased and we are paying the correct amount. Lou will contact Shannon at Color Fire regarding possible increase in this charge. **(Action Item: 402-08-29)** Becky also questioned two different checks written in April to Statewide (\$156.00) and again in May. She also questioned two different checks to Broadstripe for \$90.56. and two payments to Cape Ace Hardware (\$7.00 in May and \$8.00 in June). Christy, and Michael will check on these multiple vendor payments. **(Action Item: 403-08-20)** Motion approved with resolution of Action Items.
 - b) Becky made a motion that we approve the May, 2020 Financials. Erik seconded. The motion carried.
- 6) Review/Approval of Minutes – July 15, 2020 Board Meeting Minutes
 - a) Becky made a motion to approve the July 15, 2020 Minutes. Barb seconded. Discussion ensued. Becky had made a motion to accept the June 17, 2020 Board Meeting Minutes with corrections. Michael seconded. There were three corrections to the Minutes. The motion to approve the Minutes with corrections carried.
- 7) Committee Reports
 - a) Building & Maintenance (Vacant)
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara reported that she has nothing to add to her report. Becky asked a question of Barb. Barb stated that she had contacted the potential Member and believes the issue is resolved. Becky has not received a PayPal notification showing this person became a member.
 - ii) Barbara would like to “spotlight” two more Members; particularly Board Members for the September Caper issue. Becky and Roy have agreed to be interviewed and written up by Barb in the next issue. Responding to Terry’s question regarding an article on our Eagle Scout Projects, Barb stated she might report on recent Eagle projects in October’s Caper article.
 - c) Education Committee - Terry Brandon (Report as submitted)
 - i) Terry reported that there is an ICST Stakeholders Meeting scheduled for September 17th over Zoom. He also reported that Michelle Weisgerber has been promoted to another position- overseeing ICST and the Signature Program with the AACPS but will be attending the Broadneck HS ICST meetings. Her replacement heading up the ICST Stakeholder Meetings is Stacy Roth, a Physics Teacher at Broadneck.
 - d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported he has nothing to add to his report. He stated he sent emails out on the BSA Insurance and we have to add this as a requirement for each of those boys and girls working on their Eagle Scout Project’s plan. Lou asked the Secretary to

make an Action Item that we develop a policy covering Eagle Scouts and their projects and also students who are working independently at the Farm. We need a document that we can show them. **(Action Item: 404-08-200)**

- ii) All of the 200 pounds of honey from the 2019-2020 harvest has been sold. He has harvested another 100 pounds of honey but will have to see if it is good for jarring.
 - iii) The Phantom Wine Tasting chaired by Lou and Sharon seems to be moving along and with a few exceptions for buying tickets on-line, seems to be going smoothly.
 - iv) Becky had a question about the Fall Open House planned for September 14, 2020. Rose Mary Stocker had agreed to be the Chair for this event but due to her brother's death this month she will be in Ohio for at least six weeks. There is also the issue of Covid-19. Lou asked for a motion to cancel the Fall Open House Event. Erik moved that we cancel the Fall Open House and Becky seconded. The motion carried.
 - v) Roy also brought up the Harvest Pasta Dinner Event on October 12, 2020 and our need to notify Gloria Dei' Lutheran Church if we cancel. Bob, who would be chairing this event, recommended that we cancel. Erik made a motion to cancel the Harvest Pasta Dinner based on the current Covid-19 guidelines for inside gatherings. Roy seconded. The motion carried. Barbara will have Shannon announce the cancellation of both of these events after the Phantom Wine Tasting concludes.
- e) Financial Development - Lou Biondi (No report submitted)
 - i) Lou has been focused on the Phantom Wine Tasting and Raffle fundraiser.
 - f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob had nothing to add to his report.
 - g) Grounds - Roy Benner (Report as submitted)
 - i) Roy reported that Heather Doyen completed her "Five Benches and Two Signpost" Eagle Scout Project on July 18th. He has heard many positive comments on her projects! Lou also commented that he was impressed with her thorough planning, high quality construction and attention to detail. The Board agreed! Lou asked Roy to send him pictures and a write up for the website.
 - ii) Roy reported that 9-12 trees and numerous branches due to the tropical storm and other recent storms. He has cut up some of the trees and branches but some are going to require professional attention due to their size.
 - iii) Unrelated to Roy's responsibilities as Grounds Chair, Roy submitted a detailed report with photographs and recommendations on the conditions of the various gutters on the Farm House that will need repair in the next several months.
 - h) History & Research - Scott Powers (No report submitted)
 - i) Scott did not attend the Meeting.
 - i) Membership -Becky Benner (Report as submitted)
 - i) Becky was pleased to report that we have 185 Membership Units for 2020. This surpasses our 177 membership totals for August 2019.
- 8) Review of Action Items and Recurring Action Items
- a) Regarding creating an Action Item to create a Policy for the "Use and/or Rental of Goshen Farm", the formation of this Ad hoc Committee was discussed in June and July Meetings. It was decided during the August Meeting to formalize the creation of this Ad hoc Committee and make it an Action Item . **(Action Item: 405-08-20)** It was also

decided to fold several other Action Items related to use of the Farm into one Action Item : **330-04-18, 338-07-18 and 399-07-20**. These Action Items will be included in Action Item: 405-08-20.

- b) Five Action Items were completed and five Action Items was marked OBE.
 - c) Sharon will update Selective Insurance Policies information and put on Recurring Actions when she gets the payment amount and payment schedule from the Treasurer, Christy.
 - d) In August, Lou also asked Christy if she could check on having the AACPS as a co-insured on our Selective Policy. Christy will talk to Robert Ehm about this as well. This will become an Action Item. **(Action Item: 406-08-2020)**
- 9) On-going Business
- a) Regarding Board Member pictures that need to be taken, he asks that Board Members take a selfie, send them to Lou and he can import them into an ID Card, email a pdf to Roy and he can laminate them. We can deliver these.
 - b) Lou asked Christy if we had paid the bill from Selective Insurance for Policy #20200826338918835, NFP Directors and Officers Liability and Employment Practice Liability Premium due on July 22, 2020 for the amount of \$616.00. Christy stated that she went to the on-line account that she set up for Selective Insurance and noted that there was no bill listed for this policy. She also stated that the on-line account showed a payment of \$308.00 on June 27, 2020 to Selective Insurance for Policy # B2432984 – Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage. Christy will check with our Agent Robert Ehm about this second bill payment **(Action Item: 407-08-20)**. Last, Christy will get the information for the Secretary for Recurring Action – Selective Insurance.
 - c) Lou asked Christy about the request to list AACPS as a co-insured on our Employment Practice Liability Policy. She will ask Robert Ehm about this as well and report back to Lou. See **(Action Item: 406-08-20)** above.
 - d) Lou wanted to discuss the new resolution on contract signing and addition to the by-laws. The Board reviewed the new resolution changes regarding contracts and discussion ensued. Decision on the new language and approving the resolution was postponed until the September Board Meeting.
 - e) Michael had brought up “memorializing” our policy on contract cancellations (verbal or written). Lou asked Michael to craft language that would cover concerns that we should have as a Board. He should then send his draft to GFPS Attorney, Dirk Schwenk for review. Erik Wallace suggested that we should include language that relates to “pandemics”.
 - f) Matching Grant update -Lou commented that he received a generous \$500.00 check from Dirk Schwenk for our Matching Grant. For documentation purposes, Dirk sent Sharon Biondi an email verifying that his donation was for the Matching Grant. (Sharon forwarded Michael this email to provide Matching Grant documentation for the donation.) Lou has asked Shannon from Color Fire, to work out the issue with the drop down button that says “Matching Grant”.
 - g) Lou asked Roy for an update on the Gutter Repair Report submitted for this Meeting. Lou thanked Roy for the excellent report! We need to find a times when Richards Tree Care can spare the Bucket Truck for two separate days (one to clean the gutters and one

day to spray the sealer on the gutters). Christy will let us know when the bucket Truck would be available. When we know these two dates, Roy will purchase the sealer (estimated cost: \$70 -\$90).

- h) Lou entertained a motion to purchase a Gravely Mower, Model #991130 from Annapolis Lawn and Garden for a quoted priced of \$7,755.56 with a down payment of \$4,750.00 and financing the balance of \$3,005.56 for 48 months at 0% interest. Discussion ensued regarding financing. Michael moved and Erik seconded. The motion carried. In further discussion on the balance, Lou stated that he and Sharon will take care of the monthly payment of \$62.62 on the \$3,005.56 loan balance from August through January. This loan payment will be included in the 2021 GFPS budget. Terry and Susan agreed to donate \$20/month for 12 months bringing the cost to GFPS budget down to \$42.62/month. Michael asked if GFPS was going to get any money for the old Gravely Mower. Roy stated that the 36 year old mower was not worth anything but Annapolis Lawn and Garden will haul away the old mower and give Roy several belts and a set of blades for the new mower.
- i) As relates to the accounting services search, Michael believes that this was resolved under discussion of the Vice President's Report – virtually interviewing and negotiating with Linda Walsh of Walsh & Associates (President, Vice President, Treasurer and Secretary present in this interview). See 4,b under Vice President's Report.
- j) Lou has no news on the Four Rivers Heritage Area Boundary expansion.
- k) The lease extension will be voted on at the August 26th BoE Meeting.
- l) Lou asked Michael what he status was on Matching Grant Donations. Lou asked Christy if he could have a separate report on this from the Treasurer. Michael stated that he cannot do this report without documentation that the donations are specifically for the Matching Grant. Sharon will go through the documentation that she has and compare to the Pay Pal donation list that Michael sent out in August. She will list the donations for which she has documentation and send this information to Michael. **(Action Item: 408-08-20)**
 - i) Lou asked to be reminded that we need a motion for “blanket approval” for Christy to move funds from the FNB Checking Account to the Matching Grant Restricted funds Account in Savings.
- m) Lou suggested that on the topic of periodic Mail Chimp messages to Members and the At Large databases (discussed the past several Meetings), Becky and Roy write up the exciting purchase of the new Gravely Mower with photos and discuss what it takes to keep the grounds maintained to send out as a Mail Chimp message.
- n) Michael brought up a question regarding keeping manuals for our equipment where a Board Member could find these. Roy stated that he keeps 3, three ring binders with manuals, etc. in a file drawer in the equipment container. Roy will get a digital copy of the manual for the new mower and send to President Biondi.
- o) As relates to creating waivers for visitors and Members visiting Goshen Farm, Lou suggested that Becky take the examples of waivers that she has gathered and create a waiver for GFPS from these. We will run this waiver by our attorney, Dirk Schwenk.
- p) Students who are at Goshen Farm working independently without direct supervision by AACPS personnel must become Members.

10) New Business

- a) AACPS Social Studies 3rd Annual Community Expo
 - i) Becky gave the background of this Expo. GFPS participated in the last two Community expo with approximately 300 HS teachers coming to Goshen Farm to learn about this “resource” for HS teachers and their students. The 2020 Virtual Community Expo, which includes 1,800 High School and Elementary level teachers, exposes these teachers to various non-profit organizations with regard to potential field trips and information that may benefit their students. Discussion regarding how GFPS could participate ensued. It was decided that since the deadline for agreeing to participate and including what we would send them is August 21st, we would submit the 2 minute YouTube video Lou filmed for the Magothy River Association on the history of Goshen Farm and an aerial tour of the 22 acres. Becky also agreed to send the pdf of the Coloring/Activity Book created for Goshen Farm. Lou will send Becky the link and she will submit to Eve Case, Social Studies Coordinator, Division of Curriculum and Instruction, Anne Arundel County Public Schools. **(Action Item: 409-08-20)**
- b) Barbara brought up a recommendation that a tree in the Memorial Grove be dedicated to Dave Merson with a plaque because of his history with Goshen Farm and May Radoff. Discussion ensued. Barb made a motion that we add Dave Merson to the Memorial Grove. She will order the plaque from Victory Awards in Severna Park. Lou stated that they should have the template from past plaques ordered.
- c) Lou addressed Member, Larry Jennings "Status Report on Wildlife Landscaping Around Shallow Water Pond." Becky added to Larry's report that he will create a summary of this project for the bulletin board listing the organizations that donated to the landscaping and a list of the plants and shrubs planted when the project is complete.

11) Review of New Actions Items from the Meeting

- a) There were eight new Action Items added this Meeting. Three existing Action Items were combined with **(Action Item: 405-08-20)** regarding the Ad hoc Committee on Use and Rental Policies for GFPS.

12) Final comments from the floor

- a) None

13) Adjournment

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