

Goshen Farm Preservation Society
Board Meeting, September 16, 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, August 19th and September 16th 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:	September 16, 2020	Time: 7:30	7:32 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 September 16, 2020 Board Meeting to order at 7:32 PM. The Meeting was held through GoToMeeting, Telecommunication Services. Lou made corrections to his Meeting Agenda. Lou again 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 she had two corrections to President Biondi’s Agenda. These were corrected. Becky also had two additions to the Agenda. Cape St. Claire Improvement Association Recognized Organizations application must be completed and “good will” payment to Gloria Dei! Church 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 Committee Support and Working Items, Lou stated that he continues to see Chairs state the need to increase volunteer support in their monthly report. Lou also stated that the Chairs need to create a plan to increase volunteer support for their committees and send him their plan. He can then direct support for implementation of their plans to the Communications Chair for “requests for volunteers”. These can be short term requests for an upcoming project or long term requests for recurring needs. An example of short term need would be Tracy Smith’s request for help cleaning up the Henson – Hall Slave Garden. *Later in the Meeting Lou stated that he will create the format for Chairs to seek volunteers and send this out to the Board.
 - ii) Lou also stated that the Board Meeting is always held the third Wednesday of the month. He will not accept any information for inclusion in the Meeting that arrives

after midnight the day before the Meeting. Lou gave his reasoning on this. He will also request a motion for a “policy” on this at the October Board Meeting.

- 4) Vice President’s Report – Michael Buchet (Report as submitted)
 - a) Michael apologized to the Board for the lateness of his reports over the last several months.
 - b) Michael reviewed important aspects of his report.
 - i) Accountant Search
 - (1) Michael sent letters and emails explaining the Board’s vote on choosing one accounting service for further negotiation (the Board chose Linda Walsh, CPA, Walsh & Associates) to the four other accounting candidates. He has not heard back from Linda Walsh but will reach out to her to set up our virtual conversation with the Executive Committee which can, with Board approval, result in a contract with Walsh & Associates. See August 19, 2020 Minutes for a motion authorizing this virtual meeting. **(Action Item: 410-09-20)**
 - (2) Michael has heard back from Ken Norton, Annapolis Accounting Services. Mr. Norton stated that rather than continue doing GFPS tax preparation for us; they feel that our tax preparation should be done by the accounting service that GFPS decides to use. Annapolis Accounting Services has been doing our annual tax preparation for free since 2011. Ken Norton stated that the firm does not feel that GFPS is a “good fit” for Annapolis Accounting Services.
 - c) As relates to the work on the Farm House foundation, Michael has reached out to local contracting and construction persons. He is working with someone who might be able to assist us in moving forward. He has been told that it is important that we have a schedule marking out our steps that are necessary to apply for the grant contract (even if the schedule is tentative). Michael reminded the Board that the historic restoration group of engineers and contractors that can be approved for work on the Farm House is relatively small. We are still waiting for the completed drawing of the trench work needed to view the foundation signed off by David Wallace, PE. This must be addressed with David Wallace, PE diplomatically. Perhaps if we discuss the Capital Grant and the need to move forward ASAP on a schedule to present to Public Works, General Services, etc. David Wallace will move forward on what we need from him.
- 5) Treasurer’s Report - Christy Folderauer (Report provided under separate cover)
 - a) Michael gave the Financial Report. He does not have the QuickBooks report as it is not yet up to date. He will also request a motion later in the Meeting to create a temporary policy of the Board due to COVID-19 restrictions to expedite the ability of the Treasurer with approval of another Officer to move funds into the appropriate accounts and account lines. **(Savings: QuickBooks will track the following accounts in savings: Unrestricted, Permanently Restricted funds (not used at this time), Temporary Restricted Funds – Farm House Windows, Gravely Tractor Mower purchase which has sub accounts for Individual Donations and Financing, and House Grant Project Funds which has sub accounts for Grant Monies, Board Allocated and Private Donations.** Roy reported that he had received a check for \$1000.00 made out to GFPS from the Unity Grant for Larry Jennings to buy plants for around the Shallow Water Wildlife Pond. Larry will be making the purchases and will then submit reimbursement forms and receipts to

GFPS. Michael confirmed that this money would also go into a Restricted Fund in Savings. He asked Roy to send (or have Larry Jennings send) Michael the paper work on the Unity Grant. Lou has a copy of the Grant and will send to Michael for the accounting records. Michael worked on the above mentioned Temporary Policy Change and would like a motion and Board vote on the motion at this time.

- i) Reminder from the Secretary: Any checks that a Board Member or other Member receives needs to be copied before it is deposited. A copy of this check and the deposit slip (if not deposited by the Treasurer) will need to be sent to Michael (at present) and Treasurer, Christy Folderauer for accounting records.
 - b) Michael moved that we accept the Temporary Policy for Money Movement and Distribution (below) and Bob seconded.
 - i) Rather than requiring monthly Board motion/vote to allocate and distribute funds among accounts and account lines, this Temporary Policy for Money Movement and Distribution authorizes the Treasurer together with another GFPS Officer to move funds to appropriate accounts or account lines pursuant to the funds' specific restricted or unrestricted use criteria and authorizes them to do so without further Board authorization.
 - ii) Temporary Policy for Money Movement and Distribution is to remain in effect until the first GFPS Board of Directors meeting, at which no COVID -19 mask, quarantine, and social distancing or other practices are in effect. This Policy will extinguish automatically and be noted as extinguished in this Meeting's minutes. The Board may revise or extinguish this policy at any regularly scheduled Board or properly called Special meeting.
 - iii) Discussions ensued. Erik called for a vote on the motion. The motion carried with 6 for and 3 opposed. Lou addressed Erik's concerns and asked that Erik, Christy and Michael discuss another way to address the Money Movement issue before the next Meeting and be prepared to discuss a modified motion on this issue. (**Action Item: 411-09-20**)
 - c) Becky made a motion to table approval of the Financials for June 30, 2020, July 31, 2020 and August 31, 2020 because we do not have the QuickBooks Reports. Erik Wallace seconded. Motion carried.
- 6) Review/Approval of Minutes – August 19, 2020 Board Meeting Minutes
- a) Becky made a motion to approve the August 19, 2020 Minutes. Barb seconded. Discussion ensued. Becky had made an amended motion to accept the August 19, 2020 Board Meeting Minutes with corrections. Michael seconded. 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 picked up the plaque for Dave Merson, talked to Roy about getting the plaque stand installed at the Memorial Grove and contacted Dave's wife, Anita Merson about a date for the plaque unveiling for the family. The Unveiling Ceremony will be on Saturday, October 3, 2020 at 10:00 AM. We should all meet at the Memorial Grove. Barb agreed to address the gathering.

- ii) Terry had a question about the website for Barb and who contacts Shannon Lepthien for posts, etc. Barb explained that she emails Shannon to add posts or make changes. Some of these requests are done quickly; others take more time to execute. Terry asked if we use WordPress and Barb responded that WordPress and another program are used.
- c) Education Committee - Terry Brandon (Report as submitted)
 - i) Terry reported that the first ICST Stakeholders Meeting is scheduled for tomorrow, September 17th over Google Meet. One of the agenda items is Goshen Farm working with teachers who might be coming to Goshen Farm and setting up a way to do their curriculum on line with their students. They want to get assistance from Terry on topic options and making short videos they can use. Terry is in the process of recruiting Members and others who have areas of expertise that can be used to assist teachers. Lou suggested that Terry think beyond just Goshen Farm activities but other CSC Community Resources as well. Michael suggested that GFPS look into upgrading our Wi-Fi strength. Lou suggested that while GFPS may not be able to afford an upgrade at this time, there are grant opportunities that can be investigated. Terry is looking into this. Bob will look into the cost of expanding our Wi-Fi strength through Broad Stripe, our current provider.
- d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported that we have cancelled both the Fall Open House scheduled for September 12, 2020 and the Harvest Pasta Dinner scheduled for October 10, 2020.
 - ii) Erik also stated that all of the 200 pounds of honey from the 2020 harvest has been sold. Total proceeds from the honey sales are \$1,800.00. and he will get the cash to Treasurer, Christy Folderauer for deposit. He would like to direct this \$1,800.00 donation to the Matching Grant Fund.
 - iii) The Phantom Wine Tasting chaired by Lou and Sharon brought in just over \$3,000.00 thanks to generous participants.
- 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 one item to emphasize in his report. Member Tracy Smith who plans and manages the Henson – Hall Slave Garden has had to take a break from her work in the Garden due to a family emergency. The Sharing Garden Committee is taking care of the Slave Garden clean-up but could use additional volunteers. Any Board Members wishing to help should contact Bob.
- g) Grounds - Roy Benner (Report as submitted)
 - i) Roy reported that he has wood stacked up from fallen trees. He would like to notify Members that they may take the wood for free. Bob will send out an email message to the Gardeners letting them know they can take this wood.
 - ii) Lou asked about Mr. Downes work on clearing weeds and mulching around the Orchard trees. Roy responded that 9 trees have been completed. Becky mentioned that Doug Downes is interested in Goshen Farm and has sent in his money for the Sharing Garden Plot “Waiting List” for 2021.
- h) History & Research - Scott Powers (No report submitted)

- i) Membership -Becky Benner (Report as submitted)
 - i) Becky was pleased to report that we have 185 Membership Units for 2020. This surpassed our 184 Membership Unit totals for September 2019 by 1.
 - ii) Becky will be sending out Membership Renewal Letters in November.
 - iii) Becky asked Michael to check his records for Noreen Bowdoin to see if she sent money for her Membership on August 13, 2020. Michael confirmed the PayPal records show Ms. Bowdoin's payment of \$20.00 for Membership. Michael will send Becky confirmation of this Membership Payment and Christy will send refund check to Ms. Bowdoin. **(Action Item: 412-09-29)**
- 8) Review of Action Items and Recurring Action Items
 - a) Regarding **(Action 401-07-20)**, Becky asked if this was completed. Barb stated that she had sent out a list of "buttons" for review to the Treasurer and President. Lou believes this has been completed but Barb will check. Hold marking CTD until October Meeting. Barb also stated that Shannon from Color Fire is still working on a button identifying Grant Donations. Lou will also look into this as well.
 - b) Lou reported that regarding **(Action Item 402-08-20)**, our Secure Sockets Layer (SSL) (security fee) did increase from \$119.98 to \$159.98. This information needs to be changed on Recurring Actions. Action marked CTD.
 - c) As relates to **(Action Item: 404-08-20)**, while Erik researched and confirmed that Boy Scouts do have liability insurance coverage that must be activated during an Eagle Scout Project, the Board asked Erik to develop a policy that can be handed to scouts when they come to GFPS with an Eagle Scout project. Erik will work with Becky on this Policy Statement. Becky will also add Membership requirement for policy regarding students performing Service Learning hours at Goshen Farm. Once these policies are written up and presented to the Board, this action will be CTD.
 - d) As regards **(Action Item: 406-08-20)**, Christy will confirm that AACPS has been added to our Selective Liability Policy as "co-insured" and send Lou an email confirming. Lou would like a copy of this addition (on Declaration Page) to send to Bruce Lamartin at the BoE.
 - e) Becky asked Christy if we had received the refund check from CNR Insurance for the cancellation balance of the 2020 year's payment. Christy stated that GFPS did receive the refund and it has been deposited.
 - f) Four Action Items were completed.
- 9) On-going Business
 - a) Regarding Board Member pictures that need to be taken for GFPS ID Cards, Lou has received no selfie photos from Board Members who need ID's.
 - b) Status of two Selective Insurance Policy payment amounts and payment schedules will be reviewed by Treasurer on Recurring Actions for accuracy. If there is an error, Christy will let Secretary Biondi know via email.
 - c) Lou discussed the new resolution on contract signing and addition to the By-laws presented at the August Meeting. A decision to approve the By-laws change was postponed until the September Meeting. Sharon made a motion that we approve the By-laws change on contract signing with the additional language. Michael seconded. Lou reviewed the new resolution changes regarding contracts and discussion ensued for

the Board. The motion carried. Lou will make sure this By-laws change is ready for the January, 2021 Annual Membership Meeting to be voted on by the Membership. **(Action Item: 413-09-20)**

- d) As relates to an Ad hoc Committee on cancellation of contracts and language to be included in future contracts (verbal or written), an Ad hoc Committee was not formally set. Michael is crafting language that would cover concerns with help from Erik Wallace. Becky has also been doing research on contract policy. Lou will review what we have, set up an Ad hoc Committee and send an email to those who have agreed to serve on this committee - Michael, Christy, Becky and Lou. **(Action Item: 414-09-20)**
- e) Lou discussed our plan for gutter repair. Lou asked Christy to look at a time when Richard's Tree Care could spare the use of the bucket truck on a Saturday or Sunday for the cleaning of the gutters. Lou will pick a date, ask for volunteers and notify Christy to schedule use of the bucket truck and operator. **(Action Item: 415-09-20)**
- f) Becky presented her draft GFPS COVID-19 Waiver for Board review. Lou suggested that we send this draft waiver to our attorney, Dirk Schwenk for review before reviewing and adopting.
- g) Discussion ensued regarding the updated Accident Form that Becky created and sent out to the Board on September 14th. Due to time constraints this Meeting, Lou requested that the Board review the form that Becky sent out and be ready for discussion and a decision next Meeting.
- h) The lease extension was approved at the August 26th BoE Meeting and we are waiting on copies to be signed by President Biondi and Vice President Buchet. Lou asked BoE Attorney, Darren Burns for two copies so GFPS has a signed copy for our records.
- i) 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. This "short" article would be sent out as a Mail Chimp message. **(Action Item: 416-09-20) (Added as A.I. and kept in September Minutes as has not been received by Lou.)**

10) New Business

- i) Possible use of Goshen Farm public areas through a "reservation" process.
 - (1) Erik brought this up in his report and verbally at this Meeting. Erik found that AACPS grounds can be reserved on Department of Recreation and Parks website. Erik thought we could first identify the areas at Goshen Farm that could be used by scouts and others. Lou will research AA County Recreation and Parks website as regards use of school property for groups and the reservation process. **(Action Item: 417-09-20)**
- b) Becky reported that that the CSCIA Recognized Organizations application is due September 14th. She contacted CSCIA Administrator, Leslie Coble regarding this. Leslie stated that CSCIA has not sent out the form yet for completion. The form covers January 1st through December 31st. Becky will monitor this.
- c) Becky asked Bob Nestruck, Chair of the cancelled Harvest Pasta Dinner about whether Gloria Dei! Lutheran Church has been notified that this event has been cancelled. Bob stated that he had not contacted Gloria Dei! but he would do this. Becky also asked the

Board to consider giving Gloria Dei! a “good will” donation as we have rented this church for 7 years for this event. Discussion ensued. Becky made a motion that GFPS make a good will gesture for Gloria Dei! for the utilization of their Fellowship Hall, which will not take place in 2020 suggesting a minimum of \$50.00. Linda Beck seconded. Terry asked Becky to amend the motion to a \$150.00 donation. Becky amended her motion to fix the donation at \$150.00 and Linda Beck again seconded. The amended motion carried. Christy will write, mail or deliver the check to Gloria Dei! Lutheran Church. **(Action Item: 418-09-20)**

- d) Roy has concerns about wood that needs to be replaced on our picnic tables. He will cost out pressure treated lumber for the rotten sections, Trex tops and report total cost estimate at the October Meeting. **(Action Item: 419-09-20)**

11) Review of New Actions Items from the Meeting

- a) There were ten (10) new Action Items added this Meeting.

12) Final comments from the floor

- a) Terry brought up the issue of Committee Chairs recruiting volunteers. Lou had stated earlier that he would ask Chairs to will lay out a procedure for Chairs to recruit (giving specific information such as activity, date of activity, number of people needed, expertise needed, etc.) and a method to get this information to the Communications Chair for the appropriate venue such as Mail Chimp Messages, Caper, etc. In response to Terry’s question, Lou will create this procedure. Michael suggested that Lou review the Committee Guidelines for writing this. **(Action Item: 420-10-20)**
- b) Lou stated that as relates to volunteers, he discussed the girls who took produce from the Sharing Garden and the Slave Garden and were trespassing. Becky stated that when this vandalism took place in the past, the vandals were asked to do work at the Farm to compensate for their damage in lieu of GFPS filing a police report. This seemed to reduce vandalism. Lou stated that we will have to consider this in the future. Perhaps a letter could be sent to the parents (and girls) asking them to consider helping to plant the 2021 Henson-Hall Slave Garden seeds with Tracy Smith’s supervision.
- c) Michael asked if CSCIA had a Police Liaison person. Barb said that we do not and if we wanted to have Goshen Farm patrolled we would have to pay for this.

13) Adjournment

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