

Goshen Farm Preservation Society  
Board Meeting, October 21, 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>, June 17<sup>th</sup>, July 15<sup>th</sup>, August 19<sup>th</sup>, September 16<sup>th</sup>, and October 21<sup>st</sup> Meetings were 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>	October 21, 2020	<b>Time: 7:30</b>	7:32 PM
<b>Location:</b>	GoToMeeting Teleconference	.	
<b>BOD Attending:</b>	Louis Biondi, Michael Buchet, Linda Beck, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Bob Nestruck, Christy Folderauer and Rose Mary Stocker		
<b>Members Attending:</b>	N/A		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the October 21, 2020 Board Meeting to order at 7:32 PM. The Meeting was held through GoToMeeting, Telecommunication Services. Lou made corrections to his Meeting Agenda.
- 2) Lou requested changes or additions to the agenda from Board Members.
  - a) Becky stated she had two additions to the Agenda. Discussion on decision on names to be on the Cape Ace Account under On-going Business. Secondly, "When will the Treasurer assume duties and responsibilities?", under New Business. Lou stated that under On-Going Business, he removed a., d., and e. as some of these have been acted upon and others need more time to review.
- 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 take questions from the Board.
    - i) There were no questions.
- 4) Vice President's Report – Michael Buchet (Report not submitted)
  - a) Michael apologized to the Board for the lateness of his report. He lost his internet. It was just repaired yesterday, crashed again at 3:15 pm and was up again at 8 pm last night.
  - b) Michael reviewed important aspects of his report.
    - i) Michael continues to work with Sharon Smith, QuickBooks Pro-Advisor for the QuickBooks conversion. He is continuing to revise QuickBooks, Class Categories, items list and Chart of Accounts to facilitate GFPS financial record keeping.
    - ii) As regards **(Action Item: 410-09-20)**, Michael has had no further contact with Jennifer Eller or Linda Walsh of Walsh & Associates, so he has suspended his search for an accountant.

- iii) Michael continues to work with Treasurer, Christy Folderauer to expedite data entry into QuickBooks and will continue to do so remotely after he has transferred equipment and records to the Treasurer.
  - iv) Michael spoke with Bill Szczytho and Beau Breedon about better software that would give us the ability for better virtual Meetings. After speaking with them and doing his own research he found that these software programs are cumbersome and expensive. If the CSCIA buys one of these virtual meeting software packages, Cape Recognized Organizations such as GFPS may be able to use this software for their meetings.
  - c) As relates to the work on the Farm House foundation, Michael and Lou will be continuing to form a plan to reach out to Amy Taylor and David Wallace, PE on the foundation trenching excavation drawings to be signed off on by Dave Wallace. This must be addressed with David Wallace, PE diplomatically. 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. 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.
  - d) Michael spent most of the morning on PayPal trying to find out how to get a report from them that gives Becky, Membership Chair, the information she needs for new and renewed Memberships. The Secretary also needs information for the letters she sends out for donations under \$100.00 and for Friends of Goshen Farm donations of over \$100.00. GFPS may need to subscribe to additional data reports to get this needed information. Michael will continue to research this issue.
- 5) Treasurer's Report - Christy Folderauer (Report provided under separate cover)
- a) Michael gave the Financial Report. He included the QuickBooks Balance Sheet this month. Several account lines have been relocated to simplify posting accrued income and temporarily restricted funds. Moving temporarily restricted funds has not been accomplished but should be completed in the coming week. **(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).**
    - 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 by email, delivered, or mailed to Michael (at present) and Treasurer, Christy Folderauer for accounting records.
    - b) Becky made a motion to table approval of the Financials for June 30, 2020, July 31, 2020, August 31, 2020, and September 30, 2020 because we do not have the QuickBooks Reports. Erik Wallace seconded. Discussion ensued. Terry called the "question" and the motion carried.
- 6) Review/Approval of Minutes – September 16, 2020 Board Meeting Minutes

- a) Becky made a motion to approve the September 16, 2020 Minutes with edits. Erik 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 would like to change her plan to do a Monthly E-Newsletter to a Quarterly E-Newsletter for Members. She asked for a Board Member who would be a “back up” person in case of vacation or an emergency. Rose Mary Stocker volunteered. Barbara would also need a list of Members who do not have email from Becky. She would mail these members a copy of the Newsletter. Lou stated that he thought a Quarterly E-Newsletter was a great idea and would keep Members updated on a regular basis of what was happening at the Farm.
  - c) Education Committee - Terry Brandon (Report as submitted)
    - i) Terry reported that they had a successful videotaping at the Farm today. Former student, Ryan Kim was the videographer. They did two short videos that will be used by the High Schools- one by Larry Jennings about the plants recently put in around the Shallow Wildlife Pond and another by a student did a video on composting. They plan on working on a third video in the near future.
  - d) Events – Erik Wallace (Report as submitted)
    - i) Erik reported that he had no updates on his report. Terry asked him if he contacted Broadneck High School regarding a project he and Terry discussed. Erik reported that he had made email contact with Robotics Chair, Mr. Olsen. Erik is looking for some students to work with him at the Apiary. He wants students to help develop “tool kits” for some of the beehives. These “tool kits” would basically measure high temperature, high humidity, frequency of the hives and other data. Mr. Olsen sent the project description and request for those interested to respond to students in his class. Mr. Olsen also sent this information to the Computer Science Department. Erik expects to hear back from Mr. Olsen in the next month.
    - ii) Becky mentioned that she had several dates for the 2021 GFPS Events Calendar that she wanted to discuss when she gives her report.
    - iii) Erik wanted to thank To Christy and Richard’s Tree Care and Roy and everyone else who helped to get the beehive safely out of the tree near the Apiary. The bees seem to be thriving in their box (their new home.).
  - e) Financial Development - Lou Biondi (Report as submitted)
    - i) Lou reported that he had nothing to add to his report.
  - f) Garden - Bob Nestruck (Report as submitted)
    - i) Bob had nothing to add to his report.
  - g) Grounds - Roy Benner (Report as submitted)
    - i) Lou thanked Roy for his work on sanding, cleaning, and sealing the gutters on the Farm House. Roy decided that the bucket truck offered to GFPS by Richard’s Tree Care to reach the gutters for this work would not be able to get close to the house in many areas. So, Roy, did the job himself – a lot of work and many hours! Roy put two coats of Rubber Flex Leak Repair Spray on sections with pin holes and Aluminum

Flex tape on the sections with larger holes. Roy hopes this sealing protects the gutters for years to come.

- ii) Roy reported that he had developed 23 QR Codes descriptions for the part of Liam Doyen's Eagle Scout Project that covers the "Walking Trail" sites and many other points of interest. The QR Codes provide additional information to visitors via smartphones. The QR Codes will be displayed on 4' by 4' posts with information presented under a flip-up covering. Roy included the QR Codes and descriptions in his report and would like the Board to review and give him feedback.
  - 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. She also reported that we have 11 renewals or new Membership Units for 2021. Due to the difficulty getting the PayPal Membership payments over the last several months the 11 reported for 2021 may be a higher number.
    - ii) Becky will be sending out Membership Renewal Letters in November.
    - iii) Becky completed edits to the GFPS Committee Chair Responsibilities and Committee Guidelines and forwarded the document to Vice President Buchet.
    - iv) Becky reported that she had received the CSCIA Recognized Organizations application form for completion. The form is to request dates that an organization will need either the Cox Room for monthly meetings or the Main Room for a large event(s).
      - (1) Becky stated that she needs dates for 3 of our Monthly Board Meetings that might have potential conflicts (our monthly Meetings are held on the 3<sup>rd</sup> Wednesday of each month). February 17<sup>th</sup> is Ash Wednesday, March 17<sup>th</sup> is St. Patrick's Day and September 15<sup>th</sup> is Yom Kippur. After some discussion, the Board decided to keep these dates as Monthly Board Meeting dates.
      - (2) Becky moved on to discuss dates for 2021 GFPS Events (Each event date was discussed and decided upon).
        - (a) Java and Jazz - Sunday, March 14, 2021 (3-5pm) Clubhouse
        - (b) Spring Open House – Saturday, April 24, 2021 (10am-4pm) GF
        - (c) CSC Strawberry Festival – Saturday, May 2021
        - (d) Summer Acoustic Concert Series GF
        - (e) Wine Tasting/Silent Auction – Saturday, August 21, 2021 (4-7pm) Clubhouse
        - (f) Fall Open House – Saturday, September 18, 2021 (10am-4pm) GF
        - (g) Harvest Pasta Dinner – Saturday, October 16, 2021 (5-7:30pm) Gloria Dei!
- 8) Review of Action Items and Recurring Action Items
  - a) Lou stated that he has some actions that he would like to address first. As regards **(Action Item: 404-08-20)**, Lou stated that Erik verified that Boy Scout and Girl Scout troops and Scouts working their Eagle Scout Project have liability insurance through their state level. They need to bring a copy of the Liability Insurance Declaration Page to give to the Member that is authorizing their project at Goshen Farm. Erik stated that he will draft a written policy on this to give to Troop Leaders after Board approval. Added to **(Action Item: 404-08-20)**.

b) Becky will also add Membership requirement for a written policy regarding students performing Service Learning hours at Goshen Farm. Once these two policies are written up and presented to the Board, this action will be CTD. Added to **(Action Item 404-08-20)**

c) Six Action Items were completed, and one Action was marked OBE.

9) On-going Business

a) Regarding concerns about the “Temporary Policy for Money Movement and Distribution” (Motion from September Meeting that was approved but raised concerns from four Board Members). This was to be revisited at tonight’s Meeting but due to computer problems experienced by three Board Members this was postponed. Becky made a motion to “table” discussion of “Temporary Policy for Money Movement and Distribution” until the November Meeting. Motion carried.

b) 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 has been crafting language that would cover concerns with help from Erik Wallace. Becky has been doing research on contract policy. Lou will review what we have. Lou asked Michael, Becky, and Christy to serve on this Ad hoc Committee with himself. All agreed. Lou needs to send Committee Members an email, to set up first virtual meeting. **(Action Item: 421-09-20)**

c) The Ad hoc Committee to develop guidelines for the use and rental of Goshen Farm by individuals and groups is established. The committee members are Lou, Becky, Roy, Erik, and Michael.

d) Becky presented her draft GFPS COVID-19 Waiver for Board review. Dirk Schwenk reviewed this and made suggestions. Lou asked if Becky could review Dirk’s suggestions and consider changing her draft. Becky stated she would attempt this. This somewhat revised version of the GFPS COVID-19 Waiver will be brought up for approval at the November Meeting.

e) Discussion ensued regarding the updated Accident Form that Becky created and sent out to the Board on September 14th. Terry suggested one addition to the form and Becky agreed to include this. Erik moved that we accept the Accident Form with the change. Becky seconded. The motion carried.

10) New Business

a) Lou brought up the reimbursement of Member, Larry Jennings for funds spent against the Unity Garden Grant for plantings around the Shallow Water Wildlife Pond. Becky moved that we reimburse Larry Jennings for the monies spent against the \$1000.00 Unity Garden Grant. Barbara seconded. After discussion, Becky modified her motion to read, I move we write a check for \$768.00 to reimburse Cape Conservation Corp and a check to Larry Jennings to reimburse him for \$232.00 for monies expended on plants for the Shallow Water Wildlife Pond that had been funded by the Unity Gardens Grant. Total cost of project - \$1000.00. Terry seconded. The motion carried. Roy asked that we send Larry Jennings a thank you letter for of the research, grant acquisition, gathering and scheduling and supervising volunteers for the plantings. Lou will write the letter and send to Larry. **(Action Item: 422-10-20)** Well done, Larry!

- b) Roy has gotten estimates on replacing rotten seats and table tops for our picnic tables. The Board will discuss this project at the November Meeting.
- c) Cape Ace Hardware Account access.
  - i) Becky stated that GFPS started an account with Cape True Value Hardware in 2013. The account transferred to Cape Ace Hardware. The names on that account have not been revised or updated. Discussion ensued. Roy stated that the account has his cell phone number on the account. Lou volunteered to go in and see the list and update. **(Action Item: 423-10-20) Those** that should be on the list are: Lou, Roy, Terry, Bob, Sharon, and Erik.
  - d) Lou asked Becky if her question regarding transfer of computer and paperwork from Michael Buchet to Treasurer, Christy Folderauer had been answered. That will happen in two weeks.
- 11) Review of New Actions Items from the Meeting
  - a) There were 3 (three) new Action Items added this Meeting.
- 12) Final comments from the floor
  - a) Sharon reviewed one action that she wanted to verify with the Board. She read the action and wrote down the response in her notes.
- 13) Adjournment
  - a) Becky Benner made a motion to adjourn and Linda Paez seconded. The motion carried. The meeting adjourned at 9:10 PM