

Goshen Farm Preservation Society  
Board Meeting, December 16, 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>, October 21<sup>st</sup> and December 16<sup>th</sup> Meetings were held virtually and recorded by the Secretary) (November 18<sup>th</sup> Meeting was cancelled due to technical difficulties.)

<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>	December 16, 2020	<b>Time: 7:30</b>	7:32 PM
<b>Location:</b>	GoToMeeting Teleconference	.	
<b>BOD Attending:</b>	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Bob Nestruck, Christy Folderauer and Rose Mary Stocker		
<b>Members Attending:</b>	Larry Jennings and George Anzalone		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the December 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.
- 2) Lou requested changes or additions to the agenda from Board Members.
  - a) Becky stated she had two additions to the Agenda. Discussion on historical renovation companies that Becky provided in her report under New Business, c. As Annapolis Accounting Services will no longer be doing our taxes, we need to discuss finding another accounting service under New Business d. By-laws updates (listed in Becky's report). Lou stated we will discuss this under Committee Reports.
  - b) Discussion of procurement of a Unity Gardens sign for the Shallow Water Wildlife Pond.
    - i) Lou asked Roy if Lou had sent him a signed Letter to Unity Gardens as requested. Roy responded that though the letter was completed, Lou had not sent him a signed copy. Roy will send him the letter for signature and Lou will send it back to Roy.
    - ii) Discussion regarding signs and placement ensued. Becky said that Cape St. Claire Garden Club would like a sign at the Pond Garden as well since they also contributed funds for the Garden. Larry added that Cape Conservation Corps also contributed to the Pond Garden and should be recognized. Sharon asked if there would be room for all these signs. Larry has not completed his report on this project (due 12/22/20) or ordered the sign from Unity Gardens. He feels that we have until early April to decide on the sign(s) and discuss logistics of how to recognize all three organizations' contributions. Roy suggested that he could make a wooden sign, like the sign he made for the Henson-Hall Slave Garden. Decision on purchasing sign(s) was postponed until the March or April Board Meeting. **Becky also suggested that we add a QR Code for the Pond Ggarden to the Eagle Scout project that is creating a self- guided tour using QR Codes.**

- 3) President's Report – Louis Biondi (Report as submitted)
  - a) Lou stated that he did not submit a report for December.
    - i) Lou stated that he read in Becky's report, her concerns regarding the signed Capital Matching Grant. Lou called the Department of General Services, Grants Division. He was told that GFPS was not in jeopardy. Lou will get the application in by the end of January 2020.
    - ii) Lou reported that VP Michael Buchet was in the hospital for a procedure and would not be at the Meeting. Lou stated that we now have the final preliminary scale drawings from Amy Taylor. This will enable Lou to use this for completing the grant application. Roy stated that he still had an issue with dimensions for the pantry, porch, chimneys, etc. that he passed on. He feels these should be corrected before we pay the final \$100.00 to Amy Taylor. Lou asked Roy to send him these again. Roy will resend this information. Becky stated that the footprint measurements need to be checked as they relate to the trenching under the first floor. When Lou gets Roy's changes to the scale drawings, Lou will send to and then contact Amy Taylor to discuss corrections. **(Action Item: 424-12-20)**
- 4) Vice President's Report – Michael Buchet (Report as submitted)
  - a) Michael was unable to attend tonight's Board Meeting.
- 5) Treasurer's Report - Christy Folderauer (Report provided under separate cover)
  - a) Treasurer Folderauer reported that she received all paperwork and the computer from Michael Buchet this week. With Bookkeeper Sharon Smith's input the Financial Report is reconciled through October 31, 2020.
  - b) Christy included the QuickBooks Balance Sheet this month (through October 31, 2020). 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 by the February Board Meeting. **(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) Becky requested copies of the FNB Bank Statements for November and December. Christy stated that there is an issue with her ability to "log in" to our FNB account and she is going in to FNB to get this resolved. Once resolved, Christy will be able to access bank statements.
    - ii) Lou stated to the Board that if they have budget items to include in the 2021 GFPS Budget, send them to Christy and the Board for review and inclusion in the 2021 GFPS Budget. Lou stated that we will have to hold a special Board Meeting to discuss the budget prior to the Annual Meeting on January 20, 2021. Lou will send out possible dates for this meeting. Roy had a question about whether the Chairs' submission for the 2021 budget should be annual or monthly. Lou stated that monthly would be ideal but if not, then a yearly budget amount is acceptable. **(Action Item: 425-12-20)**

- c) Becky made a motion to table approval of the Financials for October 31, 2020. Erik Wallace seconded. The motion carried.
- 6) Review/Approval of Minutes – October 21, 2020 Board Meeting Minutes
- a) Becky made a motion to approve the October 21, 2020 Minutes with the edits Becky sent to the Secretary. Bob seconded. The motion to approve the Minutes with edits carried.
- 7) Committee Reports
- a) Building & Maintenance (Vacant)
  - b) Communications – Barbara Morgan (Report as submitted)
    - i) Lou had several questions regarding Barbara’s report. Under report on Quarterly Newsletter Barb asks the Board, “Please let me know after receiving it (Newsletter), which you prefer.” Lou asked for clarification. Barb stated that she had a choice of two formats: MailChimp version or email as a PDF. Discussion ensued. It was decided that she continue to use the MailChimp version.
    - ii) Lou thanked Terry for letting him know about the potential fundraiser involving Galway Bay Restaurant. Lou stated that with Karen Bailey’s assistance, GFPS was assigned one day, Saturday, December 19<sup>th</sup>, to participate in this fundraiser. For every \$40.00 dinner purchased, Galway Bay Restaurant will donate \$10 to the charity. Lou will send out Facebook posts about Galway Bay Restaurant’s fundraiser.
  - c) Education Committee - Terry Brandon (Report as submitted)
    - i) Lou discussed Terry’s interest in getting the short videos already produced for Goshen Farm up on the website. Lou stated that we have limited space on the website and recommended that Terry send Barbara and Lou the videos. Shannon Lepthien, our website manager, will put them on YouTube and will create a YouTube link on the website.
    - ii) Lou asked how the videotaping project is going. Terry responded that the two videos taped by students, Heather Doyen and Liam Doyen, who did Eagle Scout Projects, were viewed by students at BHS and the students that viewed them gave positive feedback. The third video created by Larry Jennings on the Shallow Water Wildlife Pond Garden is being edited by a student. A fourth video was done by AACC student Ryan Kim on composting and is being edited. As the scope of the video production project expands, Terry and his Committee will need to structure this project to monitor preproduction, production, and postproduction deadlines. This may involve having a second student group for this purpose. Videographer/photographer, Charles Germain, has agreed to help Terry with this video project. Terry explained to the Board that teachers are not permitted to recruit students for a particular extra-curricular project. They can recruit students who wish to get Community Service Hours. Terry expects to hear from students who wish to complete a Capstone project. All students involved in these projects are told they must have an Individual or preferably a Household GFPS Membership. Terry hopes that not only will these videos be used by AACPS students but by those people interested in finding information on historic sites on the Broadneck Peninsula and the Four Rivers Heritage Area. Last, Terry stated that Board Members should be giving him feedback (positive or negative) regularly as this project moves forward.

- iii) Roy also reported that AACC Professor, Tim Tumulty was doing a drone video of Goshen Farm to share with AACC and the High Schools. Also, Roy noted that NRCS volunteers did a video on the Soils Health Pit that will be used in the High Schools.
- iv) Lou suggested that the Eagle Scout Project Application form developed by Becky and Roy could, with minor changes be used with the student video projects that Terry's committee is handling. Terry agreed. Becky will create an application form that will address all volunteer student groups with sections related to each group, i.e. Eagle Scout, Gold Star, AACC, Community Service Hours Projects.
- v) Lou recommended that Terry go on the Magothy River Association Website and see all the videos that Paul Spadaro and the Germaines have done.
- vi) Terry reported that he delivered the last crop of Kale to the Broadneck Evangelical Presbyterian Church Pop-up Pantry today. Crop deliveries to pantries will not start again until Spring.
- d) Events – Erik Wallace (Report as submitted)
  - i) Erik reported that event dates have been decided and Becky has reserved the CSCIA Clubhouse for our Board Meetings and Wine Tasting/Silent Auction. She has also reserved Gloria Dei! Church for the Fall Harvest Pasta Dinner. We will wait and see what the Maryland Governor and AA County Executive guidelines allow for group gatherings during the COVID-19 Epidemic.
  - ii) Terry asked Erik if he heard back from Mr. Olsen, Robotics Chair at BHS regarding the Apiary "tool kits" project. Erik has not and will reach out again. If this does not move forward with BHS students involved, Erik has another group of volunteers that may create the "tool kits" for the beehives to measure high temperature, high humidity, frequency of the hives and other data. Terry suggested contacting Tim Tumulty at AACC for help with this project.
  - iii) Sharon asked Erik about the Apiary donation of \$1,800.00 to GFPS State Matching Grant. Christy will send Sharon the documentation for this donation for thank you letters.
- 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 reported that one Gardener is not renewing her plot rental. We have several Members on the waiting list that he will offer this plot to first name on the list.
  - ii) Larry reiterated to Bob that a Garden Member had her email account hacked. Shortly after that, emails from Lou Biondi came through asking for donations for gift cards. Lou reminded all Board Members if an email seems suspicious, hover your cursor over the "sender" and you can see the actual email address that is being used. It will be close to the legitimate email address but with enough differences to ID it as illegitimate.
- g) Grounds - Roy Benner (Report as submitted)
  - i) Lou thanked Roy for cutting up the downed Poplar tree into firewood. Lou suggested that Roy consider dates for a "work day" at the Farm in March or April. **(Action Item: 426-12-20)** Send those dates out to Erik and Barbara so Barbara can send out a MailChimp message and Erik can create a sign-up sheet through Sign-up Genius.

- ii) Lou asked Roy if the “Home Schooled Students” studying at Goshen Farm are Members. Terry will approach these groups and verify that they are Members. **(Action Item: 427-12-20)** Lou also suggested that Terry and Roy get some information from these groups for a possible article in the Caper. They should coordinate with Barbara.
- iii) Roy reported that he and Becky attended the NRCS’s “Earth Team Volunteers” Zoom Awards Meeting on November 19, 2020. GFPS received an Earth Team Volunteers, Certificate of Appreciation. Terry was recognized individually for his work providing fresh produce for local food pantries and received a jacket.
- iv) Roy thanked Barbara for getting the corrected PowerPoint on Soils of Goshen Farm back up on the website.
- v) Last, Roy wanted the Board to be aware of all the hard work Larry Jennings has done to complete the Unity Gardens Grant Project for plants in and around the Shallow Water Wildlife Pond. Larry wrote the proposal for the grant, sought and received additional donated monies from The Cape St. Claire Garden Club and Cape Conservation Corps to ensure enough plants could be purchased. Larry ordered and bought the plants, set up teams of volunteers over several weeks for planting (and monitored conditions to protect volunteers from COVID transmission), and wrote the Final Grant Report. A Certificate of Appreciation to Larry should be created and presented to Larry at the January Annual Membership Meeting. **(Action Item: 427-12-20)**
- vi) Roy acknowledged attending Member and Gardener, George Anzalone. George has approached Roy as willing to do projects at the Farm. Roy stated that he has made a list of projects and will send this to George for his consideration. Lou asked Roy to send the entire Board this list of projects. Roy will also send this out to the Board.
- vii) Roy asked Bob if The Eagle Scouts project involving QR Codes can be used with our present Wi-Fi strength. Bob will include purchasing what is needed to increase the strength of our Wi-Fi in our 2021 GFPS Budget.
- h) History & Research - Scott Powers (No report submitted)
- i) Membership -Becky Benner (Report as submitted)
  - i) Becky was pleased to report that since she sent out Membership Renewal Letters in November, renewals and new Memberships are coming in steadily. As of December 16<sup>th</sup>, we have 45 Membership Units for 2021.
  - ii) Terry asked Becky and the Board about raising Membership fees. He suggested an additional \$5.00. Discussion ensued. No decision was made as this change would not occur until the 2022 January Annual Membership Meeting.
  - iii) Lou stated that he has added the information that Becky sent on potential Historical Renovation companies to his Grant Folder.
  - iv) Related to Becky’s concern about the need for the By-Laws review, Lou asked if Becky could make specific suggestions where she feels a change needs to be made or a clarification added. Becky suggested that Lou talk to Board Members at Cloverfields, Hancock’s Resolution and Historic London Town & Gardens. In addition to the companies listed in her report, these Board Members may offer the names of contractors in specific trades that we can consider.

- 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: 379-12-19)**, the Board voted to accept Becky's editing and format changes to the Committee Guidelines as **completed**. Lou stated that he would like to clarify **((Action Item: 405-08-20)** as some parts of **(Action Item: 405-08-21)** have been completed. The Ad hoc Committee Members on policy for "use and/or rental" of Goshen Farm have been selected. Becky has written a COVID-19 waiver. Becky has created a draft written policy regarding students performing Service Learning at Goshen Farm. Erik stated that he will draft a written policy on Scouts using Goshen Farm to give to Troop Leaders after Board approval. Sharon agreed to rewrite **(Action: 405-08-20) for clarity**.
  - b) Becky will also add Membership requirement for a written policy regarding students performing Service Learning at Goshen Farm. Once these two policies are written up individually or combined into one policy and presented to the Board more tasks will be completed.
  - c) Nine Actions were completed, and one Action was marked OBE.
- 9) On-going Business
  - a) Roy submitted a proposal to repair the Picnic Tables. Lou asked if the Board wanted to include this cost in the 2021 GFPS Budget. The Board agreed. Lou suggested that Roy include the costs of repairing the Picnic Tables in the 2021 GFPS Budget and include cost of purchasing two new picnic tables in each successive GFPS Budget. Roy concurred. (Roy suggested purchasing the future replacement picnic tables at AA County Farm Lawn and Garden as a new "treated" Lumber table sells for \$125.00/table.)
  - b) **As this policy was not discussed at the November 18, 2020 Meeting due to cancellation or the December 16, 2020 Board Meeting, the Secretary is leaving this section from the October Meeting Minutes in the December Meeting Minutes.** 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.
  - c) Becky made a motion that we accept the one-word addition to the addition to the By-Laws to be offered to the Membership at the January 20, 2021 Membership Meeting. Erik seconded and the motion carried.
  - d) Becky gave her reasons for keeping the COVID-19 Waiver she drafted. After communicating with GFPS Lawyer, Dirk Schwenk, she feels her waiver is appropriate unless we are having an indoor gathering with invited guests and Members, where we would need a more simplified waiver. Examples of this would be, Java & Jazz and the Harvest Pasta Dinner. Erik moved that we accept the COVID-19 Waiver that Becky drafted. Bob seconded and the motion carried.
  - e) Becky will modify her draft Policy regarding students performing Service Learning at Goshen Farm to include Scout Troop and Eagle Scout Projects, students (AACC, AACPS,

private schools, etc.) working on volunteer projects at Goshen Farm (outside of school sponsored programs or fieldtrips).

- f) 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. 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)**
- g) The Ad hoc Committee to develop guidelines for the use and/or rental of Goshen Farm by individuals and groups is established. The committee members are Lou, Becky, Roy, Erik, and Michael. Lou will send Committee Members an email to set up first virtual meeting. **(Action Item: 429-12-20)**
- h) MD State Matching Grant
  - i) Lou reiterated that he had called the Department of General Services, Grants Division. He was told that GFPS was not in jeopardy. Becky reminded Lou that we need to submit an Intent to Apply form by January 29, 2021. Lou will get the Grant Application in before January 31, 2021.
  - ii) Lou also reiterated that he has the list of companies that do Historical Restoration from Becky and will follow up with these and other contractors that local Historic sites recommend.
- i) Lou asked Christy if we will have someone to do our GFPS taxes. Christy replied that she will have someone to complete and file our taxes. She and Sharon Smith are working on doing this.

#### 10) New Business

- a) Approval of the loan from Louis and Sharon Biondi for the balance of the purchase price of the Gravely Mower. A no interest loan was previously approved at the August 19,2020 Board Meeting.
- b) Becky made a motion to reimburse Louis and Sharon Biondi \$2,692.00 for the no interest loan that they provided in part for purchasing the Gravely Mower on August 20, 2020. The motion was seconded by Roy. The motion carried.
- c) Erik asked about the plan for the virtual January 20, 2021 Annual Membership Meeting. Lou and Michael have discussed this meeting. Depending on how many people “show up” for the meeting, it could be a problem – Michael’s GoToMeeting Teleconference Plan allows for 50 participators. Lou will work with Barbara to get a MailChimp message out to the Members reminding them of the Annual Meeting, asking them if they want to attend, and give them a deadline to respond and give their email if they want to attend. Once we have their response and we know we have a quorum, we will know how to best set up the Meeting. Roy suggested that we state in this MailChimp that we need 20 Members attending virtually to have a quorum. Lou will send out information to the Board.

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

- a) New Action Items not reviewed.

#### 12) Adjournment

- a) Becky Benner made a motion to adjourn and Christy Folderauer seconded. The motion carried. The meeting adjourned at 9:32 PM.