

Goshen Farm Preservation Society
Board Meeting, February 17, 2021

(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, September 16th, October 21st, December 16th, and February 17th Meetings were held virtually and recorded by the Secretary) (November 18th Meeting was cancelled due to technical difficulties.)

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	February 17, 2021	Time: 7:30	7:32 PM
Location:	Zoom Teleconference	.	
BOD Attending:	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Bob Nestruck, Linda Paez, and Rose Mary Stocker		
Members Attending:	Bill Szczytko, CSCIA Liaison Person to GFPS		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the February 17, 2021 Board Meeting to order at 7:32 PM. The Meeting was held through Zoom, Telecommunication Services. Lou welcomed Bill Szczytko, to the February Board Meeting as the CSCIA Liaison Person. Lou made his corrections to his Meeting Agenda.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Roy wanted to add discussion of updating and perhaps better organizing the GFPS website. This discussion was added to On-going Business, item h.
- 3) President’s Report – Louis Biondi (Report as submitted)
 - a) Lou stated that there was one thing he wanted to add. He referred the Board to page 2, item 4., regarding a letter he drafted yesterday to Aleksy L. Szachnowics, PE., COO for AACPS regarding a “Property Owner Consent and Site Control Letter” needed for the Maryland Heritage Area Authority Grant that Terry Brandon is completing for submission. Lou sent a copy of this letter to our attorney, Dirk Schwenk for review. Dirk Schwenk approved the letter and Lou emailed it today to Mr. Szachnowics. Lou has not heard back yet.
 - b) Roy stated that he read in the President’s Report that he was on the ad hoc committee to develop guidelines for contracts. Roy stated that he does not wish to be on this committee.
- 4) Vice President’s Report – Erik Wallace (Report as submitted)
 - a) Erik asked that several Board Members serve as back-up for Zoom Board Meetings. The volunteers would need to register their goshenfarm.org account with zoom.us. Lou Biondi and Barbara Morgan volunteered as “back-up” Zoom Meeting Managers.
- 5) Treasurer’s Report - Christy Folderauer (No report submitted)
 - a) Lou reported to the Board that Christy had a family medical emergency and would not be at the Board Meeting tonight.

- b) Lou reported that Treasurer Folderauer had reached out to Annapolis Accounting to find out if they would reconsider their decision not to handle GFPS tax filings. Chris Battista stated Annapolis Accounting Services would not be reinstating GFPS as a client. Christy will work with Sharon Smith to find a new accounting firm in the next 30 days. Roy mentioned that we are past due for our Broadstripe Account. Lou would like for Christy to apply for a debit card from FNB. If this is unsuccessful, he would suggest she apply for a credit card in the name of Goshen Farm. Lou stated that he has this item on his agenda for discussion.
 - c) (Reminder for the Board on categories of accounts in **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 asked if we are going to do an audit of our financials this year. Lou agreed that we should and use the accountant, Mr. Fred Miller that we used in 2020. Lou will speak to Christy regarding this.
 - ii) Lou suggested to Becky and the rest of the Board schedule a separate meeting to discuss the Financial Reports and approve if in agreement. Lou has suggested this to Christy, and she will get back to him when she and Sharon Smith have completed entering the data through February 2021. **(Action Item: 430-02-21)**
- 6) Review/Approval of Minutes – December 16, 2020 Board Meeting Minutes
- a) Becky made a motion to approve the December 16, 2020 Minutes with the corrections Becky sent to the Secretary. 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) There was discussion about the Quarterly GFPS Newsletter. Barb stated that when she has finished the rough draft of each Quarterly Newsletter, she will send this draft out to Becky, Lou, and Sharon for review. When she has made corrections, Barbara will then send this to Shannon Beauchamp Lepthian at Color Fire to send out in MailChimp. Roy asked if a decision had been made about whether the Newsletter would go out to GFPS Members only. Discussion ensued. The sense of the Board was that the GFPS Newsletter should go out to Members only. It was suggested by Barbara that we could put a copy of the Newsletter on various bulletin boards such as the Broadneck Library and various churches. Roy will put the Newsletter on the Farm Bulletin Board.
 - c) Education Committee - Terry Brandon (Report as submitted)
 - i) Terry commented on a few things that were not in his report.
 - (1) Though his Committee has good communications with the teachers with whom they currently work, the teachers currently are quite stressed with trying to figure out how classes are going to work (in person and remotely). Terry stated that they have been “quiet” for the last several months. He would like to

research other local educational institutions to broaden our and their opportunities to work with Goshen Farm.

- d) Events – Erik Wallace (Report as submitted)
 - i) Erik asked the Board about the upcoming event, Java and Jazz scheduled for Sunday, March 14. Lou responded that he has discussion on this under On-going Business. There was discussion about having live streamed events for Java and Jazz, Spring Open House, etc. Terry suggested we could train student docents with scripts and have them do livestreamed presentations at the Open House in addition to Members. Lou asked Erik if he would put together a proposal for this idea. Erik stated he would. **(Action Item: 431-02-21)**
- 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) Roy reported that someone in a four wheel truck drove around the grounds. When Bob can go up to the Farm, he will check the surveillance cameras.
 - ii) Sharon asked Bob about the upgrade from Broadstripe for our Wi-Fi service. Bob stated that they upgraded us to 100 mega-bits at no additional cost. He has purchased the WiFi extender and will locate the best place to install this.
 - iii) Lou asked Bob to develop a plan for improving volunteerism in the Sharing Garden and send this plan to Lou. **(Action Item: 432-02-21)** He suggested that Bob start by multiplying the number of Gardeners times the number of hours each Gardener is required to volunteer to get a total number of volunteer hours. Bob Should look at upcoming events, the projects that Roy has listed for the Board and the projects Roy is currently working. Bob can send the Gardeners this list of projects and ask them to sign up. Rose Mary asked if this was going out to Gardeners only. Lou stated that this was what he was suggesting to Bob for increasing Gardeners' volunteer hours. When we have large projects, we will reach out to the entire Membership. For example, Roy will be scheduling a "Work Day" in March or April. The Sign-up Genius for that work day will go out to all GFPS Members.
- g) Grounds - Roy Benner (Report as submitted)
 - i) Lou noted in Roy's Grounds Committee report that Roy had been cutting up downed trees. This cut wood needs to be hauled for stacking for a firewood sale. Lou asked Roy to look at his calendar and come up with a date for a firewood sale. Roy could ask for volunteers to help haul, stack, and take money for purchased firewood. Erik could put this out on Sign-up Genius. Barb could have Shannon send out a MailChimp regarding the sale. Lou also asked Roy if it would be worth renting a log splitter. Barbara stated that she has at least two splitters that we could borrow. Roy suggested that this sale could be included in the Work Day.
 - ii) Roy reported that there have been rats tunneling into the Hoop House. Economy Pest Control came out and treated the area and baited traps around the Hoop House, and in the Servants Quarters and the Farm House. Sharon made a motion to approve up to \$500.00 for Economy Pest Control for pest control. Becky seconded the motion. The motion carried.

- iii) Lou asked Roy about the small fence around the Shallow Water Wildlife Pond mentioned in Roy's report. Roy stated that the fence would be about 6 inches tall and would be installed to protect the plantings planted in the fall. Roy will use scrap lumber at the Farm for this fence.
 - h) History & Research - Scott Powers (No report submitted)
 - i) Membership -Becky Benner (Report as submitted)
 - i) Becky was pleased to report that many people have renewed promptly. She is still looking to bring in new Members.
 - ii) Sharon congratulated Becky on her hard work. Sharon said that she believed that this was the highest Membership we have ever had in January -168 Membership Units!
- 8) Review of Action Items and Recurring Action Items
 - a) As relates to (**Action Item 303-01-20**) the responsibility for "creating a form in Microsoft Word for reporting to the Treasurer what money is received or spent by the Board and in what account it will be reported..." will go to the Treasurer. Barbara Morgan volunteered to help Treasurer, Christy Folderauer create this form. Lou suggested that the Chart of Accounts numbers could be Included in the Reimbursement Form so Christy would know from which account in QuickBooks to disburse the funds.
 - b) As relates to (**Action Item:350-12-19**) Lou stated that he contacted Google to activate automatic payment for the \$19.95 annual charge for 100 gigabytes of additional storage. Goggle will not do this. If GFPS can get Christy a debit or credit card, she could do this payment on line or it could be paid automatically.
 - c) Two Actions were completed. Updated Selective Insurance information on Recurring Actions.
- 9) On-going Business
 - a) **As this policy was not discussed at the November 18, 2020 Meeting due to cancellation, the December 16, 2020 or the February 17, 2021 Board Meetings, the Secretary is leaving this section from the October Meeting Minutes in the February 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.
 - b) Lou asked Becky and Roy if the Earth Team Volunteers Certificate of Appreciation had been put in the file cabinet in the Farm House. Roy stated that it had been.
 - c) Lou will set up a virtual meeting to discuss developing our policy on cancellation of contract and language to be included in future contracts, including verbal contracts. Ad Hoc members are Lou, Becky, and Erik with input from Dirk Schwenk and the Board.
 - d) Current Policy regarding COVID-19 protocols for GFPS Members on the Goshen Farm property.
 - i) This issue was brought up on Terry Brandon's Educational Programs Coordinator Report and was added to the President's Agenda. Lou asked Terry for clarification. Terry said that we have students coming to the Farm to work on different projects.

An example is the BHS Capstone Project with student, Tyler Saveleski who is raising \$300.00 to purchase and build picnic table kits for Goshen Farm. BHS Teacher, Nancy Bourgeois is his sponsor. We have asked him to become a member. Teachers were discouraging us from asking students to pay for a Membership to complete a project as students may not have the funds. The teachers encouraged GFPS to have a “fund” for these students. Terry would like a clear policy for COVID-19 to hand to students and have for our own Membership. Sharon asked if we should have a handout for students and put the policy on the GFPS website. Sharon suggested that we get the policy decided now. Suggestions were compiled.

- (1) The Policy should state that GFPS is following AA County and State of Maryland COVID-19 Policy.
 - (2) If you cannot “social distance six feet” with people you do not live with, you will wear a mask at Goshen Farm.
 - (3) Goshen Farm is not providing sanitation stations so Members and guests should bring their own wipes/hand sanitizer.
 - (4) Lou will write this COVID-19 Policy up in rough draft form and send out to the Board for corrections and additions.
 - (5) When approved by the Board, we will make copies to hand out, put on the bulletin boards and on the website. **(Action Item: 433-02-21)**
- e) Becky has completed the draft Policy and Application Form 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). Lou will create fillable forms that we can put on the website and /or hand to an individual considering a project. He will send this out when he has completed the form for Board comment. Two copies of these completed forms are needed when setting up a project – one for the student and one for GFPS.
- f) Treasurer’s ability to “log on” to our FNB account. As Christy is unable to be at this Meeting, Lou will contact her regarding the “log on” resolution.
- g) Events Schedule for 2021 Changes due to COVID-19.
- i) The Board discussed the upcoming event, Java & Jazz/ Tea & Tunes scheduled for March 14, 2021. One possibility is to move this event to April, but we would have to check availability for using the CSCIA Clubhouse. There is a possibility to turn this into a virtual event, but Lou did not think this was viable. Terry suggested that we work with Galway Bay again and have The Jazz Perpetrators play at another location virtually. Lou will contact Stu Bailey, band leader and Karen Bailey regarding Galway Bay’s fundraising practices. Lou will get back to the Board on this. **(Action Item: 434-02-21)**
 - ii) Terry asked if the Galway Bay December Fundraiser could be put in the Matching Grant Fund.
- 10) New Business
- a) Lou will ask Christy about her search for an accountant to complete our 2020 Taxes when he talks to her about other issues from this Meeting.

- b) Credit or debit card for the Treasurer to enable her to use for recurring payments more efficiently.
 - i) Lou stated that for those recurring bills that the Board has approved such as Statewide Septic, Christy should have a debit or GFPS credit card. Sharon asked if there was a company that would not accept a credit card? The consensus was “no”. Lou asked for a motion to approve. Barbara Morgan moved that the Board authorize the Treasurer, Christy Folderauer research and to apply for a credit card for GFPS to pay recurring payments approved in the GFPS Budget and expenditures specifically authorized by at the Board. Linda Paez seconded. The motion carried. **(Action Item: 435-02-2021)**
- c) Record of Goshen Farm videos
 - i) Lou stated that GFPS needs a place to store these videos, so they are accessible to Board Members when they need them for a project. If they are going to go up on YouTube, we need to have the YouTube location. If we want them available on our website, then Shannon Lepthien Beauchamp can put them on the website with a location for viewers to access the video. Terry mentioned that he mentioned to teachers that we had these mini videos on various topics that could be a “kick-off” to a curriculum with several sessions. The teachers liked this idea. Terry outlined several videos available but only one was edited to completion. This completed video was shown to BHS students. A question arose about who owns the video. This issue was never decided. The other three (3) videos still have not been edited. The drone video of Goshen Farm done by Tim Timulty is in the possession of one of the BHS teachers. When we raised the question about ownership, another teacher felt that we needed to get permission from those students in the videos to share the videos on YouTube. That teacher also believed that the videos belonged to the school or the AACPS as they were produced by their students. Lou believes this issue needs to be resolved. Becky stated that if the student(s) who produced a video were Members of GFPS, this might be a factor regarding ownership. Terry will contact those in a position to clarify and set a policy on GFPS use of videos produced at Goshen Farm with students. This policy needs to be in writing. **(Action Item: 436-02-21)**
 - ii) Linda Paez asked if we had a “student’ discount Membership category. Becky explained that we have Individual Memberships and Household Memberships. A new Membership category would require a change to our by-laws. It is required that students not involved in an AACPS authorized activity be members for them to be covered by our liability insurance.
- d) Four Rivers Heritage Area Grant
 - i) Lou asked for Board approval for Terry to proceed. Becky moved that the Board approve Terry Brandon moving forward with the Maryland Heritage Area Authority Matching Grant Application to restore the Milk House and Servant’s Quarters. Erik seconded. Discussion ensued. Terry gave additional background on the grant and its requirements. This grant focuses on Heritage Tourism. The motion carried.
- e) Website review

- i) Barbara will schedule a meeting with Shannon Lepthien Beauchamp at Color Fire to review and update the website. **(Action Item: 437-02-21)**

Review of New Actions Items from the Meeting

- f) New Action Items were reviewed.

11) Adjournment

- a) Becky made a motion to adjourn and Bob seconded. The motion carried. The meeting adjourned at 928 PM.