

Goshen Farm Preservation Society
Board Meeting, March 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, February 17, 2021 and March 17, 2021 Meetings were held virtually and recorded by the Secretary) (November 18, 2020 Meeting was canceled due to technical difficulties.)

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	March 17, 2021	Time: 7:30	7:30 PM
Location:	Zoom Teleconference	.	
BOD Attending:	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Christy Folderauer, and Linda Paez,		
Members/ Guests Attending:	Linda Smith		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the March 17, 2021 Board Meeting to order at 7:30 PM. The Meeting was held through Zoom, Telecommunication Services.
- 2) Lou requested changes or additions to the agenda from Board Members.
- 3) Terry wanted to add discussion of the BHS “walking tour and BHS video added to New Business”. This item was added to New Business, item i.
- 4) President’s Report – Louis Biondi (Report as submitted)
 - a) Lou stated that there were no changes to his report and asked if there were any questions or clarifications from the Board.
 - b) Roy stated that he read in the President’s Report that Lou had sent the GFPS Annual Report to the Superintendent and a copy to Diane Howell, Executive Assistant to the Board of Education for distribution to the Board of Education. Roy asked if Lou had sent a copy by certified mail as stated in our Lease. Lou said he had not but would send this out in the next two weeks.
 - c) Becky stated again that Roy does not wish to be on the ad hoc committee to develop contract guidelines. Lou will remove Roy from this committee.
- 5) Vice President’s Report – Erik Wallace (No report submitted)
- 6) Treasurer’s Report - Christy Folderauer (No report submitted)
 - a) Christy reported to the Board that she sent out a Treasurer Report but was having trouble with the computer that she received from past VP, Michael Buchet. She asked if any Board Member had received this report. None had. Christy introduced Sharon Smith to the Board. Sharon Smith has been working with Christy on inputting information into our QuickBooks accounting system. Sharon Smith told the Board that when they see these reports to let she and Christy know what else the Board needs to

see in these reports. Sharon Biondi suggested that it would be helpful if Sharon Smith and Christy were sent a full set from a previous Treasurer Report as a guide. Secretary Biondi will send this report. **(Action Item: 438-03-21)** Sharon stated that the Board does not have complete Financial Reports for all of 2020 with the exception of October 31, 2020. Sharon asked if Christy and Sharon Smith were going to generate full reports for those eleven months. Sharon Smith stated that the data has been put into the accounting system. Once they have an example of a full Financial Report, they will be able to generate full reports for those months.

- b) As regards last month's discussion about Christy applying for a credit or debit card for easier (and timely) payment of recurring bills, Christy stated that with a debit card, the information from First National Bank (FNB) would include this activity on the monthly bank statement. Sharon also suggested using "the Journal" in QuickBooks. "The Journal gives you a monthly report in chronological order of every transaction". Christy will work with Sharon Smith to find a new accounting firm in the next 30 days.
- c) There was discussion regarding **QuickBooks** tracking of Restricted Funds in the Savings Account. This will be listed in the "Equity Account" with subaccounts in the new Treasurer's Report. Sharon Smith recommended that we "table" this part of the discussion until we meet as a Board to discuss the first Financial Report. (Reminder for the Board on previous 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 Underpinnings Grant Project Funds which has sub accounts for Grant Monies, Board Allocated and Private Donations).**
 - i) Discussion ensued regarding GFPS filing State and Federal Tax Returns. Christy and Sharon Smith will do the taxes. Sharon Smith asked if we brought in more than \$50,000 per year. Sharon Biondi stated that we have not to date. Sharon Smith stated that GFPS only needs to send the electronic post card Form 990-N by May 15, 2021. They also need to file Maryland Property Taxes and Annual Report by July 15, 2021.
 - ii) Becky stated that the CSC Garden Club (a 501c3) files an annual update of Registration Form (COR-92) which is due in April 2021 and Form 990-N must accompany this filing. Also required is a completed Form COF-85, Annual Financial Report for Charities.
 - iii) Sharon reminded Christy that while the State of Maryland does not send out a reminder, GFPS has to pay Maryland sales tax for GFPS items sold over a six-month period. The last report should have been completed in June 2020 (by Linda Beck or Michael Buchet) and the next payment was due in January, 2021. Another report is due in June, 2021.
 - iv) After we receive updated Financial Reports, Lou will schedule a separate meeting for the Board to discuss the Financial Reports and approve if in agreement. Lou stated that there will be a date deadline for questions to be submitted to the Treasurer.
(Action Item: 430-02-21)

7) Review/Approval of Minutes – February 17, 2021 Board Meeting Minutes

- a) Becky made a motion to approve the February 17, 2021 Minutes. Terry seconded. The motion to approve the Minutes with corrections carried.
- 8) Committee Reports
 - a) Building & Maintenance (Vacant)
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara reported that she sold 57 Kayak Raffle tickets. This was from the MailChimp blast. Barb asked if the check from Hague Quality Water for \$250.00 towards purchase of the Kayaks had come in. Lou stated that it had. He deposited the check and sent Christy a copy of the check and deposit slip.
 - ii) Barbara also stated that she had set up the Sign-up Genius for Roy’s Work Day at the Farm on April 10th. This will be sent out on March 23rd.
 - iii) Last, Barbara would like Board Members to call her to make arrangements for picking up their 10 raffle tickets.
 - c) Education Committee - Terry Brandon (Report as submitted)
 - i) Terry commented on a few things that were not in his report.
 - (1) Terry feels that the BHS teachers are trying to get to some of the projects moving that they have agreed on but that they are overwhelmed with day-to-day planning for their virtual learning classes. He will discuss some of these projects under New Business, i.
 - (2) 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 continues to research other local educational institutions to broaden our and their opportunities to work with Goshen Farm.
 - (3) He received a request to host (provide a venue) a week-long summer camp from the Broadneck Baptist Church near Graul’s. We have also received a request from St. Andrews By the Bay Church to again host (provide a venue) their Summer Madness Camp as we have in the past.
 - d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported that Java and Jazz/ Tea and Tunes scheduled for Sunday, March 14 was cancelled. Erik asked the Board if they had seen Governor Hogan’s update on COVID 19 Policy. He saw that the number of guests for “Social Clubs” was different than regular organizations. Various Board Members do not believe that GFPS is a Social Club. As relates to Spring Open House on April 24, 2021, Erik has a potential way to do this virtually through Facebook Live Stream. He will work with Barbara on this. Erik has a proposal for this idea, and he will email the Board updates on this. More discussion ensued regarding specifics. Becky said that she attended a Small Museum Association Conference Webinar, and they gave specific suggestions for recording Facebook Live Stream videos. Becky will send this information to Erik.
 - 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)
 - g) Grounds - Roy Benner (Report as submitted)

- i) Roy reported that he did install the Wi-Fi extender on the Farm House southern chimney but as of today it had not been hooked up to the system. Roy also reported that when he began taking the picnic tables apart to repair them, he discovered that they were in worse condition than he previously observed. He completely rebuilt two of the tables. He will reconsider rebuilding all of them as this might not be fiscally or labor time efficient. Roy redid the Sharing Garden Map.
 - ii) Linda Paez told Roy that she had sent him an email with the names of the two Watershed Stewards who want to meet with Roy to talk about the problem with the driveway water run-off. Roy stated that he sent Linda a response to her email yesterday.
 - iii) Economy Pest Control will return on April 5th to evaluate the success of the bait stations for rodent control.
- h) History & Research - Scott Powers (No report submitted)
- i) Membership -Becky Benner (Report as submitted)
 - i) Terry asked Becky what type of Membership we could offer the Broadneck Baptist Church in order for them to hold a summer camp at Goshen Farm. Becky stated that as we only have two types of Membership, Household and Individual – it would require a by-law change to add a new type of Membership. Lou stated that GFPS would also need to check with Selective Insurance to see how the liability issue would be handled. At this time, any church that would like to hold a camp would have to be co-insured to protect GFPS or several adults involved in the camp could become Members.
 - ii) Becky was pleased to report that we have 168 Membership units as of March 17, 2021.
- 9) Review of Action Items and Recurring Action Items
 - a) **(Action Item 303-01-20)** was discussed and deemed completed. Christy has a form that is working. **(Action Item: 404-08-20)** was completed. Three more sections of **(Action Item 405-08-20)** were completed. **(Action Item: 410-09-20)** was deemed OBE. As relates to **(Action Item:426-12-20)**, part of the action was completed. Action Items **(427-12-20)**, **(433-02-21)** and **(434-02-21)** were completed.
 - b) A new action, **(Action Item:439-03-21)** will be added regarding people who come to the Farm such as dog walkers, home schoolers, etc. who may or may not be Members. This issue and how to handle it will have to be addressed. Lou will write up a half page summary handout that will convey what GFPS is trying to do. **(Action Item: 440:03-21)**
- 10) On-going Business
 - a) Lou reminded the Board that contracts for services not included in the budget must be approved by the Board in advance. While the approval to pay Economy Pest Control for the work on rat control at the Hoop House and Servant’s Quarters was passed at the March Board Meeting, it was an *ex post facto* approval.
 - b) Lou asked the Board at what level do we need to have three competitive bids. He is researching a contract with Economy Pest Control. It was decided to table a decision, research prior policy and address this at the April Board Meeting.
 - c) Becky made a motion to table indefinitely the discussion on the “Temporary Policy for Money Movement and Distribution”. Erik seconded. As this policy had already been

approved at the October 21, 2020 Board Meeting, Becky withdrew her motion. Erik seconded. Becky made a new motion to terminate the "Temporary Policy for Money Movement and Distribution" as it has served its purpose. Erik Seconded. The motion carried.

- d) Lou asked Christy if she and/or Sharon Smith had found an accountant to file our 2020 taxes. Christy replied that they had several accountants they were talking to and should know by next week.
- e) Lou is still working on setting 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.
- f) We have a Current Policy regarding COVID-19 protocols for GFPS Members on the Goshen Farm property. The Policy is on our GFPS website and posted on the bulletin boards at the Farm.
- g) Lou has completed the fillable Policy and Application Form that Becky developed 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).
- h) Treasurer's ability to "log on" to our FNB account.
 - i) Christy reported that this issue is still not resolved. She is waiting for a call back from FNB.
 - i) 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. The consensus was to cancel this event.
 - ii) Erik believes we can hold the Spring Open House virtually. The Board agreed that if the technical issues can be worked out that it will be held on April 24, 2021. He and Barbara will work together on this and keep the Board informed by email.
 - iii) Lou reported that Dona Duran from Broadneck Grill has offered to do a fundraiser for GFPS. Lou shared the various options presented by Dona Duran. Lou asked for a sense of the Board on doing this fundraiser through "carry out" dinners. The Board agreed this was the safest option. He will get back to Dona Duran, let her know our decision and get a date. He will let the Board know the date.

11) New Business

- a) Lou asked for a motion for the approval of GFPS matching funds for the Maryland Heritage Area Authority (MHAA) Capital Grant. Terry stated that with in-kind labor cost from volunteers that GFPS will need about \$3,100.00 in matching funds. Becky moved that the Board Members agree, approve \$3,200.00 in matching funds and two Board Members will sign the MHAA Grant Award Document for the MHAA Capital Grant. Terry seconded. The motion carried.
- b) Discussion occurred regarding support for the sale of Ann Brice Worthington's Book at Goshen Farm Events.
 - i) Lou asked for a "sense of the Board". If Ann produces and publishes a book that the Board finds suitable and reflects well on Goshen Farm and offers the proceeds of the sale to Goshen Farm, would we agree to make it available to sell at our events and

- endorse it? Terry asked Barbara, who is editing the book, if it is a good book. It covers right after the turn of the century to the early 1940's. Barbara stated that she has learned so much about the Broadneck Peninsula, the families that lived here and has enjoyed what she has read to date. The "sense of the Board" is "Yes". Lou will get back to Ann Brice Worthington to let her know what the Board has agreed to support based on the final proof before printing. We do not know the details regarding the book sales. The final agreement will be in writing.
- ii) As an aside, Terry brought up the fact that we have only three copies of Barbara Morgan's book about the history of Goshen Farm. Barbara hopes to write a new version of her book in the future but until then it would be good to have more copies of the original book printed. Sharon asked Terry if his church would be willing to print more copies of this book. He will investigate this.
 - c) Lou asked if the Board would allow the Communications Chair to send the Quarterly Newsletter to the Superintendent and COO of AACPS, the members of the AACPS Board of Education and select elected officials. The consensus from the Board is that we should. This would be done through email possibly designated as "courtesy list". Barbara said she would do this.
 - d) Lou asked the Board how to proceed to support the expansion of the Four Rivers Heritage Area (4RHA).
 - i) Lou reported on his communication with Carol Benson, Four Rivers Heritage Area (4RHA) asking her what support GFPS should provide for inclusion in the expansion hearing. Carol Benson's email reply stated that the 4RHA knew Goshen Farm was for the inclusion. Lou explained to the Board that he meant that GFPS could request letters of support from local businesses that have assisted GFPS over the years and that would benefit from increased visitation to Goshen Farm. Lou sent an email regarding these letters to Carol Benson but received no response. Discussion ensued. Terry and Becky have worked with 4RHA and feel that this hearing predominantly involved professionals who attend and speak to the expansion. This upcoming hearing is not really a "public" forum. The Board agreed that several Board Members will attend but not participate.
 - e) Docent Educational Program at Goshen Farm
 - i) Terry was asked to discuss his idea for a Docent Education Program using mainly High School students. This would require the students to learn about the history of Goshen Farm and the various points of interest at the Farm in order to give a scripted tour of the Farm to visitors. This program would need the assistance of several knowledgeable adult GFPS Members. Terry has spoken to historic sites that use docents to understand what is involved.
 - ii) Terry would also like to research partnerships with the public library and historic sites such as Spriggs Farm and Hancock's Resolution. Several local churches such as Asbury Broadneck United Methodist Church and St. Margaret's Episcopal Church have done extensive historical research and might be interested in a partnership. Possibilities are providing Speakers for events (including the public libraries) and sharing Open House events where guests travel to several historic locations on a given day.

- iii) Lou mentioned that Linda Paez has been talking with an archeologist who has worked at Hancock's Resolution and would be interested in doing work at Goshen Farm. This could fit in with the partnership concept. Lou reminded the Board that we have had persons with archeological interests approach us in the past about excavating various sites at the Farm. Most of these individuals wanted "free reign" for their digging and were vague about what objects they would turn in to GFPS. Their requests were denied. Lou also emailed this information to Linda. If Linda pursues this, the Board will request that the archeologist attend a Board Meeting to discuss his plan.
 - iv) Terry discussed the possibility of establishing a children's play area at Goshen Farm. Lou asked Terry to create a plan for this and email it to the Board for the next Meeting. **(Action Item: 441-03-21)**
 - v) There was more discussion regarding BHS student projects that were in various stages of completion. Becky voiced her disappointment that the BHS video/walking tour was considered completed but GFPS was not given an opportunity to review or edit it.
- 12) Review of New Actions Items from the Meeting
- a) New Action Items were not reviewed.
- 13) Adjournment
- a) Becky made a motion to adjourn, and Erik seconded. The motion carried. The meeting adjourned at 10:27 PM.