

Goshen Farm Preservation Society  
Board Meeting, April 21, 2021

(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>, December 16<sup>th</sup>, February 17, 2021, March 17, 2021, and April 21, 2021 Meetings were held virtually and recorded by the Secretary) (November 18, 2020 Meeting was canceled 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>	April 21, 2021	<b>Time: 7:30</b>	7:30 PM
<b>Location:</b>	Zoom Teleconference	.	
<b>BOD Attending:</b>	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Barbara Morgan, Christy Folderauer, Linda Paez, and Rose Mary Stocker		
<b>Members/ Guests Attending:</b>			

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the April 21, 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.
  - a) Roy informed the Board that long standing Member John Tester passed away. This item was added to New Business, item b.
  - b) Roy also wanted to discuss Corinne Bailey’s Gold Star Project (2011) and how to integrate her sign posts with the new 24 QR Codes Points of Interest Project by Liam Doyen nearing completion. Added to New Business, item c.
  - c) Becky brought up the need to discuss additional Membership categories.
- 3) President’s Report – Louis Biondi (Report as submitted)
  - a) Lou stated that although the Board was notified by Terry Brandon that the Four Rivers Heritage Area (FRHA) expansion plan was approved on April 14, 2021, Lou wanted this important news included in the Minutes. This means that Goshen Farm is now part of the FRHA.
  - b) Lou stated that he attended his first Coordination Council Meeting with the Four Rivers Heritage Area (FRHA.) The slides of the FRHA sites were viewed and there was excited discussion about those sites that were added to the FRHA with their recent expansion. There was a brief recap on Maryland Day and given the pandemic, Carol Benson was pleased with those events. Last, they covered the various sites including the sites recently added that belong to FRHA. Lou also discussed GFPS’s desire to create a “Trail” for visitors and expand our interaction to research and include information on the historic African American neighborhoods on the Broadneck Peninsula. Lou will reach out through email to those organizations that are researching this history. He will

attempt to have a meeting with these groups and our Board in the next several months.

**(Action Item: 442-04-21)**

- c) Becky asked for clarification of Lou use of the term, “soft match” in the Financial Development portion of his President’s Report. Lou clarified this.
- 4) Vice President’s Report – Erik Wallace (No report submitted)
- 5) Treasurer’s Report - Christy Folderauer (No Financial Report submitted)
  - a) Lou stated that Christy may be joining the Meeting later. He reported that Christy, Smitty and he met last Thursday, April 15<sup>th</sup> and QuickBooks expert Sharon Smith joined us virtually. The purpose of the meeting was to go over the format for future Financial Reports that the Treasurer will complete. Discussion included the information needed by various Board Members and clarity in other financial areas (such as the Maryland State Capital Grant). Lou reviewed the Chart of Accounts and sent his recommendations to Christy and Sharon Smith. Secretary Biondi had sent Christy and Sharon Smith copies of the October 31, 2020 Financial Report as a guide. At the March Meeting, Secretary Biondi stated that the Board does not have complete Financial Reports for all of 2020 except for April 2020, May 2020 and October 31, 2020. Sharon asked if Christy and Sharon Smith were going to generate full reports for those 9 nine 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) Christy sent an email report informing the Board that she had filed the Maryland Personal Property tax return, had filed the IRS Form 990-N and had filed the State of Maryland Sales Tax Report.
  - c) Christy also informed the Board that she has entered PayPal reports through March, and she will be contacting PayPal to update report options from them.
  - d) Christy now has a debit card from First National Bank (FNB) that will facilitate paying recurring bills.
  - e) **(At the March 17 Meeting, Becky stated that the CSC Garden Club (a 501c3) files a Maryland Annual Update of Registration Form (COR-92) which is due April 15<sup>th</sup> annually and Form 990-N must accompany this filing. Also required by Maryland is a completed Form COF-85, Annual Financial Report for Charities which accompanies COR-92).** Secretary Biondi is leaving this note in as a reminder to Christy.
- 6) Review/Approval of Minutes – March 17, 2021 Board Meeting Minutes
  - a) Becky made a motion to approve the March 17, 2021 Minutes with corrections. 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 Morgan is covering: the Caper articles, the GFPS Quarterly Newsletter, the Historic Goshen Farm and Educational Center Facebook Page, the GFPS website in conjunction with Shannon Beauchamp Lepthien from Color Fire Media, MailChimp blasts and coordinating publicity with various committee chairs.
    - ii) Barbara reported that she sold 184 Kayak Raffle tickets.

- (1) As relates to Board Members taking 10 Kayak Raffle tickets to sell as we have done in the past, Lou reminded the Board that it had agreed in 2020 that no Board Member can win this raffle.
- iii) Barbara also stated that the 2nd Sign-up Genius for Roy's Work Day at the Farm on April 10<sup>th</sup> created a better response. There were over 25 volunteers at the "Work Day". There was an issue with the MailChimp email list. Barb made some corrections and is continuing to work on this problem. Barb sent out thank you emails (from Roy) to the volunteers who came on April 10<sup>th</sup>.
- iv) Barb also sent out emails regarding the Virtual Spring Open House (April 24<sup>th</sup>), the Broadneck Grill Fundraiser (April 28<sup>th</sup>) and the Kayak Raffle.
  - (1) Terry asked Barbara and Erik about a rehearsal for the Virtual Open House. Erik reviewed what each speaker will be covering and suggested a 30-minute presentation for each speaker but stated that there will not be time for a rehearsal. More discussion ensued.
- v) Lou reported that he and Barbara are working on reviewing management programs to hold Membership, track tasks, track volunteer hours and more. Barb recommended Little Green Light at a cost of \$39/ month. More research will be done. Barb spoke to the benefits of having a management program (particularly for Membership).
- c) Education Committee - Terry Brandon (Report as submitted)
  - i) Terry's report provided a follow up summary on the **FY2022 Maryland Heritage Areas Authority Grant Program (MHAA) Capital Grant application for the Goshen Farm Milk House & Servant's Quarters Roof and Restoration**. GFPS will be notified by July 8, 2021 if we receive the grant. If the grant is approved, we are scheduled to begin the work in September 2021. The Grant Funds from MHAA would be \$6,669.00. The matching dollar amount from GFPS would be \$2,301.00. The in-kind donation from GFPS would be \$4,368.00 for volunteer work hours (grant volunteer hourly rate is \$29.51).
  - ii) Terry is still negotiating with Broadneck Baptist Church regarding their request and subsequent proposal for a summer camp to be held at Goshen Farm.
  - iii) Terry commented on a few things that were not in his report.
    - (1) Next Wednesday, April 28<sup>th</sup>, 7-8 BHS students will be coming to Goshen Farm with teachers to do invasive species activities from 11:30 am-1:30 pm. Also, on April 28<sup>th</sup>, approximately 8 students from BHS and AACC under the supervision of Tim Tumulty of AACC are coming to Goshen Farm to fly drones from 1:00 pm - 3:00pm. This class which is a combined class of two scheduled student events indicate to Terry that the schools are beginning to plan and use Goshen Farm as an educational center again.
- d) Events – Erik Wallace (Report as submitted)
  - i) Erik reported that by next Meeting the Board will need to decide whether we are going to hold our Summer Acoustic Concert Series. Lou asked Erik to send Scott Powers an email discussing the probability of holding concerts under current COVID-19 restrictions and the willingness of bands to participate. Erik will contact Scott.
  - ii) Erik stated that the CSC Strawberry Festival has again been postponed until August.

- e) Financial Development - Lou Biondi (Report as submitted)
  - i) Lou reported that he had nothing to add to this section of his President's report.
- f) Garden - Bob Nestruck (Report as submitted)
  - i) Wi-Fi service has greatly improved since Roy installed the Wi-Fi extender on the Farm House southern chimney and Bob cleaned the modem cable connections. Bob will still try to get a new modem from Broadstripe.
  - ii) Roy had a question regarding some of the plots that are full of weeds and Gardeners' concern about the failing "water bibs"(nozzles). Bob responded that the Gardeners are now returning and are weeding and preparing their plots, but they have until June 1<sup>st</sup> to comply with the Sharing Garden rules. Bob will replace the two broken "water bibs". **(Action Item: 443-04-21)**
- g) Grounds - Roy Benner (Report as submitted)
  - i) Roy reported that Audrey Lengbeyer, President of the Cape St. Claire Garden Club (CSCGC) called him and said our trees were in. The CSCGC is donating 30 "buffer" evergreen trees to plant on the Farm. Roy is planning on planting the trees along what was the original Goshen Farm driveway He will plant these trees over the next several weeks. Lou asked Roy to let him know when he would be planting the trees and if Lou is free, he will help plant.
  - ii) Roy reported to Bob that Dan Perry's daughter, Beverly, will not be continuing with her plot this year. Bob stated that there are 3 Members on the waiting list. Bob asked Becky to send him the information on the Member who is first on that waiting list so he can contact them.
- h) History & Research - Scott Powers (No report submitted)
- i) Membership -Becky Benner (Report as submitted)
  - i) Becky was pleased to report that we have 178 Membership units as of April 21, 2021. Becky stated that she sent Shannon of Color Fire the information on the 4 new Members that just came in and 1 new Gardener as additions to Color Fire's GFPS contact list.
  - ii) Lou asked Barbara to let Shannon know that the GFPS Board sincerely appreciates all of Shannon's continued work on maintaining our website and updating our Membership contact list on a continuous basis. Barbara will relay this message.
- 8) Review of Action Items and Recurring Action Items
  - a) As relates to **Action Item: 398-07-20**, Becky asked Lou if he was still trying to reach engineer Dave Wallace. Lou responded that he has been in touch with Amy Taylor who is continuing to make corrections on her scale drawing of the Farm House and will send him the corrected drawings in the next several weeks. Lou feels GFPS will need these corrected drawings regardless of the company or engineer that we choose for the final contract bidding process. Lou also contacted the historic restoration construction company, Worcester Eisenbrandt, Inc. and his contact, estimator Dave Democker stated that he will reach out to Dave Wallace to discuss Goshen Farm and the state grant for foundation stabilization. Dave Democker will contact Lou after he has talked to Dave Wallace. Lou will also be contacting Jane Cox for additional engineers that she may recommend for our project. Lou also contacted Ray Gauthier of Lynbrook of Annapolis Construction and is waiting for their response. He does not plan on reaching out to PE,

Dave Wallace. Mr. Wallace's non- response to dozens of emails and phone calls over the last year requires that we move on regarding selecting contractors and engineers for bids on completing the foundation repairs. **This action is OBE.**

- b) As relates to (**Action Item: 439-03-21**), Lou has created a half sheet handout to give to persons coming on to the Goshen Farm property who are not Members and encouraging them to become Members. He will resend this handout to the Board. This was marked **Completed**. Becky suggested that this sheet be added as a QR Code in Liam Doyen's Eagle Scout Project. Becky will also put this handout on the Goshen Farm bulletin boards.
  - c) (**Action Item 431-02-21**), (**Action Item: 435-02-21**), (**Action Item: 438-03-21**), and (**Action Item: 439-03-21**) were completed.
- 9) On-going Business
- a) .Broadneck Grill Fundraiser (April 28, 2021). Lou encouraged Board Members to reach out to family and friends and thanked our Communications Chair for sending out publicity on this fundraiser.
  - b) Lou asked the Board If they had received his email regarding Ann Brice Worthington's book. They had. Terry asked for a quick explanation on what our arrangement would be regarding the book sale. Lou said Ann is going to proceed with the publication of her book. The layout of the book is being done by her daughter-in-law, Gail Erbe. Ann would like to sell the book at GFPS events and elsewhere but would like to recoup the publishing costs before giving GFPS any proceeds from the sale of the book. Lou will be talking to Ann's daughter-in-law, Gail, next week to ask more questions. The Board would like to see the book before we finalize our arrangement. Lou will discuss their final proposal at the May Board Meeting.
  - c) Review of draft Procurement Policy
    - i) The Board reviewed and corrected the purchase amount ranges for the various categories of purchases (**Category 1. Purchases made by the Society of items included in the Annual Budget or approved by the Board of Directors in an amount of less than \$500.00. Category 2. Micro Purchases** are defined as purchases between **\$501.00 and \$,1000.00. Category 3. Small Purchases** are defined as purchases between **\$1,001.00 and \$3,000.00. Category 4. Major Purchases** are defined as purchases of **\$3,001.00 and above.**) Lou went on to state that he did not believe the Procurement Policy should become part of the GFPS By-Laws. Policies should not be part of our By-Laws which is "cast in stone". Policy should be fluid and adaptable and not be constrained by the need to amend the policy under the constraints of a By-Law amendment that happens only at the Annual Membership Meeting (each January) and is presented and voted upon by the Members attending.
    - ii) Becky pointed out to Lou in correspondence on the Procurement Policy, that not only do we need the Policy in writing, but we need to be able to show that we followed the Policy. Lou therefore added specific language regarding each level of procurement; what steps must be followed, and what information and documentation must be included by the Board Member making the procurement.
    - iii) Lou stated that any Board Member who has changes, suggestions, or additions, they send these out to the entire Board. At the next Meeting, the Board will review

these, make changes, and get a “sense of the Board”. At the following Meeting, the Board can vote on approval of the Procurement Policy.

- d) Handout to visitors was covered under Review of Action Items.
- e) Review of Economy Pest Control proposal for termite inspections and treatment.
  - i) Lou included the proposal by Economy Pest Control, Inc. in his Meeting packet sent out to the Board. Lou spoke to the benefits of signing a contract with Economy Pest Control which falls under the \$500.00 threshold which requires only Board approval. Roy stated that they gave GFPS a discount for the emergency work they did regarding the rat infestation around the Hoop House. Discussion ensued. Linda Paez stated that although this can be approved by the Board, she would like to get quotes from other pest control companies. The Board agreed. **(Action Item: 444-04-21)** Becky made a motion to table the decision on the Economy Pest Control, Inc. contract until the May Meeting in order for Linda to get quotes from other companies. Terry seconded and the motion carried.
- f) .Broadneck Baptist Church (BBC) proposal for Arts & Music Summer Camp
  - i) Terry Brandon sent out this proposal to the Board for review. Terry sees this request as a partnership rather than a client contractual relationship. He believes we want to be an organization that brings about cooperative community events in a positive way. He also feels that having these partnerships will enhance GFPS’s ability to get grants as the aspect of community partnerships is frequently part of the grant application. This is our first organization request for use of Goshen Farm. Each request from community organizations will be decided on its individual merits. Terry also spoke to the Farm’s cost for forming this partnership (mowing, port-a-potty, etc.) and other considerations. According to this proposal, the BBC’s insurance policy would cover the participants if it is a church-approved activity. (GFPS would need to have a copy of this policy or an “Additional Insured” endorsement.) BBC would rent a second port-a-potty and cover the cost. BBC would set up removable tents for the activities. BBC will follow all current County/CDC COVID protocols and primary adult leaders would be vaccinated.
  - ii) Sharon discussed that in the proposal under **How the Farm could partner with BBC**, it stated, “Possible demonstrations from people knowledgeable about the Farm...its history and environmental work...” Providing this would require that GFPS volunteers sign up and be available to provide the demonstrations. As Educational Programs Coordinator, Terry needs to make sure the volunteers are available for this and other partnerships GFPS may agree upon. Terry feels that GFPS needs to reach out to our Membership for volunteers willing to be trained and willing to volunteer in this capacity. (GFPS does not have a Chair for the Volunteers Committee.)
  - iii) Lou also discussed how this partnership could increase not only our Membership but increase the number of people in the area who learn about Goshen Farm.
  - iv) Linda Paez suggested that GFPS could reach out to our Membership to recruit docents for training.
  - v) Becky mentioned that the pastor’s family has signed up for a Household Membership.

- vi) Erik Wallace made a motion that the Board approve the Broadneck Baptist Church proposal to hold a Music and Arts Camp at Goshen Farm on dates to be negotiated with a maximum of 24 children accompanied by 4 adult leaders and six to eight teen-age helpers as detailed in BBC's proposal to GFPS. Becky seconded and the motion carried.
- vii) Children's play area at Goshen Farm - Terry Brandon
  - (1) Terry mentioned that Stephanie Schwenk and Jessica Smith, GFPS Members would be willing to plan and work on a children's play area. Stephanie Schwenk has created a play area in her back yard. Terry also stated that there is "due diligence" that the Board would need to perform regarding liability, etc. There is a no-match grant available for this play area through the Chesapeake Bay Foundation.
  - (2) Docent Education Program - Terry Brandon
    - (a) Terry envisions this as a program to educate students to become docents. Terry has spoken to Member, Patty Feldt and she is interested in training some students. It is a different "intern" opportunity for students. Terry envisions a time in the future when we open Goshen Farm several weekends a month for tours. Terry has spoken to several historic organizations that use student docents and they raved about them. Lou feels the AACPS PVA Program, and the Community Service Program could be involved in this endeavor.
    - (3) Terry suggested that when we are ready for these regularly scheduled tours, we reach out to Hancock's Resolution and the Sandy Point State Park Farm House and try to schedule tours on the same day. Visitors could tour more than one historic site on the same outing.

## 10) New Business

- a) Certificates of Appreciation
  - i) Sharon recommended to the Board that GFPS recognize Board Members who resign, do not run for reelection, or run but are not elected with Certificates of Appreciation. These Certificates should have some detail about accomplishments during their term(s) in office. Discussion ensued. Terry suggested we have a place in the Farm House to recognize Board Members since GFPS's inception. Becky suggested little brass name plates on a plaque. All Board Members who are no longer on the Board and in good standing with the Society will receive a Certificate of Appreciation starting in 2020. Bob Nestruck seconded the motion. The motion carried. Lou will look for a room to place a plaque with name plates. He will also call Victory Awards for pricing.
- b) Discussion on the loss of long-term Member, John "Danny" Tester in April.
  - i) Roy stated that John's eldest daughter, Amye sent Roy an email suggesting that the family would like to donate (or the cost of) something at Goshen Farm in remembrance of their father. Amy discussed options such as a bird feeder, a bench, or something educational or child related. Barbara Morgan suggested that a tree be dedicated in the Memorial Grove. Roy's daughters, who are life-long friends with Danny Tester's daughters, told Roy they would pay for the cost of a plaque in the

Memorial Grove. Terry suggested a new window in the Farm House with a plaque. Roy will continue to discuss this with Danny's daughters Amye and Joy and get back to the Board with their decision. **(Action Item: 445-04-21)**

- ii) Lou asked Barbara to include a "in memoriam", in the May GFPS Newsletter .
  - iii) Sharon will send a sympathy card from GFPS to the Tester family.
  - c) Roy's inquiry regarding Liam Doyen's Eagle Scout Project for 24 QR Codes for Points of Interest and Corinne Bailey's Gold Star Walking Trail. Roy thinks he would like to keep Corrinne's 11-point Walking trail Guide in addition to the 24 QR Posts. Roy feels that visitors can use the descriptive sheet for the Walking Tour and/or their smartphones for the QR Points of Interest Trail. The Board concurred.
  - d) New Membership Categories
    - i) Becky would like to research types of additional Membership categories before she gives the Board her suggestions. Lou suggested that if Board Members have suggestions on categories, they email Becky their suggestions and recommended fee level **while** she is working on this research. **(Action Item:446-04-21)**
- 11) Review of New Actions Items from the Meeting
- a) New Action Items were not reviewed.
- 12) Comments from the Floor
- a) Sharon asked Terry if he had asked his church if it would be willing to print the Children's Activity Book created for Goshen Farm. Terry stated he would contact his church secretary and find out if they would be willing to reprint 100 copies if GFPS pays for the paper, ink, etc. **(Action Item 447-04-21)**
- 13) Adjournment
- a) Becky made a motion to adjourn, and Barbara seconded. The motion carried. The meeting adjourned at 10:32 PM.