

Goshen Farm Preservation Society  
Board Meeting, May 26, 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, April 21, 2021 and May 26, 2021 Meetings were held virtually and recorded by the Secretary) (November 18, 2020 Meeting was canceled due to technical difficulties and May 19, 2021 Meeting was rescheduled to May, 26, 2021.)

<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>	May 26, 2021	<b>Time: 7:30</b>	7:31 PM
<b>Location:</b>	Zoom Teleconference	.	
<b>BOD Attending:</b>	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Erik Wallace, Linda Paez, Bob Nestruck and Rose Mary Stocker		
<b>Members/ Guests Attending:</b>	George Anzalone		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the May 26, 2021 Board Meeting to order at 7:31 PM. The Meeting was held through Zoom, Telecommunication Services.
- 2) Lou requested changes or additions to the agenda from Board Members.
  - a) Lou asked Roy Benner for an update on Danny Testers Daughters’ decision on a permanent memorial. Roy informed the Board that Danny’s Daughters had not made a final decision. Several GFPS Members made donations in Danny Tester’s memory. Sharon informed the Board that she had contacted the donors, they directed her to put their donations towards the 2020 Capital Grant . To date, \$250.00 has been donated in John “Danny” Tester’s name. Further discussion, if needed, will be added to New Business, item f.
  - b) Roy also wanted to discuss some issues with the QR Codes. This will be covered in discussion during the Grounds Committee Report.
  - c) Becky Benner brought up the need to discuss a request by a Girl Scout Leader for use of the Farm House for meetings during rain and winter. Added to New Business, item g.
- 3) President’s Report – Louis Biondi (Report as submitted)
  - a) Lou added some updates to his May 19, 2021 President’s Report.
    - i) Lou had previously contacted Worcester Eisenbrandt, Inc. regarding the Farm House First Floor Stabilization Project. Becky Benner had suggested GFPS contact this firm. On Thursday, May 6<sup>th</sup>, Lou and Roy met with Dan Democker, estimator at Worcester Eisenbrandt, Inc., at the Farm to inspect the Farm House. This company did work at Hancock’s Resolution in Pasadena, Maryland and Gunston Hall in Virginia, and they are currently working on the restoration of the Riggs Bank HQ in Washington D.C. Mr. Damocker gave Lou options for accessing the underpinnings. Mr. Damocker will

discuss each option with his office and determine a final plan, and provide Lou with options, plan, and pricing. Lou heard back from Dan on May 13<sup>th</sup> and his firm decided that removing flooring on the first floor was the best option for access to the foundation.

- ii) On May 13<sup>th</sup>, Ray Gauthier and John Gaver of Lynbrook of Annapolis, Inc. visited Goshen Farm to tour and inspect the Farm House for the First Floor Stabilization Project. They discussed options for accessing the underpinnings. Ray and John recommended that Willie Graham, a renowned architectural scholar, inspect the Farm House on a date to be scheduled.
    - (1) Roy clarified the company positions at Lynbrook of Annapolis Inc. of those who came out to tour the Farm House on May 13<sup>th</sup>. Ray Gauthier is the President and John Gaver is a Company Partner and the Project Manager for the renovations at Cloverfields.
  - iii) The Board's invitation to tour Cloverfields (a historic renovation undertaken by Lynbrook of Annapolis) has been scheduled for Friday June 4<sup>th</sup> at 10 AM. Board Members who expressed an interest have signed up to attend.
  - iv) Willie Graham, Associate Research Scholar at University of Maryland, School of Architecture (also working on the Cloverfields' renovation and was the Structural Engineer for Colonial Williamsburg for 30 years) is scheduled to come to tour the Goshen Farm House on June 2<sup>nd</sup> at 2PM. Mr. Graham will also make suggestions for accessing and stabilizing the Farm House Foundation at no charge.
  - v) Becky asked if we had heard back from Engineer, Dave Wallace regarding his final plan for stabilizing the Farm House Foundation. Lou stated that he has not after many phone calls and emails.
- 4) Vice President's Report – Erik Wallace (No report submitted)
- a) Erik Wallace stated that he had nothing new to report.
- 5) Treasurer's Report - Christy Folderauer (No Financial Report submitted)
- a) Lou stated that Christy, Lou, Sharon Smith and Smitty Biondi had good phone conversation regarding their progress with the Chart of Accounts and tracking the 2020 Capital Grant donations. Christy is leaving town tomorrow and may not be joining us for the Board Meeting. Lou stated that the important conclusion of this phone conversation is GFPS has a complex accounting system designed for growth in GFPS's future. Sharon Smith stated that many "Accounts" are not being used and can be "hidden" but kept in the Chart of Accounts for future needs. Doing this will simplify the Monthly Financial Reports.
  - b) **(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 and Becky will drop this information off to Christy for her information. The Secretary will amend this information on the Recurring Action list to include steps and form numbers. This is due in August annually.
- 6) Review/Approval of Minutes – April 21, 2021, Board Meeting Minutes

- a) Becky made a motion to approve the April 21, 2021 Minutes as corrected. Bob seconded. The motion to approve the Minutes as corrected carried.
- 7) Committee Reports
  - a) Building & Maintenance (Vacant)
  - b) Communications – Barbara Morgan (Report as submitted)
    - i) 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 reported that there is a group working on the plans for the Child Nature Center. Terry is in contact with Stef Schwenk, Jessica Smith, Pastor Abby Thornton Hailey, Becky Benner, and Roy Benner. The group is investigating a location on the Goshen Farm property and will meet again in June to establish a plan and a budget.
    - ii) Terry contacted Board Member Linda Paez and Member Patty Feldt to begin a Docent Program. Heather and Liam Doyen have volunteered to be Student Docents and already have ideas for this Docent Program.
    - iii) Terry wants the Board to seriously consider where the two initiatives fit in to our “plan”. For example, would the Docent Program become part of certain events at the Farm? Would the Child Nature Center fall under the Grounds Committee’s responsibility? These questions should be considered before proposals are discussed and approved. Lou stated there will be discussion on these two issues under Old Business.
    - iv) Terry’s report stated that Tyler Saveleski was able to raise the \$260.00 to pay for and assemble two picnic table kits and has completed his BHS Capstone Project.
  - d) Events – Erik Wallace (Report as submitted)
    - i) Summer Acoustic Concert Series (Friday evenings) Dates: June 18<sup>th</sup>, July 9<sup>th</sup>, July 23<sup>rd</sup>, August 13<sup>th</sup>, August 27<sup>th</sup>, and September 10<sup>th</sup>.
      - (1) Lou mentioned that the August 27<sup>th</sup> Summer Acoustic Concert is the day before the Strawberry Festival. While this may pose a problem for GFPS Members who volunteer to set up the GFPS booth at the Festival, this may be an opportunity to tie this concert with promoting the Festival. Lou asked Erik to talk to Scott Powers about this possibility.
      - (2) Scott Powers sent out the dates to confirm with the Board and they are now set. Scott is in the process of scheduling bands for each concert date.
    - ii) April 24<sup>th</sup> Virtual Goshen Farm Spring Open House
      - (1) Erik felt that the Virtual Open House on Facebook Live was a success with over 3,000 views. The video interviews can still be viewed on our Facebook Page! Erik believes we should do more videos expressing our goals and what we are doing with our 2020 Capital Grant to stabilize the foundation.
    - iii) CSC Strawberry Festival
      - (1) The CSC Strawberry Festival will be held August 28, 2021.
  - e) Financial Development - Lou Biondi (Report included in President’s Report)

- 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) Tracy Smith has finished planting the Henson-Hall Slave Garden. She has the cotton and tobacco in, and the Garden will be ready for guests at the Fall Open House on September 18, 2021.
  - ii) 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 has gotten the new cable for the Wi-Fi extender and is still trying to get a new modem from Broadstripe. Becky stated her concern that some people are having trouble accessing the QR Codes on their smartphones. Bob said they can, but they have to use their data plan. Bob can free up a data band (Wavelink) and post the password to guests that want to use their internet, but this accommodation is more involved. Lou feels that the problems some are having when trying to connect are user error and people who cannot use the QR codes are not using their data plan.
- g) Grounds - Roy Benner (Report as submitted)
  - i) Roy reported that he and Becky received a crystal decanter in the mail, and it is engraved "USDA NRCS Earth Team National Partnership Award 2020". Roy Benner, Becky Benner, and Terry Brandon composed the GFPS Earth Team. They were recognized on November 17, 2020, by the Maryland NRCS Earth Team Volunteer Program with a Certificate of Appreciation. The Maryland NRCS submitted the GFPS Earth Team for national recognition and the GFPS Team won. Roy will display the engraved crystal decanter in the Farm House.
  - ii) Roy corrected his report to read, "George and Peg Anzalone have recently taken on weeding the Shallow Water Wildlife Pond."
- h) History & Research - Scott Powers (No report submitted)
- i) Membership -Becky Benner (Report as submitted)
  - i) Becky was pleased to report that we have 187 Membership units as of May 16, 2021. One of the librarians who toured the Farm in May gave Lou \$20.00 in cash for a membership. Lou asked Linda Paez who organized the tour, to send Lou the woman's name and address so that Becky can send her the Membership Packet.
- j) At-Large Board Members
  - i) Linda Paez reported that Ehrlich Pest Control had been to the Farm and would be sending GFPS a quote for termite and pest control for a year.
- 8) Review of Action Items and Recurring Action Items
  - a) **(Action Item 333-06-18), (Action Item: 404-08-20), and (Action Item: 447-04-21),** were completed.
  - b) Lou reminded the Board to consider new Membership categories and send these to Becky while she is working on potential new categories. Addition of these categories would involve a By-Law change and need to be decided well in advance of the January 2022 Annual Membership Meeting.
- 9) On-going Business
  - a) Procurement Policy
    - i) Becky made final edits to the Procurement Policy. Discussion ensued. **Bob made a motion to adopt the Procurement Policy with Becky's edits. Terry seconded and**

- the motion carried.** When there is a GFPS By-Law change regarding “Conflict of Interest”, the Procurement Policy can be amended to reflect this By-Law change.
- b) Review of Little Green Light Customer Relationship Management Program
    - i) Communications Chair, Barbara Morgan has been researching non-profit corporation management programs. She chose Little Green Light (LGL) to further investigate due to the reasonable cost and description of management tools. There is no set contract time for LGL and GFPS can cancel at any time without penalty. Barbara accepted the free one-month trial and she and Becky worked on determining the usefulness of LGL on Membership information. Becky has taken two on-line classes with LGL and registered for a third. Barbara felt GFPS needed more time to try more LGL programs such as donations and acknowledgements and donated the cost (\$39.00) for an additional month. Barbara, Becky, Sharon, and Lou will meet on June 6<sup>th</sup> at 4pm to become more familiar with LGL and to discuss some technical problems Becky has experienced with inputting and retrieving Membership information. Lou stated that we will have a report ready for the June Board Meeting with our recommendation.
  - c) Plan to increase volunteerism among Sharing Garden Members
    - i) Lou and Bob had a previous discussion on this plan. Bob said that GFPS does not create an expectation when Members sign up for plots at the Sharing Garden. Bob will create something to be included in the Sharing Garden Application Packet stating that Gardeners must sign an acknowledgement that they are required to donate 6 hours to GFPS per year. Roy stated that there has been a “Volunteer Hours binder” in the Garden Shed for Gardeners to record their volunteer hours. Bob stated that the Gardeners are not recording their volunteer hours. Bob would like to redo Roy’s Project List and get this out to the Gardeners. Bob feels he can do this in a group meeting and if this does not work out then he can reach out to individual Gardeners. Becky suggested that the monthly meetings the Sharing Garden used to hold, helped to create a bond between the Gardeners. Currently there is no cohesive unit. To achieve this, Bob feels he needs to set up Gardener Meetings with guest speakers. Though Bob feels it is better to engage Gardeners one-on-one, he would consider sending out an email questionnaire to identify topics on which they would like to have guest speakers. Erik suggested that Bob work with the Communications Chair and create a Facebook Group for the Sharing Gardeners. **((Action Item: 448-05-21))** Erik feels Little Green Light should be able to track Volunteer Hours and GFPS can make it known that we are now going to monitor the 6-hour volunteer requirement for renting a Garden plot.
  - d) Review of Economy Pest Control proposal for termite inspections and treatment.
    - i) The Board is waiting for the Ehrlich Pest Control quote before making a final decision on which of the two companies will be contracted.
  - e) Broadneck Baptist Church (BBC) proposal for Music & Arts Summer Camp
    - i) Terry Brandon reported that allowing Broadneck Baptist Church (BBC) to hold services at the farm on a “trial” basis has so far been successful. BBC held a Sunday Service last Sunday with a picnic afterward and that went smoothly. Terry also observed other GFPS Members who were at the Farm when the service occurred,

and he did not see any adverse reactions to the Farm hosting a church service. BBC plans on holding services at the Farm through June. This preliminary partnership between BBC and GFPS will inform the Board regarding the benefits of GFPS hosting the BBC Music & Arts Summer Camp for 5 days starting on July 12, 2021 (additional Memberships, volunteer help from BBC parishioners on GFPS projects, etc.). The BBC Music & Arts Summer Camp Proposal was approved at the April 21, 2021, Board Meeting.

ii) Becky asked Terry about the dates for the Music & Arts Summer Camp and the dates for the St. Andrews Summer Madness Camp as she is concerned about a conflict. Terry did not have the dates available but believes the BBC camp starts on July 12<sup>th</sup>. Terry thought Roy had put these dates on the Goggle Calendar, but he did not. Lou will work with Terry on putting dates on the Google Calendar next week. **(Action Item: 449-05-21)**

f) Children's play area at Goshen Farm - Terry Brandon

i) This will now be called the Children's Nature Center. Lou asked for a "Sense of the Board" that the two programs that Terry has discussed in April and May; the Docent Project and the Children's Nature Center, are projects the Board believes are worthwhile and both programs should move forward to develop proposals for the Board's consideration. **(Action Item: 450-05-21)**. The Board agreed.

g) Docent Education Program - Terry Brandon

i) See above f, for a "Sense of the Board" for proceeding with a Docent Program proposal. **(Action Item: 451-05-21)**

h) Ad-hoc Committee on Contracts

i) Lou has not yet set a Meeting date for this committee on GFPS policy on cancellation of contracts and language to be included in future contracts, including verbal contracts. He commented that he would like to allow the Ad-hoc Committee on Use/Rental (Lou Biondi, Becky Benner, and Erik Wallace) to complete that policy before setting a meeting date for contract policy.

#### 10) New Business

a) Request for use of the Farm House by Girl Scout Troop leader

i) Becky was contacted by Girl Scout Leader and GFPS Member, Becky Lockhart. Becky's troop has been meeting outside at Goshen Farm on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 5PM each month. Becky asked if the troop could use the Farm House porch on rainy Tuesdays and during the winter months. Becky told Becky Lockhart that she would bring this request up at tonight's Board Meeting. Discussion ensued. Lou pointed out to the Board, that the Use/Rental Ad hoc Committee has already stated in the Draft Policy, "Under no circumstances is the area inside the fence surrounding the Goshen Farm House available for use other than during those events authorized and sponsored by the Goshen Farm Preservation Society, Inc. (the Society)." Lou stated that when Becky contacts Becky Lockhart, she should let her know that GFPS is developing a Usage/Rental Policy and cannot give permission to use the Farm House at this time.

b) In-person GFPS Board Meetings

- i) Lou asked the Board if they were willing to hold Board Meetings in the Cox Room. Discussion ensued. The “Sense of the Board” is that Board Members are not comfortable with in-person meetings in a small inside space. Becky will check with Leslie at the CSCIA Office to see if GFPS could meet in the Main Room at the CSCIA Clubhouse. Terry will check with Broadneck Evangelical Presbyterian Church to see if we could meet in their gymnasium. Becky and Terry will let the Board know the results of their inquiries by email. **(Action Item: 452-05-21)**
- c) Presentation of Certificates of Appreciation to Michael Buchet and Linda Beck
  - i) It was recommended that we present these certificates at the Member Appreciation Summer Concert. The Board concurred.
- d) The names of those interested in participating in the Cloverfields tour have been received by Lou. He has scheduled the visit for Friday, June 4<sup>th</sup> at 10AM.
- e) Lou stated that he will create and maintain a “book” of policy decisions, provide copies of the policies to the Board Members, and put the policies on the cloud.
- f) Sharon asked Becky about information she brought up in the March Board Meeting regarding forms GFPS must file. Becky suggested Lou go on-line to get a list of forms that must be filed so we can check this list with our Recurring Action Items and inform the Treasurer. **(Action Item: 453-05-21)**
- g) Discussion on the loss of long-term Member, John “Danny” Tester in April.
  - i) Roy stated that he heard back from John’s eldest daughter, Amye via email. Amye wanted to know if the donations made to GFPS in memory of her dad, John “Danny” Tester could be used for a memorial in addition to the tree dedicated to him in the Memorial Grove such as a bird feeder, a bench, or something educational or child related. Sharon told Roy that after she received copies of these donation checks from Becky, she contacted the donors to find out where they wanted their donation to go – General Fund or 2020 Capital Grant Fund. Roy will discuss the donations that have already been received and let us know what Amye and her family decide. The **(Action Item: 445-04-21) remains active.**
  - ii) Lou noted to the Board that discussion and a vote from the Board is all that is required to allow a tree in the Memorial Grove to be dedicated to an individual who has had a significant impact on GFPS.
- 11) Review of New Actions Items from the Meeting
  - a) New Action Items were reviewed.
- 12) Comments from the Floor
- 13) Adjournment
  - a) Becky made a motion to adjourn, and Bob seconded. The motion carried. The meeting adjourned at 9:32 PM.