

Goshen Farm Preservation Society
Board Meeting, February 21, 2018

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	February 21, 2018	Time: 7:30	7:35 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Linda Beck, Dave McCormick, Roy Benner, Sharon Biondi, Bob Nestruck and Michael Buchet		
Members Attending:			

- 1 Call to Order and welcome of new and current members
 - a) President Biondi called the meeting to order at 8:35 PM.
- 2) Requested changes or additions to the agenda from Board Members.
 - a) Becky suggested that we discuss sending a letter to Galway Bay Restaurant thanking them again for sponsoring the 2017 Fall Harvest Dinner. Michael Buchet suggested that in addition to the letter we send them a certificate of appreciation. Lou stated that we have a certificate that can be streamlined to fit this situation and he will write the letter, create the certificate and send to the Irish Restaurant Company. **(Action Item: 305-02-18)**
- 3) President's Report
 - a) General Comments on Administration
 - i) Lou stated that he had seen an organizations website recently that reported the number of volunteer hours the organization had accrued over the year. He is disappointed that no one is using the tracking forms on a regular basis so that we can report our volunteer hours for a variety of activities. This tracking of volunteer hours is an integral and important part of GFPS operations. This form is on our Google Cloud and is fillable.
 - ii) The same is true for tracking the number of students participating in educational activities. He read reports from Garden, Grounds and Volunteer Coordinator and saw all of the educational activities they are overseeing but we don't have the numbers to document. Therefore, nowhere can he use it in reporting to the BoE – if it can't be consolidated, then it can't be used. We are doing ourselves harm by not doing this. Linda stated that she got a form from the Governor's office that requested the number of volunteer hours accrued for GFPS for 2017. Michael suggested that when teachers bring classes up, they have a sign in sheet for the students. Roy stated that the teachers have a student list when they come and we need to ask the teachers to bring a copy of the teacher's sign in sheet. Dave suggested that we have a batch of sign in sheets and pens that can be used when a class arrives. Lou stated that rather than duplicate what the teachers bring let them make a copy of their list so we have the number of students. If we don't get these

copies consistently, GFPS should have a sheet in the Hoop House that gives **Date, Activity** and the **Number of Students Attending** for each month. Roy, Bob and Terry should decide how they should track these numbers since they supervise the classes. **(Action Item: 306-02-18)**

- iii) **Event Reconciliation Sheets** should include both gross and net income data and approximate number of attendees. There is also a note box on the form for additional information such as “Bought 3 cases of soda – only used one”. This will be useful for future planning purposes. This will also help the Treasurer in entering information in our new accounting system. Michael suggested we add on this sheet the amount of money we start with in the cash box. Lou asked Michael to send him an email reminding him of this addition to the form. **(Action Item: 307-02-18)**
 - iv) Lou emphasized that using the Goshenfarm.org email for officers and chairs preserves our institutional memory and contributes to smooth transitions.
- b) Items that Need to be Resolved in the Immediate Future
- i) Lou asked Dave about the status of the engineering report from Jon Tung. Dave has not had time to call this month. Roy called Jon Tung a month ago as well and has heard nothing regarding the report. Michael asked Dave if he would send him the email chain involving the engineering inspection in August 2017 and requests for the report. **(Action Item: 308-02-18)**
 - ii) Lou asked Bob and Roy if we have resolved issues with the security system.
 - (1) Programming the key fobs and replacing the sensors that have bent aerials or are not working. Roy stated that we still need to have Dave Sloskey relocate the router and Roy would like to have Dave Sloskey put a plug in each room. **(Action Item)** Bob will again look into the key fob issue. **(Action Item: 309-02-18)**
 - (2) Motion sensor at the rear of the house seems to stay on for a long time. Dave stated that he has adjusted several of these already. Lou will go up at night this spring and check all of the lights and how long they stay on.
 - (3) Roy asked if we could have access to the live feed from the security cameras. Bob stated that he hasn’t had time to set this up but he will make a note to do so. **(Action Item: 310-02-18)** Michael suggested that we don’t have enough band width to live stream. Bob will see what he can set up.
 - iii) Critical Tasks that Need to be Completed
 - (1) Roy brought up the GFPS annual report to the Chief Operating Officer of the BoE. Lou will include this report as part of the lease extension request document to the BoE. Lou will complete a rough draft for review by the GFPS Board at the March meeting. **(Action Item: 311-02-18)**
 - (2) Lou stated that Michael Buchet has volunteered to develop and finalize the Committee Guidelines and Responsibilities. Lou will forward to Michael all of the relevant documents Lou has in his files. **(Action Item: 312-01-18)**
 - (3) Lou reported to the Board that Patrick Marsh will not be filling the Building and Maintenance Chair due to family issues.
- 4) Review of Minutes – January 10, 2018 Special Board Meeting

- a) The January 10, 2017 Minutes were reviewed and three corrections were made by Becky. Michael made a motion to approve the Minutes as corrected and Linda seconded. The motion carried.
- 5) Treasurer's Report (Linda Beck – provided under separate cover)
- a) Linda reported that Broadstripe's bill showed a raise in the cost of GFPS internet service from \$40.28 to \$49.28. Linda asked for another reduction in our cost due to our 501 (c)(3) status. Broadstripe agreed and starting in February will be billing us \$45.28 per month (and crediting GFPS \$4.00 from the January billing).
 - b) Also Linda stated that Broadstripe had a bundling offer for \$71.00 that would include WIFI, and phone service. Discussion ensued about the need for a phone and the consensus was, not at this time.
 - c) Linda also brought up the issue of whether we wanted to invest some of our money in "step" CD's. This will be discussed under New Business.
 - d) Becky discussed that she and Roy have two Sharing Garden Plots (31 and 44) and on the report that was not reflected (labeled "First Plot"). Linda explained why she lists multiple garden plot payments by check this way.
 - e) Approval of financials for January 31, 2018. Michael made a motion to approve the financials ending January 31, 2018. Becky seconded and the motion carried.
 - f) Linda stated that the Go Daddy bill will now be auto payment.
- 6) Committee Reports
- a) Building & Maintenance – Dave McCormick (No report submitted)
 - i) Dave reported that he would like to start on the lead paint encapsulation. He would like to buy the paint and set a date for volunteers doing the work. Sharon asked Dave if he had contacted Jane Cox with regard to painting over the walls, etc. Dave stated he had not contacted Jane Cox or her assistant, Kate Mahood but he will make that call. **(Action Item: 313-02-18)**
 - b) Communications – Leigh Neugebauer (No report submitted)
 - i) Lou stated that he has sent two emails to Leigh about what she has posted on the calendars for Java and Jazz/Tea and Tunes. Bob will talk to Leigh about what she has completed for publicity.
 - c) Events Coordination (Vacant)
 - i) Lou discussed the upcoming Java & Jazz/Tea & Tunes Event. Lou passed out the flyers he made for the event. Bob said he had printed some copies and Diane Nestruck would be putting these up at AACC and Gloria Dei Church. Bob also stated that Karen Hodges would put flyers up in Severna Park if Lou sent her an email and arranged to give her flyers. Lou and Sharon will put flyers up at CSC Shopping Center and Bay Dale Shopping Center. Lou asked Roy to let Terry know to send the teachers at CSCE and Broadneck HS with whom he interacts, the posters to post on the school bulletin boards.
 - ii) Lou stated that we have a date for the Spring Open House but no one has stepped up to chair this event. He also asked Becky if she had lined up a program such as "Birds of Prey" for the Open House. Lou also asked Roy if Dave Miller of Maryland Agriculture Education Foundation (MAEF) had been contacted for the Spring or Fall Open House. Roy will talk to Terry about this. Roy will also ask Terry whether he

had contacted Broadneck or CSCE about students building reef balls on the Friday before the Spring Open House.

- d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)
 - i) In addition to the educational programs Terry is continuing, a new program; the South River High School STEM Aquaponics Project will be starting soon. The aquaponics system involves the incorporation of hydroponics and aquaculture. This system will be maintained as an educational experience by and for Enclave students with disabilities and for students participating in internships.
- e) Sharing Garden – Bob Nestruck
 - i) Bob reported that he is working on building up the soil level in plot 62 which has been flooding.
 - ii) Becky asked about clean- up day for gardeners. Bob has not set up an exact date yet. When he sets the date it will be a day for cleaning up the Farm and the Sharing Garden.
 - iii) Roy asked Bob if he could put the aerial view of the Garden up on the website. Bob will look into this. **(Action Item: 314-02-18)**
- f) Grounds – Roy Benner (Report as submitted)
 - i) Roy reported that he had been contacted by the Facciponti family about creating a “Field of Flags” for a Memorial Day remembrance of the nearly 7,000 soldiers killed in the Afghan and Iraq Wars. Their son, Vincent wished to use the field along the driveway to Goshen Farm (owned by Don Paxton). Roy contacted Don Paxton who owns the field to ask if he would agree to a “Field of Flags”. Mr. Paxton considered this display but decided that this was his lawn and he feared there would be damage from many people walking in this field to observe the flags and he finally turned down the request.
 - ii) Roy was also contacted by the Four Rivers Garden Club regarding a grant (up to \$1,500.00) related to gardening. Roy wrote a proposal for a Pollinator Garden and Monarch Waystation for \$1,250.00. If they approve our grant the work will be scheduled in April or May.
 - iii) Roy also reported on the possible Midshipmen (MAG Group) project that he had been negotiating for this spring. He was hoping to tie this in to the grant proposal for the Pollinator Garden and Waystation. It does not look like a MAG project will happen this year. Roy showed the Board a diagram of the garden and its location.
 - iv) Roy is also working on a plan with NRCS for a tree survey for Goshen Farm.
 - v) Last, Roy reported on the pond construction project. The Anne Arundel Soil Conservation District (AASCD) will develop a pond construction and roof drainage system project contract. The estimated cost is \$4,500.00 but GFPS will be eligible for cost –sharing of \$2,600.00. We have a year under the AASCD contract to complete this project.
 - vi) Membership – Becky Benner (Report as submitted)
 - (1) Becky reported that she has almost finished the procedure write up for the Online Authorization Process for the Background Check information for Chaperone/Volunteer positions for AACPS. Mary Tiller, Assistant

Superintendent for Advanced Studies and Programs, promised to obtain Protocols for Becky to share with GFPS volunteers.

(2) Regarding our STEM Intern, Willa Coenen, she did not meet the deadline of January 12th or the adjusted deadline of February 9th for the draft outline for her Internship Project. Becky finally received an outline just before this Board Meeting.

(3) Becky reported that she still needs to add email addresses for GFPS kayak raffle ticket stubs for 2015, 2016, and 2017 into Mail Chimp database.

7 Review of Action Items and re-occurring items

- a) Under Re-occurring Actions, Linda noted that she had received an invoice from Go Daddy for \$95.58. Lou asked Linda if this was for the Domain Contract or renewing Basic Managed Word Press. Linda will check her records and send Lou an email. This rate increase will require a change in the Re-occurring Action list.
- b) On Action Item 293, Lou will inquire about the credit card FNB sent to Treasurer Linda Beck and ask that they send Linda the password. Otherwise this action item is completed. Six Action Items were completed.

8 On-going Business

- a) Discussion in the meeting covered all of the on-going business on the agenda

9 New Business

- a) Discussion ensued regarding what percentage of funds now in the bank will be set aside specifically for house stabilization.

- i) We had previously, briefly discussed setting up a “lock box” for stabilizing and restoring the Farm House. Lou believes we should set up a separate account for the Farm House. The money we have set aside for windows would be put into this account but recorded as a subaccount under our reporting system. The paltry interest we earn from the savings account should enter into this consideration. As we are running late in the meeting, Lou asked the Board to consider the percentage and we will have this issue on the Agenda for the March Meeting.

- b) “Ladder CD’s” for GFPS funds

- (1) Lou explained what Ladder CD’s are. He asked Board Members to research rates on CD’s for 6 month, 12 month and 18 month CD. Every 6 months you have accrued an amount which can be spent or moved into an 18 month CD (rotate the funds). Lou asked for a motion. Becky made a motion that we research the rates at various bank rates and recommended amounts for a 6 month CD, a 12 Month CD and an 18 Month CD. Linda seconded the motion. Lou suggested that we assign Board Members to research a bank(s). Michael will research with FNB and M&T. Lou will take PNC and TD Bank. Becky will research with BB&T. Lou believes that some banks have different minimums for the amount going into a CD. These Board Members will then email the rates and the amounts for each time period to the entire Board. **(Action Item: 315-02-18)**

- c) Scott is already planning the Summer Concert Series but wanted Board approval before he plans further. Lou will email him and let him know the Board enthusiastically approved the concert series for 2018 and see what help he needs.

- d) Lou again brought up the Spring Open House which is in 6 weeks. Sharon voiced a concern about whether the school (either Broadneck or CSCES) and teachers have been contacted. Terry stated at the last Board Meeting that he would make the contact about building the reef balls.
 - e) PR Bazaar is being held on April 2nd and 9th at 6:15. Lou sent out an email to Becky and Leigh.
 - f) Lou purchased Grant Station Software. It is a data base that lists all of the funding sources for grants.
- 10 New Actions Items were not reviewed.
- 11 There were no comments from the floor.
- 12 Lou asked for a motion to adjourn. Linda made a motion to adjourn and Becky seconded. The motion carried. The meeting was adjourned at 9:50.

ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Becky, Terry	05-30-11	Working	135-03-14 was folded into this action We need an updated Strategic Plan
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan	Lou	08-21-13	Working	General terms
146-06-14	Update Committee Responsibilities	Lou	07-15-14	Working	With written input from committee chairs
178-12-14	Have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited	Roy	07-15-17	Working	Michael Buchet needs this for the Power Point slide show he is creating for GFPS
206-12-15	Create a toilet facilities plan	Lou,Roy,Terry ,Dave	09-01-16	Working	Grant needed for this project
207-12-15	Develop and execute well plan	Dave, Roy,Terry,Lou	09-01-16	Working	Need well for garden expansion and Farm House use
208-12-15	Develop a plan for farm house foundation remediation	Dave McCormick, Michael Buchet, Lou, Roy and Terry	03-15-16	Working	Foundation must be exposed before engineer, Wallace can do full inspection. Need a grant for this remediation or work donated by a contractor who is historic restoration certified
209-12-15	Plan to increase Board and volunteer involvement	Terry, Becky	03-01-16	Working	Reach out to skill sets of members
213-12-15	Convert room 1-G to a meeting room	Dave, Lou	06-01-16	Working	Most work can be done with volunteers
226-04-16	Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored	Roy and Lou	5-31-16	Working	Need to know for upcoming painting projects
237-06-16	Contact various small museums to inquire about the management software they use (particularly interested in Past Perfect)	Roy and Becky	08-31-16	Working	Researching a better software for all GFPS needs
262-03-17	Investigate feasibility of grant for archeological dig	Terry	06-01-17	Working	Related to e-mail from Nancy Bourgeois on SERC archeological dig
264-03-17	Update Mail Chimp List	Becky	05-01-17	Working	Use raffle stubs to add names, etc.
284-08-17	Contact engineer, John Tung and County Archeologist, Jane Cox (AA Co. Planning and Zoning, Dept. of Cultural Resources) after structural report is completed and received by GFPS. This contact preferably would be done via conference call between John Tung, Jane Cox, Dave McCormick and those Board Members involved with the Farm House remediation.	Dave	09-30-17	Working	In addition to the structural report, John Tung stated there will be questions concerning what parts of the Farm House must be historically preserved and to what period. GFPS is working towards a more definitive estimate of cost for stabilization and renovation of the Farm House (possibly in stages).
285-08-17	As relates to plans for bathroom facility; stand -alone facility using the Tenant House septic system or stand-alone facility with a self- contained holding tank, contact Beall Septic and State Wide Septic respectively to get long term costs.	Dave	10-15-17	Working	Final plan will need to go through Larry Alberts, AACPS Supervisor of Planning Design & Construction, for approval. (410-439-5689 or lalberts@aacps.org)
288-09-17	Inquire from Lowe's Grant department if their grant can be used for both permanent bathrooms and temporary bathroom facilities (such as bathroom trailers).	Dave	11-15-17	Working	

289-09-17	Price out three bathroom facility options (bathroom tied into Tenant House, bathroom plan designed by Teresa Todd, portable bathroom trailer (rent)	Dave	11-15-17	Working	
295-10-17	Edit Goshen Farm drone video using Micro Soft Movie Maker	Roy	01-30-17	Working	Lou will help Roy if needed
296-10-17	Contact Paul Bunting for help with key fob programming and possibly temporary electrical positioning for alarm and security systems.	Dave/Bob	12-30-17	Working	Needs an electrician for permanent solution
298-10-17	Get at least two estimates for a used mower to replace the Gravely Mower to present to the Board.	Roy	01-30-17	Working	
301-11-17	Send Board and members who attended the chaperone training, the directions for completing AACPS Chaperone Application on line.	Becky	01-30-17	Working	Completed applications will generate background checks.
302-11-17	Send Board pertinent sections of the book, <u>The Ghosts of Anne Arundel Community College and Surrounding Area</u> that refer to Goshen Farm for feedback. Depending on Board feedback, email author, Sean Kapfhammer and insist that certain portions of the book related to Goshen Farm be removed from the upcoming 2 nd printing. Post a disclaimer on local Face Book pages regarding Goshen Farm and this book.	Lou	12-30-17	Working	Parts of this book related to Goshen Farm are inaccurate and were printed without permission from GFPS.
303-01-18	Create 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 that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Supreme for Nonprofits	Michael Buchet	01-30-18	Working	Initially, Board needs to know exactly what information is needed for the treasurer and in what account it should be classified for entries into the new accounting system. This will guide the Board for reporting expenses and income to the Treasurer.
304-01-18	Research legal issues related to GFPS holding weddings before we advertise that we can be used as a wedding venue. Put these legal issues in bullet points and send to the Board for future discussion at a meeting.	Michael	04-30-18	Working	Was in the 01-10-18 Board Meeting minutes but not placed as an action
305-02-18	Create Thank you letter and Certificate and send to the Irish Restaurant Company for donations from Galway Bay Restaurant for donations to the Fall Harvest Dinner Event	Lou	02-30-18	Working	Gave Galway Bay a certificate of appreciation last year for their donations at the Board dinner there.
306-02-18	Create a system to track the number of students coming to Goshen Farm (weekly, monthly, annually)	Terry, Roy, Bob	03-30-18	Working	A number of ideas were discussed at this meeting but Terry, Bob and Roy need to decide and implement. Will need numbers for the lease renewal proposal. (See February Minutes for possible options.)
307-02-18	Edit the Event Reconciliation Sheet and add a box for initial cash from the bank for the event. Put the edited form on Google Docs and remove the old form.	Lou	03-30-18	Working	The funds put in the cash box from the bank should be removed from the proceeds of the event before counting the proceeds. This cash should be on a different deposit sheet from the proceeds deposit sheet for easier accounting.
308-02-18	Send Michael Buchet the emails related to Jon Tung's inspection and follow-up emails related to getting the report from Jon Tung.	Dave	03-30-18	Working	The inspection was in August 2017 and GFPS still has not gotten a report.
309-02-18	Contact electrician, Dave Sloskey and give him a date to come to the Farm House to relocate the router and install outlets in each room.	Roy	03-30-18	Working	We are still having problems with certain outlets not being independent of the main switch. As a result certain aspects of the security system are shut off depending on where they are plugged in.
310-02-18	Research our band width to see if we have enough power to live stream our security live video to other locations.	Bob	04-30-18	Working	
311-02-18	Write our Annual Report to the BoE (2016 and 2017) and send out to Board for review. This will be included in our lease renewal proposal.	Lou	04-30-18	Working	

312-02-18	Develop and Finalize Committee Guidelines and Responsibilities. Lou will send Michael what he has in his files.	Michael, Lou	05-30-18	Working	
313-02-18	Contact Jane Cox or Kate Mahood regarding using encapsulating paint in the Farm House.	Dave	03-30-18	Working	Dave would like to set a date for this work and get volunteers to do the cleaning and painting ASAP.
314-02-18	Put ariel view of the Sharing Garden up on website.	Bob	05-30-18	Working	Requested by Roy.
315-02-18	Research CD (6 month, 12 month and 18 month rates and amounts required with various local banks and send email to the Board with results.	Lou, Becky, Michael	03-30-18	Working	Create "Ladder CD's" for GFPS funds to earn more interest than we now receive from savings/checking accounts

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013, 2014,2015,2016	Every February		New and Changed Board Members
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy	Treasurer/Communications Chair	April		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$53.97. Renew in 2019.
Annually	Renew Basic Managed Word Press –Go Daddy	Treasurer	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2018 for \$95.58.
Annually	Annual Report to the AA County Board of Education	President	January		Chief Operating Officer (Alex L. Szachnowicz, P.E.)
Annually	Renew 501 c3 status	Treasurer	April		(Federal) (Form 990 from accountant suffices)
Annually	Non Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014, 2015, 2016 (Chris Batista)
Annually	File “Exempt Organization Fund-Raising Notice” for State of Maryland	Treasurer	January		For Charities that raise less than \$25,000.00. If GFPS raises \$25,000.00 or more then the treasurer needs to file a different form. Charities and Legal Services Division 410-974-5534 can be reached for questions.
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	January		Late notice received in May, 2017. Filed in May 2017. Will receive new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder.
Every year	CNR-First Insurance Services Renewal (liability), agent is Deborah Dickerson, CPCU, CIC. 1. General Liability Policy with Erie Insurance, # Q351500837 2. Directors and Officers Liability Policy with Navigator’s Insurance, #NY12DOLVO1270NY	Treasurer	1. General Liability Insurance due November 15 th : \$1,065.00	2. D and O Liability with Navigator’s Insurance due on May 21 st . \$558.00	166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, deborah@cnrinsurance.com ,Fax: 410-897-5957 Both policies are due annually. Reminder for payment sent to treasurer@goshenfarm.org . Copy of policy sent after premium payment by mail. Agent name: Deborah Dickerson
Bi-annually	Change batteries on security sensors on Farm House doors	(Building & Maintenance Chair)	Change in January and June		Need a schedule so house security is always functioning
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 60 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Volunteer Chair	January, April, July, and November,		Volunteer Chair, Terry will search for a volunteer to check First Aid Kits and report back to him with an e-mail for replacement items
Every 60 Days	Check fire extinguishers (2) in Farm House for expiration date and note if replacements are needed	Building and Maintenance Chair	January, April, July and November		Dave McCormick will search for a volunteer to check fire extinguishers to see that they are in working order and not expired and e-mail him with results.

Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization	Membership Chair	September 15th		80% Cape Residents
Bi-Annually	Post Face Book posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Goggle Drive	Treasurer	December 15 th	\$19.99	President will receive a notice via email from Google.