

Goshen Farm Preservation Society  
Board Meeting, March 28, 2018

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Lou Biondi	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	March 28, 2018	<b>Time: 7:30</b>	7:40 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Lou Biondi, Becky Benner, Linda Beck, Dave McCormick, Roy Benner, Sharon Biondi, Bob Nestruck, Scott Powers and Michael Buchet		
<b>Members Attending:</b>			

- 1 Call to Order and welcome of new and current members
  - a) President Biondi called the March 28, 2018 Board Meeting to order at 7:40 PM.
- 2) Requested changes or additions to the agenda from Board Members.
  - a) There were no changes or additions to the agenda.
- 3) President's Report
  - a) General Comments on Administration
    - i) Lou did not do a written President's report but verbally reported on issues of importance to the Board.
      - (1) Lou has been wrapping up the administrative work for Java and Jazz.
      - (2) Lou reported on the coordination for the Spring Open House. With Becky's help, the Open House flyer has been finalized and will go out on the GFPS website and sent out to all board members via email as a PDF to share with their contacts. Lou and Sharon will put the flyers up at the Cape St. Claire Shopping Center and the Bay Hills Shopping Center.
      - (3) Lou briefly discussed the last minute problem with the US Department of Agriculture and Natural Resources Soil Conservation Service Grant for the Wildlife Pond excavation that has been resolved. Lou will detail this under Old Business.
- 4) Vice President's Report – Michael Buchet (Report submitted and copies distributed to the Board)
  - (1) Michael reported that he has finally gotten [vicepresident@goshenfarm.org](mailto:vicepresident@goshenfarm.org) to work. In the future he should be able to get his report out to the Board prior to the monthly meeting. He passed out his report to members present. Lou reminded the Board that Michael Buchet has volunteered to develop and finalize the Committee Guidelines and Responsibilities.
    - (a) Review of Committee Guidelines and Responsibilities
      - (i) On the Google Cloud we have documents authored and edited by numerous people that address an article in the by-laws that states that we have committees; both standing and ad-hoc. He has gone through them and is in the process of reorganizing them, revising them and

setting them up so that we can refer to them. In doing this he noted some issues. The way we are set up, we have Articles of Incorporation with by-laws and a lease with the AACBoE. In the by-laws there is a section that states we work under Roberts' Rules of Order. In the By-laws there is another section that states that we have Standing Committees and Ad-hock Committees. It states "...see the Committee Guidelines that are attached." It refers to the Chairs of the committees to do what is attached. What is missing is what a chair does. Michael passed out a draft of Responsibilities of "Committee Chairs" according to Roberts Rules of Order (see attachment). He would like comments from the Board with suggestions, questions and or changes (he asked that any of these include the line number for easier reference). **(Action Item: 316-03-18)**

- (ii) Michael then passed out an example of a committee's guidelines titled, Goshen Farm Preservation Society, Committee Guidelines, The Security Committee (see attachment). In the documents on the cloud, the Security Committee is an Ad-hoc Committee. All committee guidelines will need to be edited, finalized by the Board and put on the cloud.
  - (2) Becky and Roy asked if Michael had created the labels or categories that Board Members should use when purchasing items related to their duties and submitting reimbursements forms to the Treasurer. Michael stated that he is working on this with the accountant, Terry Belcher and they have not completed these categories. In the meantime, he advised the Board to continue reporting as they have been.
  - (3) As relates to our new accounting system, Michael asked Sharon if she could provide a list of our shirt inventory by size, purchase cost and sale price. He will then enter this into our accounting system as inventory (asset). **(Action Item: 317-03-18)**
  - (4) Michael asked about our Wi-Fi internet system status. Bob reported that it is not working efficiently because of the need for updating the Farm House electrical system. Lou stated we will discuss this under Old Business.
  - (5) Michael brought up another issue for consideration regarding our accounting system. We are about to finalize a contract with the US Department of Agriculture(USDA), Natural Resources Soil Conservation (NRSC) for excavating the pond and installing the drainage system from the Farm House to the pond. In the contract, there is a requirement for maintaining the pond and the drainage system for a specific number of years after construction. There is an initial cost that GFPS will share with USDA, NRSC. We will need to establish a fund in our budget for this maintenance going forward and we will also have to consider the security cost as both could be subject to vandalism.
- 5) Review of Minutes – February 28, 2018 Board Meeting
- a) The regularly scheduled February 21, 2018 Board Meeting was cancelled due to snow and rescheduled for February 28, 2018. The Minutes were reviewed and three

corrections were made by Becky. Becky made a motion to approve the Minutes as corrected and Michael seconded. The motion carried.

6) Treasurer's Report (Linda Beck – provided under separate cover)

- a) Linda reported that Pay Pal is raising their fees again. Linda also commented on the email she got from Lou ([president@goshenfarm.org](mailto:president@goshenfarm.org)) asking for emergency money. Roy will send the email address that this came from and Lou will contact Google. Becky had a question about Pay Pal payments for Garden Plots and Membership. A member paid twice for membership on Pay Pal. Becky will email the member and let Linda know what the status is on the payment and whether the member needs a refund.
- b) The balance in Checking for February 28, 2018 was \$33,970.32.
- c) Michael made a motion to accept the February 28, 2018 Financials and this was seconded by Becky. The motion carried.

7) Committee Reports

a) Building & Maintenance – Dave McCormick (No report submitted)

- i) Dave reported that he heard back from both Kate Mahood and Jane Cox regarding the lead paint encapsulation. Both were okay with the painting. She instructed him to paint any surfaces that were already painted in the house. She recommended white paint. Scott Powers stated he would look at old pictures in his file to see if he could identify the colors the rooms were painted when the Radoffs lived there. **(Action Item: 318-03-18)** For this time sensitive project, Dave recommended he price out the cost of white or off-white paint to complete the job. Dave will also cost out Liquid Sandpaper as a prep for the walls and ceiling and report back to the Board on total cost estimates. **(Action Item: 319-03-18)** He stated that we could always go back and give the walls a second coat of colored paint at a later time if we choose.
- ii) Dave again left a voice message for Jon Tung regarding the engineering inspection, report and invoice. Michael made a motion to write a letter to Jon Tung Engineering, include the signed contract and a check for the inspection and report. Roy seconded the motion. Discussion ensued. Lou suggested that Michael amend the motion to send a letter and if we find the proposal/invoice then we would send a check. Roy seconded the amended motion. The motion carried. **(Action Item: 320-03-18)**

b) Communications – Leigh Neugebauer (Report as submitted)

- i) Leigh let Lou know that she will be posting and updating her monthly reports on the cloud.

c) Events Coordination (Vacant)

- i) Lou reported that Java & Jazz/Tea & Tunes Event was a success. The event sponsors helped considerably in making this event a success.
- ii) Becky has booked Wildlife Adventures for the Spring Open House at a cost of \$550.00. The display will run from 11 AM – 2 PM.

d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)

- i) Terry submitted his monthly report but was not at the meeting. Lou suggested if Board Members have a question regarding the report or other issues that they call Terry.

- e) Sharing Garden – Bob Nestruck (Report as submitted)
  - i) Bob reported that he has three plots left to rent (22, 51, and 60).
  - ii) The date for the Clean-up Day to prepare for the Spring Open House is Saturday, April 7<sup>th</sup>.
  - iii) Roy and Dan have stripped off the old paint from the Sharing Garden fence. Weather has been preventing the repainting of the fence.
- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy stated that we are required by Anne Arundel Planning and Zoning (Jane Cox’s division) to have some archeological work done prior to the restructuring work on the pond, the piping from the Farm House downspouts to the pond and the preparation for the Pollinator Garden and Monarch Butterfly Way Station. All areas of ground disturbed by the above mentioned projects must have a Shovel Test Pit dug and all dirt brought up sieved for artifacts. Archeologist, Jeanne A. Ward, RPA, of Applied Archaeology and History Associates, Inc. was contacted by Roy and she came out to the Farm on March 13<sup>th</sup> to evaluate the work needed to comply. Originally during this meeting, Jeanne Ward stated that the work would cost GFPS about \$5,000.00. After further discussion with Roy, Jeanne determined that she would be willing to oversee a group of 4 – 6 volunteers to do the digging of the Shovel Test Pit (STP) holes and sieving of the dirt brought up. Jeanne Ward would donate her time for the project. Ms. Ward will be at the Farm on April 14<sup>th</sup> to train volunteers and oversee all aspects of the archaeological dig. Roy will send out an email to the Board and other members who may be interested regarding the scope of the work and tools needed.
  - ii) Roy was also contacted by a pediatric endocrinologist. She works with children who have problems with obesity, juvenile diabetes and other issues. She is changing her practice to include educational aspects of health and diet. She reached out to GFPS as she visualized educating her patients and their families about foods, where they come from, the various parts of edible plants and their benefits regarding health. There may be some cooperative effort between her practice and the Sharing Garden in the future. Sue Snyder, a Sharing Gardener, introduced her to Goshen Farm. She will be visiting Goshen Farm on afternoon of April 3<sup>rd</sup>. Roy thought Lou, Terry, and Bob should be at this meeting. There was discussion regarding membership issues with a business owner.
  - iii) As regards to the April Clean-up Day, Roy is compiling a list of projects and will send this out to the Board and Sharing Gardeners.
  - iv) Last, Roy and Lou reported on the Natural Resources Conservation Service Grant for the pond reconstruction project with the US Department of Agriculture and the AA County Natural Resources Soil Conservation District.
    - (1) Roy was contacted on March 23, 2018 by the Anne Arundel Soil Conservation District (AASCD) requesting that the Anne Arundel County Public Schools (AACPS) under “Control of Land” (as the land owner) sign a **letter of permission** with AASCD to develop a pond reconstruction and roof drainage system project. This was not mentioned during the months’ long negotiations and multitude of

paperwork Roy completed with AASCD. This **letter of permission** needed to be completed in the next several days to meet the contract deadline.

- (2) Roy notified Lou of this new problem on Friday, March 23rd and Lou and Michael immediately began working on a solution. On Monday, Lou sent Alex Szachnowicz, Chief Operating Officer of AACPS a letter via email regarding the **letter of permission** and the contract. Mr. Szachnowicz did not have a problem with the pond reconstruction project, but did have a problem regarding Section 3, subsections A, B, and C that spoke to maintenance responsibilities of the water piping system and pond for 10 and 20 years respectively should GFPS as the leasee not be available or still in existence to do so. There was also an issue of paying AASCD that portion of the construction cost contributed by AASCD should these projects not be maintained for the years dedicated in the contract. The AACBoE would not authorize liability for this maintenance. Roy and Lou worked on modifications for the letter and added a clause of permission; that AACPS gives GFPS permission to do whatever they needed to do under the contract and AACPS would continue this permission under the current lease and all subsequent leases but should the leases cease AACPS would take no responsibility for maintenance.
- (3) On Monday, Roy and Lou called AASCD and spoke to Heydsha Cordero, District Conservationist, about the new language. Ms. Cordero checked with her superiors and on Tuesday stated the wording would be acceptable. Mr. Szachnowicz called Lou back and said that there was a financial liability if the contract for maintenance was not met. Lou stated that GFPS could set up an escrow account with the cost of maintenance of the pond and water inflow system to pay the AACPS should AASCD come after the AACPS for the money owed. Lou passed out copies of the letter to AACPS for the Board to review (see attachment). Michael moved that we adopt paragraphs one, two and three of the letter as a resolution. Bob Nestruck seconded the motion. The motion carried. Lou will send AACPS the letter regarding the escrow account. **(Action Item: 321:03-18)** We can now move on with the pond reconstruction!
- v) Roy thanked Lou and Michael for their help on this grant contract.
- vi) Dave Sloskey, came out to look at the house for the additional outlets in every room. Today, March 28th Roy called him to ask if Dave had an invoice prepared. Dave stated that he did not but he would be willing to do the work for \$500.00. If the cost was more, he would donate the work above \$500.00. Lou asked for a motion for the \$500.00. Becky made a motion that we approve \$500.00 for the electrical wiring and outlets. Michael seconded. The motion passed.
- vii) March 27<sup>th</sup>, Roy made a phone call to Blue Heron, a security firm. A representative came up to the Farm the same day, reviewed our current system and will complete several proposals for enhancement of our present system.
- viii) We had a jeep that drove up to the Farm and into the pond and left track marks there and several other places on the grounds. Roy is considering entrance areas (paths) where he will put up posts to prevent easy access onto the property from the perimeter.

- g) History and Research
    - i) Scott reported that he has not gotten a positive response from the Boy Scouts about handling parking for the Spring Open House. There is a conflict with this date. He will continue to look for help from the Boy Scouts.
    - ii) Scott has only two vacancies for the Summer Acoustic Concert Series. He did not expect the bands from the 2017 Concert Series to come back and volunteer to play but they have. The Biondi Brothers are playing on Membership Appreciation Night, August 24th and Scott is trying to get Dirk Schwenk to play that night as well.
  - h) Membership – Becky Benner (Report as submitted)
    - (1) Becky reported that we have 145 membership units.
- 8) Action Items and Re-occurring Items were not reviewed.
- 9) On-going Business
- a) The issue of the key fobs being reset or replaced is ongoing.
  - b) As relates to the new Fortress System, Lou suggested that for now, Bob get new programming directions for our key fobs so our system can be turned on and off upon entering and exiting the house.
  - c) Discussion ensued about setting up a dedicated fund for the house consisting of an amount from funds now in the checking account and then setting aside a percent to be added to this account annually. Michael will check with accountant, Terry Belcher to see if we can simply do a set aside through our accounting system or do we need to set up a separate saving account for Farm House renovations. Michael made a motion that we set aside \$15,000.00 in a separate dedicated account for the Farm House preservation and restoration (separate from the funds already dedicated for the windows) in 2018. **(Action Item: 322-03-18)** We then, starting in 2018 add to that fund 25% of our net revenue at the end of 2018 and each successive year. Bob seconded. The motion carried.
  - d) Setting up CD “ladders” for funds was postponed until next meeting.
  - e) Lou stated that we need to authorize the matching funds for the Natural Resources Conservation Service Grant. Dave made a motion that we approve no more than \$3,000.00 for the GFPS share of the matching grant for the NRCS Service Grant for the wildlife pond and piping system from the Farm House downspouts to the pond. Roy seconded. The motion carried.
  - f) There will be no charge for the archaeological dig from Jeanne Ward of Archaeology and History Associates, Inc. On April 14, 2018.
  - g) Lou discussed the Spring Open House status. He will do a mail chimp on Friday, March 30 for volunteers.
  - h) It was decided that Wildlife Adventure will be set up near the flag pole. The oyster reef balls would be hatched in the area near the Tenant Cottage.
- 10) New Business
- a) Lou spoke to the issue of authorization for signing contracts related to GFPS. He recommended that no contract can be signed without specific approval by a vote of the Board of Directors. Roy suggested that this language be in the Committee Guidelines that Michael Buchet is updating.

- b) Lou reminded the Board that we need to approve the \$550.00 for Wildlife Adventures that has been booked for Spring Open House. Bob made a motion that we approve the \$550.00 payment to Wildlife Adventures. Becky seconded. The motion carried.

11) New Actions Items were reviewed.

12) There were no comments from the floor.

- a) Roy would like a map of the Sharing Garden with plot numbers. Bob thinks it could go on the first page under Sharing Garden. Lou will email Terry for the JPEG version and then send it to Jim Barcliff, our web master. **(Action Item: 323-03-18)**
- b) Roy reviewed the aerial map of Goshen Farm for the website that Ryan Kim from BHS has produced adding titles and music. He was pleased with the nearly final product. It should be ready soon for the website.

13) Lou asked for a motion to adjourn. Bob made a motion to adjourn and Becky seconded. The motion carried. The meeting was adjourned at 9:30.

## 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 <sup>nd</sup> 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 arial 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
316-03-18	Give feedback, suggestions, questions, etc. on Guidelines for Committee Chairs draft presented at March Meeting by Michael Buchet.	Board	04-30-18	Working	
317-03-18	Complete an inventory of GFPS Shirts by size, purchase price and sale price.	Sharon	04-30-18	Working	For new QuickBooks accounting system as an 'Asset'
318-03-18	Look for old colored pictures of the room of the Farm House to identify colors for paint matching after paint encapsulation project.	Scott	04-30-18	Working	May repaint rooms after paint encapsulation project
319-03-18	Price out encapsulation paint, liquid sandpaper, and painting supplies for encapsulation project of all painted walls and ceilings.	Dave	04-18-18	Working	Expense can be approved at April Board Meeting
320-03-18	Send an apologetic letter to Jon Tung clarifying contractual arrangement for their initial inspection of the Farm House	Lou	04-22-18	Working	Have not received an invoice or report from Jon Tung's inspection on August, 2017.
321-03-18	Email AACBoE letter absolving them of the responsibility of maintaining the wildlife pond and water piping system for 10 and 20 years respectively and setting up an escrow fund for any liability for NRCS grant reimbursement under the Natural Resources Conservation Service Grant (EQIP 2014 7943B19180RR)	Lou	04-04-18	Working	BoE approved the project but has concerns about maintenance and penalty clauses in the grant contract.
322-03-18	Set up dedicated account for Farm House Preservation and Restoration for \$15,000.00.	Linda	04-06-18	Working	Will be tracked through QuickBooks by Treasurer.
323-03-18	Email Terry for JPEG version of Sharing Garden Map for the GFPS website.	Lou	04-10-18	Working	Roy and Bob can refer potential Sharing Gardeners to the website to identify plots available for rent.
324-03-18	Prepare final report for Four Rivers Garden Club on the Pollinator Garden and Monarch Butterfly Way station.	Roy	03-01-19	Working	Rec's \$800.00 Grant from Four Rivers Garden Club in March, 2018.

## RECURRING ACTIONS

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 <sup>th</sup> : \$1,065.00	2. D and O Liability with Navigator’s Insurance due on May 21 <sup>st</sup> . \$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 <a href="mailto:treasurer@goshenfarm.org">treasurer@goshenfarm.org</a> . 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 <sup>th</sup>	\$19.99	President will receive a notice via email from Google.
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	December 31 <sup>st</sup>		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December, 2018.