

Goshen Farm Preservation Society  
Board Meeting, April 18, 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>	April 18, 2018	<b>Time: 7:30</b>	7:37 PM
<b>Location:</b>	Cox Room, CSC Clubhouse		
<b>BOD Attending:</b>	Lou Biondi, Becky Benner, Linda Beck, Terry Brandon, Roy Benner, Sharon Biondi, Bob Nestruck and Michael Buchet		
<b>Members Attending:</b>	Warren Klug		

- 1 Call to Order and welcome of new and current members
  - a) President Biondi called the April 18, 2018 Board Meeting to order at 7:37 PM. He welcomed new member, Warren Klug.
- 2) Requested changes or additions to the agenda from Board Members.
  - a) There were four additions to the agenda.
- 3) President's Report
  - a) General Comments on Administration
    - (1) Lou reported that he and Michael Buchet installed a shelving unit in the storage container allowing the boxes of supplies to be removed from the upstairs bedrooms and stored in the storage container.
- 4) Vice President's Report – Michael Buchet (Report submitted and copies distributed to the Board)
  - (1) Review of Committee Guidelines and Responsibilities
    - (a) Michael created two rough draft Committee Guidelines; Communications and Membership. He could find no guidelines for History and Research. Becky may have something on this committee. If so, she will send this to Michael. He will also check with History and Research Chair, Scott Powers for this information.
      - (i) Michael requested email suggestions and additions for rough drafts for Committee Guidelines when completed.
- 5) Review of Minutes – March 18, 2018 Board Meeting
  - a) Becky Made a motion to accept the March 18, 2018 Minutes and Michael seconded. The Minutes were reviewed and four corrections were made by Becky and Roy. The motion to accept the minutes as amended carried.
- 6) Treasurer's Report (Linda Beck – provided under separate cover)
  - a) Linda reported that our new monthly charge from Broadstripe is \$45.28.
  - b) The balance in Checking for March 30, 2018 was \$34,665.93.
  - c) Bob made a motion to accept the March 18, 2018 Financials and this was seconded by Becky. The motion carried.
- 7) Committee Reports

- a) Building & Maintenance – Dave McCormick (No report submitted)
  - i) Dave was not at the April Board Meeting but submitted his report on his lead paint encapsulation research. The report detailed what would be involved in the encapsulation project, various brands of encapsulation paint, the ratings of the various brands for duration, the cost and coverage. Dave also included a website from HUD that gave detailed steps for completing lead encapsulation. Dave and the HUD site recommend doing a test patch in each room before doing the final painting. Dave suggested GFPS purchase one gallon of Lead Defender at Home Depot for the test patches and schedule this phase of the lead encapsulation project. It was also noted that Scott Powers could not find photos that showed the colors of the upstairs bedrooms that were discussed at the March Meeting.
  - ii) Lou reported that he had sent Jon Tung Engineering an email with the signed contract. In the email President Biondi apologized for the lack of response from GFPS on returning the contract. Lou also mailed a signed contract with cover letter to Jon Tung.
- b) Communications – Leigh Neugebauer (No report submitted)
- c) Events Coordination (Vacant)
  - i) Spring Open House preparations coordinated by President Biondi are moving forward. All of the discussed activities for Open House are confirmed except the oyster reef ball hatching. The BHS teachers contacted by Larry Jennings were not able to schedule the building of the reef balls in advance of the Spring Open House.
- d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)
  - i) Terry reported that there are continuing issues with the various educational programs such as the Eco Action Program and the PVA Internship Program. Although the scope of GFPS’s projects for these programs are presented initially to the teachers and the PVA Supervisor; follow through on these projects is incomplete. Lou and Michael suggested that President Biondi, Terry, Becky, Roy, and Bob schedule a separate meeting to discuss these issues and possible remediation steps. Terry suggested that this meeting should be scheduled after this school year ends. **(Action Item 325-04-18)**
- 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 Sharing Garden Clean-up Day for the Spring Open House on Saturday, April 7, 2018 was successful.
  - iii) Roy and Terry completed painting the outside of the Sharing Garden fence boards on the east side and part of the south side. Weather has been problematic for this project.
  - iv) Becky set up a subcategory for Sharing Gardeners for Mail Chimp. Lou has had training on creating and sending Mail Chimp notices and he will train Bob on sending Gardeners Mail Chimp notices. **(Action Item: 326-04-18)**
  - v) Roy requested a garden map with updated names of plot renters to post on the bulletin board so the Gardeners know who they are working with as they garden.

Becky will update and send to Terry and Terry will send the updated plot map to Roy to post.

- f) Grounds – Roy Benner (Report as submitted)
  - i) Roy stated Paxson Lightning Rods Inc. of Westchester, PA installed the Lightning Protection System and added a surge protector to the inside electrical panel on April 10<sup>th</sup>. The installer told Roy that the surge protector should be replaced in 10 years. This replacement should be added to the **Recurring Action List for April, 2028**. Roy will also put a note on the electrical panel relating to the surge protector.
  - ii) Dave Sloskey came out to do the further electrification of the Farm House on April 16<sup>th</sup>. There still needs to be two more outlets run in the upstairs. Dave did not have these electrical boxes and will return to finish the work. Lou asked Roy to let him know when the work is complete so Lou can remind Dave Sloskey to send GFPS an invoice noting value of the work donated to GFPS for Corporate Sponsorship.
  - iii) On April 14<sup>th</sup>, Jeanne Ward, RPA of Applied Archaeology and History Associates trained and supervised eight GFPS volunteers digging Shovel Test Pits (STPs) covering the area of the future pond site and the future Pollinator Garden and Monarch Waystation. All areas of ground disturbed by the above mentioned projects required a Shovel Test Pit dug and all dirt brought up sieved for artifacts as required by Anne Arundel Planning and Zoning (Jane Cox's division). Jeanne Ward estimated that this work had she charged GFPS would have been valued at an estimated \$5,000.00. Sharon Biondi mentioned to Jeanne Ward that if she sent us a letter or invoice stating this donated value, she would qualify as a Friend of Goshen Farm. Sharon will follow up with Roy regarding this invoice or letter request. **(Action Item: 327-04-18)**
  - iv) Roy also reported that we received the \$800.00 grant check from the Four Rivers Garden Club for the Pollinator Garden and Monarch Waystation Project. Bob suggested that a "blast" be sent out for volunteers to plant in both areas. Roy stated that the plants are in the Hoop House and need to get a little larger before replanting in their designated areas but he agreed with Bob's suggestion for getting volunteers for replanting.
  - v) Last, Roy reported that the final negotiations with the AACBOE and AASCD "Control of Land" Form, regarding the final signed form did not require GFPS to set aside funds for pond maintenance in an escrow account; 10 years for the pond and 20 years for the piping system. (See March 28, 2018 Minutes, Grounds Report, Section F for details on negotiations leading to resolution.)
- g) History and Research – Scott Powers (Report as submitted)
  - i) Scott reported that Dirk Schwenk and the Truth have been confirmed to play at the member appreciation night on August 24th of the GFPS 2018 Summer Acoustic Concert Series.
- h) Membership – Becky Benner (Report as submitted)
  - (1) Becky reported that we have 150 membership units. Becky voiced her frustration that we are behind where we were last year in April for membership units (154). She noted that for last year's April Membership Report, we had already held our Spring Open House and received new memberships from that

event. It is her hope that the upcoming Spring Open House will at least bring GFPS Membership even with April 2017 membership units.

- (2) Becky also reported on STEM intern, Willa Coenen, AACPS' 2017 Environmental Analyst Intern. Willa Coenen's Internship Opportunity project was due April 6<sup>th</sup>. Despite communication attempts by Becky with Willa, there has been no response.
  - (3) Becky reported that she has been working on contract format for renting Goshen Farm short term rental and for other situations.
    - (a) Michael asked if it was advisable that we give any potential renter anything before we review the BoE Lease. The term "rent" is problematic.
  - (4) She is also working on tri-fold brochures for Goshen Farm. She has given Lou and Sharon a copy for review. Terry suggested Becky add the event schedule to the brochure. Becky asked that the Board email her suggestions for additional information to be included.
- 8) Action Items and Recurring Items were reviewed. Eleven actions were completed, two were labeled OBE and three were edited. **On Recurring Actions, Leigh Neugebauer and Michael Buchet need GFPS ID Cards and sets of keys and Key fobs. (Action Item: 328-04-18)**
- 9) On-going Business
- a) Roy requested an additional \$500.00 for paint to complete painting of the Sharing Garden fence and be reimbursed for the \$218.00 Roy has already spent on paint. Michael made a motion to approve up to \$500.00 to reimburse Roy for what he has spent on paint thus far and to cover purchasing more paint to finish painting the Sharing Garden fence. Bob seconded and the motion carried.
  - b) Lou reiterated that he had sent Jon Tung the signed contract for the initial Farm House Inspection. Lou also stated that member; Bill Gambi will be inspecting the Farm House structure and will give us another estimate of cost for the stabilizing of the foundation so that we have a comparison figure.
  - c) (Secretary Biondi is including this section from the March 2018 Meeting as there was some confusion relating to whether a motion was made and seconded for a set percent to be placed in the Farm House preservation and restoration account.) 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) Lou asked for an update on the Natural Resources Conservation Service Grant. The artifacts recovered from the STP archaeological dig of April 14<sup>th</sup> were sent to Jane Cox by Jeanne Ward to be examined. We are waiting for Jane Cox to give permission for the excavation of the pond project, the Pollinator Garden and the Monarch Waystation.

- e) Lou needs to get specifics on the Summer Concert Series so he can get a notice of the dates and bands on the website.
- f) As relates to the Spring Open House, Becky reported that for the Spring Open House, she has recruited members to bring cookies to sell with the food. Becky also stated that Wildlife Adventures will be at the Open House and suggested that we set them up with a tent outside the fence in front of the house. Bob volunteered to set up the coffee and hot water station. Larry Jennings will have a table for Coastal Conservation Association but will not need a tent. Bob also suggested that we set up the tents on Friday the 20<sup>th</sup>.

10) New Business

- a) Lou spoke to the issue of Review of Treasurer’s authority to pay bills. The current By-Laws read: Section 4: Disbursement of Funds.
  - i) For the disbursement of funds to pay for goods or services approved in the annual budget (such as utility bills, garden supplies, sanitary facilities or construction materials, and bills from tradesmen for approved work) or expenditures or purchases approved at a regular Board of Directors meeting, the **Treasurer may authorize electronic disbursement from the Society’s accounts to pay such bills up to the amount approved at his or her discretion.** Alternately, the Treasurer is authorized to pay such bills by check.
 

**The disbursement of funds by check or by voucher for any bill or expenditure not authorized in the annual budget or approved at a regular meeting of the Board of Directors shall require the signature of two Officers of the Society.** The electronic transfer of funds is not authorized under these circumstances.
- b) Review of draft Resolution on contract approval and signing (below). Sharon made a motion to propose acceptance of the draft Resolution. Michael seconded. Discussion ensued. Changes were made to the resolution. Both Sharon and Michael accepted the changes to the resolution. The motion carried with seven for and one abstention.
 

**Whereas the signing of a contract or other legally binding agreement creates a performance and financial responsibility for the Goshen Farm Preservation Society, Inc. (Society) and;**

**Whereas the By-Laws of the Society requires the approval for the expenditure of funds either through the passage of the Society’s annual budget or by a vote of the majority of the Board of Directors;**

**Therefore, be it resolved that all contracts or other legally binding agreements must be approved by a vote of the Board of Directors prior to the signing of the document, and**

**Further be it resolved that contracts may only be signed by the President and another officer of the Board of Directors,**

**Further be it resolved that this resolution be incorporated into the Society’s By-Laws through the amendment procedures currently specified in the By-Laws at the Society’s 2019 Annual Meeting. (Action Item: 329-04-18)**
- c) Roy spoke to the request of a group to camp on Goshen Farm property. He authorized the camping. Member, Tim Feist and his son requested to camp on April 28<sup>th</sup>. Roy brought this up for future consideration of this type of request. Michael brought up certain hazard issues associated with camping on Goshen Farm property and restrictions

that should be discussed. The Board felt that we should have basic guidelines for members requesting camping. Discussion ensued on guidelines. **(Action Item: 320-04-18)**

- d) Becky discussed the Demonstration Plot in the Sharing Garden. She suggested that we use concrete blocks and a table top, or geotextile root pouch as examples of alternative gardening that does not require a garden plot and demonstrates that one could garden without getting down on hands and knees for those with physical limitations. This demonstration plot will not be ready by Spring Open House.
- e) Becky stated that those members that attended Michelle Weisgerber's Abuse Awareness Training last May, 2017 will have received electronically from Becky, Chaperone Background Check Guidelines. These guidelines will take them through what they will find when they go onto the AACPS-Chaperone website for completing Chaperone Background Check. Once they have completed this process, they will not be notified of the results. The schools will be notified when the background check is completed. On line, they will know they have completed the information for the background check because it will say "thank you" and they will receive an email from AACPS. Lou Biondi, Sharon Biondi, Ginny Burris, Larry Jennings, Bob Nestruck, Terry Brandon, and Roy Benner received Becky's email. Ray Colstadt was not notified because Becky does not have his email.

11) New Actions Items were not reviewed.

12) Final comments from the floor

- a) Lou thanked Warren Klug for attending the meeting. Warren stated that it was interesting to see all that is involved with running Goshen Farm. He has volunteered to work with the Bee Keepers, Jenni Biondi and Patrick Marsh at the Apiary. Roy suggested that we have a few extra copies of the Agenda and Minutes for member guests.

13) Lou asked for a motion to adjourn. Becky made a motion and Linda seconded. The motion carried. The meeting adjourned at 10:01 PM.

## ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Ctrl #	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	Michael	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 for Power Point Presentation.	Roy and Michael	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
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, Lou	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
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
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. Dave came on April 14 <sup>th</sup> but still has 2 outlets to install.
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	Security cameras working now after plugged into new upstairs outlet but still needs to test live streaming.
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	
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	
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
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.
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'd. \$800.00 Grant from Four Rivers Garden Club in March, 2018. Final report due 03-01-19.
325-04-18	Schedule meeting to discuss problems with and solutions for educational programs after the current school year ends	Lou, Terry, Becky, Roy and Bob	06-30-18	Working	Problems relate to scope of projects designed by GFPS and follow through with teachers and other discussed issues.
326-04-18	Train Garden Chair, Bob Nestruck on creating and sending out Mail Chimp notices for Sharing Gardeners.	Lou/Bob	06-01-18	Working	Will make Garden Chair's job of notifying gardeners of events or volunteer issues



327-04-18	Email Jeanne Ward regarding donation of time for STP archaeological dig related to wildlife pond, pollinator garden and Monarch waystation projects	Sharon/ Roy	06-01-18	Working	Jeanne Ward would qualify as a Friend of Goshen Farm
328-04-18	Create GFPS ID for Leigh Neugebauer and Michael Buchet. Get three more sets of keys made. Order three more key fobs	Lou Roy Bob	06-30-18	Working	Standard issue for new GFPS Chairs or officers
329-04-18	Put Contract Resolution on January, 2018 Annual Meeting Agenda for vote by membership on By-Law addition.	Lou	12-15-18	Working	Needs to be voted on at 2019 Annual GFPS Meeting to become permanent part of By-Laws
330-04-18	Create guidelines for members camping on Goshen Farm land.	Board	07-30-18	Working	Need to check with Insurer regarding liability, camping locations on Farm property, etc.

## 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.
Every 10 years	Replace surge protector in electric panel	Building and Maintenance Chair	April, 2028		Installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the lightning Protection System. Installer recommended replacing surge protector every 10 years.