

Goshen Farm Preservation Society
Board Meeting, May 16, 2018

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Lou Biondi	Recorder:	Sharon Biondi
Date:	May 16, 2018	Time: 7:30	7:37 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Becky Benner, Linda Beck, Terry Brandon, Roy Benner, Sharon Biondi, Bob Nestruck, Leigh Neugebauer and Michael Buchet		
Members Attending:			

- 1 Call to Order and welcome of new and current members
 - a) President Biondi called the May 16, 2018 Board Meeting to order at 7:37 PM.
- 2) Requested changes or additions to the agenda from Board Members.
 - a) Lou added one item to new business.
- 3) President’s Report
 - a) General Comments on Administration
 - (1) President Lou Biondi reported that he had one addition to his report. The Mail Chimp Campaigns created by Shannon at Color Fire asking for volunteers for the Strawberry Festival GFPS booth brought in 4 volunteer responses to date and Shannon also posted a Mail Chimp notice of the full Summer Acoustic Concert Schedule. He was pleased. Shannon will also be posting reminders for the Summer Concerts.
- 4) Vice President’s Report – Michael Buchet (Report submitted and copies distributed to the Board)
 - a) Treasurer, Linda Beck and Vice President Michael Buchet met with accountant, Terry Belcher for two hours on May 15th. Terry has a copy of our latest accounting version for 2017 and past GFPS data. Terry, Linda and Michael all agreed that this version is far too complicated. Therefore, expense items will cut across all of the activities GFPS is involved in and create a “natural categories” (classification) that is simplified. Michael, Linda and Terry will continue to streamline the current system.
 - b) Michael looked for an updated version of QuickBooks Premier Not for Profit. Through Tech Soup, we could buy a version that is about \$125 but we would also have to buy a separate support system. If we switched over to this version, GFPS could not go back to its current accounting system. Therefore Terry and Michael feel that at the rate QuickBooks stops supporting their programs, we could probably get to 2020 with the version we currently have before we lose support from QuickBooks. We will continue with what we are currently using.
 - c) Review of Committee Guidelines and Responsibilities
 - (a) Michael created the rough drafts of the Committee Guidelines for nine Standing committees and two Ad Hoc Committees required by our By-Laws.

He also created a rough draft of Chair persons' responsibilities and a revised Events Catalogue Descriptions and Tips. He would like these reviewed and discussed for changes or additions. Discussion followed.

(i) Michael made a motion to create an Ad Hoc Committee to produce the Committee Guidelines required by our By-Laws, and the Committee Chair Persons' Responsibilities. Bob seconded the motion. Discussion ensued. Motion carried. Lou asked that Michael chair this committee and Lou will volunteer to be a member. This committee will meet and also communicate ideas through emails to Michael.

- 5) Review of Minutes – March 18, 2018 Board Meeting
 - a) Becky Made a motion to accept the April 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) Becky made a motion to accept the April 30, 2018 Treasurer's report and Bob seconded.
 - b) Linda reported that we can now do electronic banking with FNB.
 - c) Linda got a statement from Ace Hardware but has not gotten a receipt from the Board Member who made the purchase. For now, Linda put this expense under Grounds. Linda will call Ace Hardware and ask for a copy of the invoice.
 - d) Linda got an email from FNB Bill Pay related to our electric bill. It was determined that this is spam.
 - e) The balance in Checking for April 30, 2018 was \$32,057.99.
 - f) Becky reported that there are two members who have rented Garden Plots that have not paid \$5.00 (Wendy McClintock and Gary Hacker). Becky contacted both and they stated they would send checks. We have not gotten these checks to date. Becky also asked Linda to send the PayPal receipt for Megan Roth's plot rental.
 - g) The motion to accept the Financial Report carried.
- 7) Committee Reports
 - a) Building & Maintenance – Dave McCormick (No report submitted)
 - i) Roy reported that he saw Dave at the Farm this week. Dave is preparing for his move to Florida. Roy asked him to please send the Board any pertinent emails from the Building Committee or put these on a thumb drive. Dave stated that he would do the latter. Roy also reported that Dave brought by a gallon of the lead encapsulation paint, brushes and a tool that measures the thickness of the paint after applied and dry and stored them in the Farm House.
 - b) Communications – Leigh Neugebauer (No report submitted)
 - i) Leigh reported that she created Face Book posts for upcoming events and posted the first Summer Acoustic Concert for June 22nd on Face Book. Lou reported that Shannon at Color Fire continues to be incredibly responsive to his requests and sends out blasts and mail chimp notices to our complete list of members and nonmembers (depending on the request).
 - c) Events Coordination (Vacant)
 - d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)

- i) Terry reported that there was a cancellation of a 4th grade class trip to Goshen Farm. The teachers seemed to have been caught off guard with a chaperone issue. The CSCES Principal, Ms. Lancaster made a decision that if one class did not have enough chaperones then the other 4th grade classes could not attend. Lou will make an appointment to talk to Mrs. Lancaster about the 4th grade field trip and also making a certificate presentation to Mrs. Velozo before her retirement. **(Action Item: 331-05-18)**
 - ii) Another issue on the educational institution side is the May 31st BHS PVA Vocal Program that Terry sent emails regarding. Terry has gotten clarification on some of the questions the Board asked regarding this program. It will run from 6 PM to 7:30. They are bringing about 60 guests. We need to advertise this as a school program with date, time and weather issues for cancellation for our members. Leigh will do a post on Face Book, Lou will send her a flyer by Friday, May 18th for the post and Mary-Lynn will post on Twitter. Terry also stated that if the weather is not good the director, Paul Dembowski will send us an email by 12:30 PM. We can then if necessary, put out a Mail Chimp cancellation notice. Lou also suggested that Terry talk to Paul Dembowski about a choral performance at the Fall Open House.
 - iii) Terry also reported that Tracy Smith, who goes to an exercise class, invited the ladies involved with the class to Goshen Farm for a picnic. They had a great time. Half of the group came back for a second picnic the next day. Lou asked that Board Members who know of these visits let him know so he can post the occasion with pictures (if available) on Face Book. These posts increase the traffic on Face Book and the website if we post there.
 - iv) Terry brought up that we had a visit of 30 students and 4 teachers from Harbor School. They worked on clearing the new Pollinator Garden. Terry has set aside a plot for Harbor School if they are interested.. They would like to do something with Goshen Farm all year. This could be helpful to us on projects we have that run year round, such as the aquaponics project monitoring. Roy will send pictures and a short write up on their visit so Lou can put this up on FaceBook.
 - v) Lou asked about the MD Historic Preservation Non Capital Grant that was noted in Terry's report. Terry will give us more information when he has it but he believes that it will be an Educational Program Grant.
 - vi) Becky commented that she was at the Four Rivers Heritage Meeting on May 15th and she commented that GFPS was having the BHS vocal group on the 31st and two members of the AACPS administration were present and were surprised to hear about this event.
- e) Sharing Garden – Bob Nestruck (Report as submitted)
- i) Bob reported that all of the plots are rented.
 - ii) Bob reported that he wants to introduce the nematodes (microscopic worms) that eat bugs in the soil into the Sharing Garden. It has to be dry when he introduces the nematodes.
 - iii) Many gardeners have volunteered to complete painting the Sharing Garden fence boards. Weather has been problematic for this project.

- iv) Lou asked if Bob could take an hour and look at the WBAL website and the National Weather Service or any other groups that might be interested in weather forecasting and set up a weather station. Students who come up for various activities could do this report. Bob will check with Ms. Bourgeois from BHS about the weather station as well. Lou suggested that the station could be donated.
- f) Grounds – Roy Benner (Report as submitted)
 - i) Roy stated that the electric is back on after the last storm.
 - ii) Bill Gambee was to come up to check out the failed structure using the crawl space under the 1783 Farm House on May 14th but had to postpone due to no electricity. Bill rescheduled to come to the Farm on May 16th and he came. Bill could not fit through the hole in the crawl space. He may try again using the area in what was the first floor bathroom.
 - iii) Dean Cowherd is back at work and the Board was thrilled to hear this good news about Dean.
 - iv) Roy brought up the issue of the tree that fell over the Merson's fence. This will be covered under New Business.
 - v) Lou asked Roy to let him know if he wants a Mail Chimp notice to out regarding planting in the Pollinator Garden and Monarch Way Station.
 - vi) Roy reported that he is still working on the guidelines for camping on Goshen Farm property.
- g) History and Research – Scott Powers (Report as submitted)
 - i) Scott reported that all of the band slots for the 2018 Summer Acoustic Concert Series have been filled.
- h) Membership – Becky Benner (Report as submitted)
 - i) Becky reported that we have 163 membership units. We are 3 membership units ahead of where we were last year at this time! When Becky sent out the acknowledgement letters to all members, she also included a schedule of the Summer Acoustic Concert Series, the Wine Tasting, the Fall Open House and the Pasta Dinner.
 - ii) Becky asked for suggestions on the brief history section and what should go on the back page of the tri-fold brochure for Goshen Farm. Becky requested that the Board email her suggestions for additional information to be included.
- 8) Action Items and Recurring Items were reviewed. No actions were completed.
- 9) On-going Business
 - a) Planning for the Summer Acoustic Concert Series is completed and Leigh has posted the first concert date on Face Book.
 - b) The Ad Hoc Committee for reviewing and developing Committee Guidelines has been approved with Michael Buchet as the chair. Michael asked that Board Members that are Chairs to look at what Lou sends out in emails regarding this committee. Lou suggested that each committee chair look at what Michael has drawn up for that committee and respond to Michael with comments, additions or suggestions.
- 10) New Business
 - a) Lou brought up the GFPS Memorial Grove. Sharon had suggested that Orlando Rideout IV should have a plaque in the Memorial Grove. Lou spoke to the Board about this

possibility. Not only was Lanny an early supporter of GFPS as were those already chosen for plaques, but Lanny's role in testifying to the County Council's about Goshen Farm's historical importance and their subsequent decision to save the Farm House from demolition based on his testimony, was consequential. Michael Buchet made a motion to create a plaque for Lanny and this was seconded by Bob Nestruck. The motion carried. It was suggested that when we know the date for the ceremony commemorating Lanny's role in establishing GFPS with a plaque, that we let his daughter, Molly Rideout, know so she can attend.

- b) Lou reported on Anita Merson's request to cut down the tree that is over her fence (after the last storm). Lou does not believe as a leasee that we are responsible. Roy has done this in the past but does not think he can do this safely. Terry feels that we cannot ask Richard's tree Service to do this for free but he believes we should take care of this. Becky believes we should as well. Lou feels we should put up a Face Book post celebrating all of the donations Richard's Tree Service has done. The Slice Family recently had a tree taken down by us that was also donated by Richard's. Terry also suggested that we have Richard's take down trees that could fall on these surrounding properties and either cut them up ourselves or leave them lay in the woods. Lou suggested that we write a letter to her to state that we are taking her request under advisement and address this as soon as possible. Leigh suggested that she write a response to Anita Merson instead of the letter.
- c) Lou stated that he and Sharon are taking responsibility for the August 18th Wine Tasting and Silent Auction. We will have more detailed discussion after the Strawberry Festival.
- d) As regard to the Fall Open House on September 15th, Lou asked if any of the Board is willing to chair this event. No one stepped up. Becky stated that she has booked Raptor's Eye for the Fall Open House. Leigh suggested that we put out those donation boxes at Open Houses as we do for the Summer Concerts. Terry suggested that we ask for a \$5 parking donation. He also noted that we have to have someone at a table collecting this parking donation at the entrance to our driveway.
- e) As regards the Harvest Dinner on October 13th, Lou asked if a Board Member would agree to chair this event. Bob Nestruck volunteered to chair this event.
- f) Michael stated that he has a new computer that has voice recognition. He would like to have one of the recorded oral histories to see if his computer can type it up. Sharon will give Michael her recording of Steve Derby's oral history to test this out on his computer.
- g) Last, Michael reminded the Board about the construction on Graul's Field. There will be a line of dump trucks dumping dirt so the county can create step ponds down to the Little Magothy to direct the run-off that exists now.
- h) Becky mentioned that she was looking at our website and was appalled by the picture of the Tenant House posted. She would like to have a picture of the Tenant House as it appears now on the website with a date and a picture of the Tenant House as it actually appears after the work that was done to improve the appearance of the outside; also with a date. Becky also said that the dates need to be corrected for upcoming events. Lou will pass these suggestions on to Jim Barcliff.

- i) Michael asked if the Board has made preparations to recognize Mrs. Velozo's participation before her retirement. Lou will create a Certificate of Appreciation for Mrs. Velozo. He will ask the CSCES principal about this when he calls or meets with her.

11) New Actions Items were reviewed.

12) Final comments from the floor

- a) Monday night Roy called Jenni and Erick about a bee hive in a tree near the Apiary. Erick removed the beehive and we now have an additional hive in the Apiary. Leigh would like some pictures of saving this hive for a Face Book post if Roy has any pics.

13) Lou asked for a motion to adjourn. Becky made a motion and Bob seconded. The motion carried. The meeting adjourned at 9:34 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 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
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 th 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 one more set of keys made for Michael.	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 (with Becky and Roy's research and input)	07-30-18	Working	Need to check with Insurer regarding liability, camping locations on Farm property, etc.
331-05-18	Contact CSCES Principal, Ms. Lancaster regarding cancelled 4 th grade field trip and Certificate of Appreciation for teacher, Ms. Velozo.	Lou	06-10-18	Working	Important for public relations and future activities with CSCES

RECURRING ACTIONS

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	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.
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	December 31 st		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.