

Goshen Farm Preservation Society
Board Meeting, September 19, 2018

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| Called by: | GFPS Board | Type of Meeting: | Board of Directors |
| Facilitator: | Lou Biondi | Recorder: | Sharon Biondi |
| Date: | September 19, 2018 | Time: 7:30 | 7:30 PM |
| Location: | Cox Room, CSC Clubhouse | | |
| BOD Attending: | Lou Biondi, Becky Benner, Roy Benner, Sharon Biondi, Bob Nestruck, Michael Buchet, Terry Brandon | | |
| Members Attending: | | | |

- 1) Call to Order and welcome of new and current members. President Biondi called the September 19, 2018 Board Meeting to order at 7:30 PM.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky requested a discussion regarding dates for GFPS events for 2019 in New Business.
- 3) President’s Report (Report as submitted)
 - a) Additions to President’s Report
 - i) Becky reported that she did not receive August’s Minutes. Lou will send out tomorrow.
 - ii) In response to Becky’s question about Bill Gambée’s report, Lou reported that he still has not had time to read the report. Lou will send out Bill Gambée’s report on the Farm House foundation stabilization project after he has had time to review the report.
- 4) Vice President’s Report – Michael Buchet (Report submitted and copies distributed to the Board)
 - a) Michael reported on the Quick Books conversion process. He has spoken with one consultant and has been emailing another. He is going to arrange for a meeting tomorrow with one consultant and the other one in October. The accountant, Terry Belcher, cannot give us further assistance as the conversion is beyond her expertise.
 - b) Michael reported that the Adhoc Committee Meeting on Committee Chair Guidelines and Committee Responsibilities is tomorrow (September 20th at 7:30 pm). We are currently working on Communications Committee. Lou reported that he will be at a Broadneck Council of Communities Meeting tomorrow night. Michael will check with the rest of the committee and reschedule if necessary.
- 5) Review of Minutes – August 15, 2018 Board Meeting
 - a) Michael made a motion to table the August 15, 2018 Minutes until the October Meeting as they were not included in the Board Meeting Packet. Becky seconded. The motion to table the minutes carried.
- 6) Treasurer’s Report (Linda Beck – provided under separate cover)

- a) Treasurer Beck was unable to attend the Board Meeting so President Biondi asked to table review of the Financial Report for August 31, 2018. Bob made the motion to table the Financial Report for August 31, 2018 and Becky seconded. The motion carried.
 - b) Michael Buchet spoke to an issue in the Financial Report.
 - i) Michael brought up the submission for request for reimbursement. There is an Expense Reimbursement Sheet and Michael did not know if we had started accepting emails in lieu of this Expense Reimbursement Sheet. We have not. Lou stated that the process has not changed. Any Board Member seeking reimbursement must complete the Expense Reimbursement Sheet, attach the original receipts and email, hand deliver to the Treasurer or mail to the Treasurer at our address, Goshen Farm Preservation Society, Attention: Treasurer, 1223 River Bay Road, Annapolis, MD 21409. Sharon stated that new Board Members or other members may not be aware of this form or the process. Linda will respond with this information to the member who sent the request for reimbursement via email.
- 7) Committee Reports
- a) Building & Maintenance – (Vacant)
 - i) Roy reported that he had received all of Building and Maintenance Chair, Dave McCormick’s committee materials before Dave moved to Florida. Becky is in the process of organizing most of this paperwork by chronological order. Roy will then go through the paperwork and report back to the Board. This will be filed for the next Building and Maintenance Chair.
 - b) Communications – Leigh Neugebauer (No report submitted)
 - c) Events Coordination (Vacant)
 - d) Financial Development and Volunteer Coordinator – Terry Brandon (Report as submitted)
 - i) Terry stated that only half of his report was sent. The report the Board received listed the tomatoes that had been received by volunteers for making sauce that has been promised for delivery for the Fall Harvest Pasta Dinner. Terry spoke to some of the important aspects of his additional report and will mail the second sheet out to the Board tomorrow.
 - (1) Terry stated that the Enclave Program has a new Job Coach, Jodi. At the first Enclave Class of this school year, Jodi appeared to be more organized and goal oriented. After the class, Jodi met with the students and asked each what goal had they worked on in today’s class. Students should be working on goals related to their IEP’s. Terry is pleased and believes Jodi will be an asset to the Enclave Program. Terry is hoping to have some mainstream students involved in the program. Hannah Guidry may be one mainstream student working with the Enclave Class. Terry hopes to have one mainstream student for every Enclave Student.
 - (2) Terry has been in touch with Nancy Bourgeois and Matt Bem of BHS regarding the Environmental Literacy Class starting on September 28th and planning for the EcoAction Science Club for once a week visits to Goshen Farm.

- (3) On October 17, Michelle Weisgerber is planning a faculty in-service for 20 – 30 BHS faculty to design a lesson plan(s) in their area of expertise that would utilize Goshen Farm.
- (4) Terry reported that the Integrated Community Stakeholders Team (ICST) Committee resumes meetings on Friday, September 28th at 8:30 am at BHS.
- (5) Last, Terry stated that Dave Shumaker has volunteered to help in the Hoop House with the hydroponic kits preparing for the fall lettuce crop.
- e) Sharing Garden – Bob Nestruck (Report as submitted)
 - i) Bob reported that he and the gardeners had planted approximately 30 extra tomato plants for making sauce for the Harvest Pasta Dinner. Many of these plants died due to the tremendous amounts of rain we have had this spring and summer. Thanks to Terry and the crop in the Hoop House we had plenty of tomatoes. Bob hopes to have 18 gallons of sauce for the Harvest Pasta Dinner.
- f) Grounds – Roy Benner (Report as submitted)
 - i) Roy spoke to an addition to his report. Roy bought a farm bell and it had some cracks in the bell. Mike Hill and Bill Lambert repaired it. Roy showed the Board pictures of the new bell. He installed it on a 6’ by 6’ post in the Farm House yard.
 - ii) Roy reported that he was disappointed that he was unable to get the inflatable Soil Health Tunnel for the Fall Open House. Roy was going to rent the tunnel from Natural Resources Conservation Service (NRCS) but they decided not to buy the tunnel due to the high cost of shipping it from the manufacturer to NRCS.
 - iii) Roy spoke to the Eagle Scout Projects in the works.
 - (1) One of the scouts, Aldan Giroux, showed interest for working on the invasive vines issue. Roy had mentioned possibly using goats and this possibility interested Aldan. Aldan wrote a rough proposal for fenced in area/shelter for one or more goats. Roy planned on asking the Board if we would approve this idea including maintenance and care of the goats. Ultimately, Roy decided this was not feasible at this time because of the upkeep. Aldan decided to build several blue bird houses.
 - (2) Connor Shaw is still considering clearing the ironstone quarry of brush and installing stairs at the face of the ironstone outcrop (at post number 2) for better viewing.
 - (3) Roy reported that he is learning so much from the planting of the Pollinator Garden. For example, he discovered the Monarch Butterfly caterpillars had eaten most of the milkweed leaves and he and Larry Jennings moved many caterpillars down to the milkweed plants near the silo. The caterpillars preferred the tender milkweed leaves so next year, Roy will cut the milkweeds in the Pollinator Garden back in August. This will cause new tender leaves to emerge and keep the caterpillars well fed.
 - (4) Roy stated that many weeds are growing in the Pollinator Garden. Roy is trying to keep them down but with the rain it is getting difficult. Becky suggested that Roy have Lou send out a Mail Chimp message for the Pollinator Garden clean-up when Roy picks a date and time.
- g) History and Research – Scott Powers (No report submitted)

- h) Membership – Becky Benner (Report as submitted)
 - i) Becky reported that as of September 2018 we have 180 membership units and we already have 18 membership units for 2019.
 - ii) Roy has looked into Past Perfect program for non-profits that covers membership and financials and asked Michael Buchet if this would solve the problem of switching over to QuickBooks. Michael did not think at this time Past Perfect would work for GFPS.
- 8) Action Items and Recurring Items were not reviewed (due to not having the August Minutes). Michael made a motion to table Review of Actions and Recurring Actions and Becky seconded. The motion carried.
- 9) On-going Business
 - a) There will be more discussion of Honey Sales and reimbursement protocol for Erik Wallace.
 - b) Fire Extinguishers - Roy contacted T & S Fire Protection Company of Glen Burnie. The owner's son inspected our existing fire extinguishers and recommended one additional fire extinguisher be placed at the Container Buildings. Goshen Farm is now on schedule to have the units inspected and re-tagged each August and Roy will be notified when they will inspect on his cellphone. Becky stated that the extinguisher that was in the Garden Shed is no longer there. Roy will check on this. The cost for each inspection is about \$40.00 (\$20 fee and \$4/fire extinguisher). Roy sent Treasurer Beck this information.
 - c) Harvest Dinner Planning.
 - i) Bob reported that he has not heard back from Pat Furgurson about working the dinner. Bob will get the liquor license. He asked Becky about signage. Becky stated that we do not have signs. She recommended the sign say, "Harvest Dinner, the day and time and address". Bob will contact Rose Mary Stocker who is our intermediary for sign maker, Tommy Bowers, and have her order the new signs. Roy asked if Gloria Dei! Lutheran Church will have the Harvest Pasta Dinner on their sign. Becky stated that Connor Shaw does their sign board and he will make sure that our dinner is on the sign board. Lou stated that he will be making and cooking the 200 -300 meatballs on October 12th.
 - d) Lou asked Becky about the event signs she planned on ordering. She had 8 new signs made for Open House and parking.
 - e) Lou asked Becky about the status of the Camping Guidelines. Becky stated that she put them on hold due to questions we have for the BoE. Lou asked Becky to send him her draft of the guidelines and he will send them in an email to the BoE's lawyer for comment.
- 10) New Business
 - a) Discussion began on dates for 2019 GFPS Events. The following dates were decided:
 - i) Java and Jazz, Tea and Tunes – Sunday, March 10, 2019 from 3 – 5 pm
 - ii) Spring Open House – Saturday, April 13, 2019 from 10 am – 4 pm
 - iii) Wine Tasting/Silent Auction – Saturday, August 17 or 24, 2019 from 4 -7 pm
 - iv) Fall Open House – September 14, 2019 from 10 am – 4 pm
 - v) Fall Harvest Pasta Dinner – Saturday, October 12, 2019 from 5:00 – 7:30 pm.

- vi) Summer Concert Series is to be determined. Lou will get these event dates to Scott so he knows dates to work around for concerts.
 - b) Michael suggested that he agrees with Becky about having a Master Calendar on the website for events but he feels we could put additional things such as monthly meetings and the Annual Membership Meeting on the calendar. Lou would like to have Christie Roberts and Jim Barcliff develop a Master Calendar “off-line” so that the Board could review it. **(Action Item: 341-09-18)**
- 11) New Actions Items were not reviewed.
- 12) Comments from the floor.
- a) Terry mentioned that he and Roy have been talking to Emily Oland Squires from the Maryland Archives regarding the fact that Dr. Morris Radoff was their first Chief Archivist. They have a large portrait of Dr. Radoff that they are moving to a new location. Terry was suggesting to Emily that we have a joint event at the archives about Dr. Radoff. She suggested it be part of one of their lunch lectures and that GFPS presents. Terry thinks that Barbara Morgan may have information in the diary she has from Dr. Radoff and Scott Powers has information. Getting the information about Dr. Radoff put together into a presentation and finding someone to make the presentation needs more discussion. Emily Squires was considering this presentation sometime in the next several months.
 - b) Terry and Becky also discussed attending and having a display at the inaugural AACPS Community Expo for secondary school social studies teachers at Severna Park Middle School on August 27th. They have been in touch with Eve Case and two others from the AACPS Social Studies Department regarding Goshen Farm. Becky has invited Eve Case to Goshen Farm but to date, Eve has not responded.
 - c) Bob will program the new key fobs for the security system and give one to Michael Buchet.
- 13) Lou asked for a motion to adjourn. Bob made a motion to adjourn and Becky seconded. The motion carried. The meeting adjourned at 9:09 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 | | | |
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| 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) | 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 |
| 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 ,Building Chair | 09-01-16 | Working | Grant needed for this project |
| 207-12-15 | Develop and execute well plan | Building Chair, 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 | Building Chair, 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 | Building Chair, 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 |
| 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. | Building Chair | 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). | Building Chair | 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) | Building Chair | 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 Gravelly Mower to present to the Board. | Roy | 01-30-17 | Working | |
| 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 | 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 |

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| | accounting system, QuickBooks Supreme for Nonprofits | | | | 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 | |
| 319-03-18 | Price out encapsulation paint, liquid sandpaper, and painting supplies for encapsulation project of all painted walls and ceilings. | Building Chair | 04-18-18 | Working | Expense can be approved at April Board Meeting |
| 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. |
| 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. Test Dave McCormick's keys and if they work, give them to Michael Buchet. | Lou Roy | 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. |
| 332-06-18 | Discuss responsibility with Leigh regarding print media and on-line calendars for events. Contact Shannon at Color Fire and give her a schedule for sending out Mail Chimp notices for each Summer Concert in our concert series. | Lou | 09-30-18 | Working | Mail Chimp notices remind members and others on the list of each concert scheduled |
| 333-06-18 | Research construction companies who will give us proposals for stabilizing the Farm House foundation | Lou | 10-30-18 | Working | Jon Tung (recommended by Jane Cox) never responded with a plan after he inspected the Farm House in June 2017. |
| 334-06-18 | Set up meeting (ad hoc committee) with Dr. Parker to discuss her ideas for a business relationship between Parker Place and GFPS, membership, and | Roy | 08-30-18 | Working | We have no membership category for a business desiring to use our facilities for clients. |

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| | our limitations as a 501 c3 | | | | |
| 335-06-18 | Contact the Soil Conservation District for the name of a forester who can create a Forest Management Plan | Roy | 09-30-18 | Working | Roy is very concerned about the number of trees that are down and those that are in danger of falling |
| 337-07-18 | Send for certification for the Monarch Waystation from the State of Maryland and also certification from Bay Wise Gardening for the Pollinator Garden and the Monarch Waystation. | Roy | 10-30-18 | Working | Having these certifications will benefit GFPS. |
| 338-07-18 | Contact BoE's attorney regarding clarification on Camping Guidelines after the guidelines are finalized. | Lou | 10-30-18 | Working | Make sure GFPS is aligned with our BoE Lease. |
| 339-07-18 | Research requirements for Fire Extinguishers (such as frequency of inspections) with Fire Department. | Roy | 10-30-18 | Working | GF has 4 extinguishers but no building and maintenance chair to check these on a regular basis. We may need a service to do this. |
| 340-08-18 | Contact Fortress Company and order 3 more security key fobs. Activate fobs as needed. | Lou, Bob | 9-30-18 | Working | Bob will activate these key fobs as needed. |
| 341-09-18 | Contact Christy Roberts regarding creating Master Calendar for website off-line for GFPS Board's review | Lou | 10-30-18 | Working | Will be able to post 2019 events and other activities such as monthly meetings and Annual Meeting... |

RECURRING ACTIONS

| 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 | Renew SSL (security) on GFPS Website – Go Daddy | Treasurer | July | | \$119.98 Annually for upgraded Security on GFPS Website |
| 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, 2017 (Chris Batista) |
| Annually | File “Exempt Organization Fund-Raising Notice” for State of Maryland | Treasurer | August 31st | | 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 | Check fire extinguishers (2) in Farm House for expiration | Building and Maintenance | January, | | B & M Chair will search for a volunteer to check fire |

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| Days | date and note if replacements are needed | Chair | April, July and November | | extinguishers to see that they are in working order and not expired and e-mail the chair 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. |