

Goshen Farm Preservation Society
Board Meeting, June 19, 2019

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Michael Buchet	Recorder:	Sharon Biondi
Date:	June 19, 2019	Time: 7:30	7:30 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Michael Buchet, Roy Benner, Becky Benner, Rose Mary Stocker, Sharon Biondi, Bob Nestruck and Linda Beck		
Members Attending:	Louis Biondi, Warren Klug, Barbara Morgan, Christy Folderauer, and Patty Feldt		

- 1) Call to Order and welcome of new and current members. Vice President Buchet called the June 19, 2019 Board Meeting to order at 7:30 PM. He welcomed Barbara Morgan, Christy Folderauer and Warren Klug.
- 2) Michael Buchet requested a motion to change the agenda in order to allow our guest members to discuss 9. a. "Recruiting New GFPS Board Members and Members" under On-going Business, before Item 7, Committee Reports. Sharon made the motion, Roy seconded and the motion carried.
- 3) Michael requested changes or additions to the agenda from Board Members.
 - a) Other than the change of order in the above motion, there were no additions.
- 4) President's Report (Vacant)
- 5) Vice President's Report – Michael Buchet (Report as submitted)
 - a) Michael reported that we are having an issue with Pay Pal making deposits to our account and transferring information to our new QuickBooks Program. Pay Pal has updated their security and had Barbara Morgan's name as contact and Joe Poist's phone number for 2 factor authentication. Treasurer, Linda Beck and Vice President Michael Buchet are updating and correcting this information.
 - b) Michael briefly reported that the new QuickBooks for Nonprofits 2019 Version, the new computer, Symantec Security Suite, Microsoft Office 2019 and Access are all up and running. Michael also reported that he and Sharon Smith will begin the QuickBooks conversion process in July or August, 2019.
 - c) Michael reported that the issue of the Bouncy House has been settled. Michael and Linda inflated the Bouncy House and there were many holes and leaks in the house. The Bouncy House will go to the dump and Roy will get the fan as requested.
 - d) Michael attended the Maryland Historic Trust Non-Capital Grant Seminar. The grant will not likely be available for the Farm House engineering study. Ms. Heather Barrett, Administrator of Research & Survey, Maryland Historic Trust (MHT), Maryland Department of Planning requested that Vice President Buchet submit a packet to determine eligibility to receive MHT grants. MHT will use this information to determine if Goshen Farm Preservation Society (GFPS) is to be listed on the National Register of Historic Places or qualified to be on that register. MHT makes this determination.

Michael explained to Ms. Barrett that GFPS might be eligible to be on the National Register of Historic Places but was prohibited from applying by the AA County Public School under our lease with AACPS. According to Ms. Barrett, eligibility to be on the register can be enough to qualify for MHT grants. Michael submitted the information requested in the MHT packet on June 18, 2019. He will report on the outcome in the future.

- e) Michael has not done any more work with Secretary Biondi to revise the Recurring Item Tracking List.
 - f) Michael has paused on his research of plats, lots and deed descriptions of Goshen Farm.
 - g) Research on solving the Dun & Bradstreet number for GFPS has been put off until a later time. Michael believes that GFPS will have to acquire a phone number for business purposes (such as a Vonage phone number with call out service) to solve this issue. Roy mentioned that his phone number is used by Statewide Septic and various other businesses when they need to contact GFPS as he was the original “point of contact”.
- 6) Review of Minutes – April 17, 2019 Board Meeting and May 15, 2019 Board Meeting
- a) Sharon made a motion to approve the April 17, 2019 Board Meeting Minutes and Bob Nestruck seconded. The motion carried.
 - b) Bob made a motion to approve the May 15, 2019 Board Meeting Minutes and Rose Mary Stocker seconded. Becky made corrections on her copy of rough draft minutes. Bob made an amended motion to accept the May Minutes as corrected and Rose Mary seconded. The motion carried.
- 7) Treasurer’s Report (Linda Beck – provided under separate cover) April 30, 2019 Financial Report
- a) Rose Mary Stocker made a motion to accept the May 31, 2019 Financial Report and Bob Nestruck seconded.
 - b) Linda reported that she paid the Maryland Sales Tax (for GFPS items sold in a six month period) in June.
 - c) Linda also has a contract that needs signing renewing Statewide Septic’s contract. The cost was raised from \$75.00/month to \$78.00/month. Linda also reported that she inquired about the cost of renting an ADA toilet (question raised in May Board Meeting). Linda stated that the cost for a one day rental was \$125.00/day. She didn’t think this would be cost effective for our free Summer Concert Series but perhaps worthwhile for our Open Houses. Roy suggested that Statewide Septic might give us a better price if we rented for a year as we do with the port-a-pot. Linda will contact Statewide Septic again to inquire about the cost for renting an ADA toilet for a year.
 - d) The issue with Pay Pal is complicated. Linda has had to upload new documents to PayPal to be permitted to access the account. She will continue to pursue this problem.
 - e) Becky asked about an entry from Network for Good. Linda explained that on Facebook one can set up donations when it is their birthday and have Network for Good send donations to the named organization. Jeanne Martin set this up on Facebook and \$21.00 in donations were received by GFPS. Thank you Jeanne Martin!
 - f) Michael asked the Board if there was any more discussion. There was none and the motion to approve the May 31, 2019 Financial Report carried.
- 8) On-going Business

- a) Recruiting for GFPS Board and new GFPS Members. Michael stated that he has been concerned for some time that GFPS has not addressed what is referred to as “Continuity of Operations”. This term translates to how an organization operates under distressed conditions such as storms, floods, loss of records, etc. Michael believes that depletion of the Board would also fall under this term. The bigger issue is succession planning and perpetuation of the organization. This is why Michael reached out to members from the early days of GFPS – Past President, Barbara Morgan, involved GFPS Corporate Sponsor Member, Christy Folderauer of Richard’s Tree Care and member, Patty Feldt.
- i) Barbara explained that in preparation for this meeting she had written down some ideas. She passed this list out to the Board. Barbara reviewed her list of ideas. Discussion ensued. Christy suggested that we post signage about what we are doing on a regular basis; a “Did You know” sheet posted along the new bike trail that goes past Goshen Farm’s driveway. Lou suggested posting on the website our upcoming plans for projects on the Farm House and on the property and explain what our situation is with lack of leadership for committees. This post should contain dates and project details for the projects discussed. Sharon suggested an open membership meeting to discuss our situation. Barbara suggested that we could do this “meeting” as a social event and entice with a “Wine and Cheese Party”. There should be no tables so that the participants are moving around and talking. Linda suggested that we can also talk about Goshen Farm at the Summer Concerts. Roy suggested that we have a Newsletter telling the members what is happening with GFPS. Michael welcomed Patty Feldt to the meeting and explained the subject of the current discussion. Patty suggested that we use more Social Media venues to reach more people. Michael stated that we want to create a vision that presents our information as an exciting vision for people. Rose Mary suggested that we let people know that if GFPS is to continue its mission, we need help. Michael asked Garden Chair Bob Nestruck if he thought that the Gardeners would attend a “Social”. He thought they might. He will reach out to the Gardeners. Linda suggested that “Work Days” brought out many members in the past. Michael will look through QuickBooks to find out the engineer who came out to the Farm House to do a survey about 5 years ago. This relates to planning projects at the Farm House that will draw members to participate. Warren agreed that we need to make more local people aware of Goshen Farm. He suggested we have a signboard near the driveway entrance to do this. He explained how he got interested in Goshen Farm due to his interest in Beekeeping. He has not been asked to do much to help with projects (unrelated to the Apiary) around the Farm until recently. He suggested we need to develop specific projects and then ask people to help on these specific projects. Working on these short term projects would give members a sense of “ownership” and involvement in the GFPS’ goals. There was a short discussion on what we do to get information out to members and the general public – our website, The Caper, Mail Chimp campaigns, Facebook posts to all communities that have a Facebook site and would allow us to join, and the CSC Signboard for events. Last, Michael asked Warren what we need to do to get him to get more involved; give specific tasks and ask him to participate? Warren stated that if asked, he believes that he and others

would participate. Then we could further discuss more serious engagement from those who were involved with that specific task. Last, Warren named a member who is interested in serving on the Board and suggested we contact this member. To combine several suggestions, Lou suggested that we identify 3 or 4 projects and let people know that if they participate, they will get free entry into a "Social event". Barbara will put the ideas discussed in this brainstorming into a summary. **(Action Item: 357-06-19)**

b) Motion and discussion of Anne Arundel NRCS Conservation Pond Project Grant – Michael explained that he had asked for the grant paperwork in an email dated June 16, 2019. He received a Zip File from Lou Biondi with what he had regarding the grant paperwork. He also received an email from Roy Benner giving a response to Michael's email with two attachments. Michael read the Zip File today (06-19-2019) and believes that there are forms and signatures missing regarding this grant. He felt that this grant needed to be addressed and discussed tonight before GFPS moves forward on the Wildlife Pond Project. Michael passed out a motion that he drew up just before the meeting.

i) Motion: That the Goshen Farm Preservation Society not expend any more funds than those reimbursed to date on Natural Resource Conservation Service Conservation Program Contract form NRCS-CPA-1202 including NRCS-CPA-1202 Appendix and the NRCS-CPA-1155 Plan Schedule of Operations and plan map until all required paperwork and forms are reviewed and properly completed. And

That, from now forward, the Goshen Farm Preservation Society allow only corporate officers to sign contracts for the Society and requires cosigning by two officers for those contracts.

And Furthermore

That the Society recognizes its Ground Chair, Roy E. Benner, for tireless efforts on behalf of Goshen Farm and particularly for this NRCS Conservation Grant project.

- ii) There was a surprised reaction to this motion resulting in discussion and Michael reminded the Board that in order to have discussion, we needed to have a motion and a second. Sharon Biondi made the above motion (in order to discuss the motion) and Bob Nestruck seconded for the same reason. Discussion ensued.
- iii) Becky commented that this whole issue of contract forms could have and should have been handled prior to this meeting. Michael explained that the documents required for this pond project is part of our corporate record. As Vice President, Michael needs to be certain that everything needed to be reimbursed by NRCS as part of the "cost sharing" included in this contract before he and Treasurer Linda Beck sign any checks for this project. She also stated that the second paragraph of the motion has been discussed thoroughly at previous Board Meetings and the Board knows that only GFPS Officers sign contracts. She feels this second paragraph should be deleted. Michael agreed that this second paragraph should be reworked.

- iv) Roy stated that he believed that he has all of the documents needed for this grant and that he did not sign the contract – GFPS President, Lou Biondi signed the original 2017 contract. Roy suggested that he and Vice President, Michael Buchet meet and review all of the grant paperwork. Michael and Roy will set a date to meet to review all of the grant paperwork – possibly next Friday, July 5, 2019 when both return from their trips. **(Action Item: 358-06-19)** Michael asked for a vote on the motion and the motion carried with one abstention.
- 9) Committee Reports
- a) Building & Maintenance – (Vacant)
 - b) Communications – (Vacant)
 - c) Events Coordination - (Vacant)
 - (1) Michael asked Lou to report on his activity on Events.
 - (i) Lou reported on the Summer Acoustic Concert Series chaired by History & Research Chair, Scott Powers. We have several Mail Chimp announcements to go out this week and Color Fire has set up a Facebook Event Page for every Concert. Becky has been trying to set up postings for specific concerts on the CSC Signboard when the board is available to GFPS.
 - (ii) He reported that as regards the Wine Tasting/Silent Auction, he and Sharon are working on the auction item request letters that will go out to businesses on June 22 and 24th.
 - d) Financial Development and Volunteer Coordinator – (vacant)
 - e) Sharing Garden – Bob Nestruck (No report submitted)
 - i) Bob reported that the Garden is doing well. He asked that Gardeners and others be careful not to spill “**Bloom**” on the Garden paths as it promotes massive weed growth.
 - f) Grounds – Roy Benner (Report as submitted)
 - i) Roy reported that he picked up four umbrellas and ten bases today from the Four Seasons at St. Margarets. All were donated and in very good condition.
 - ii) Roy delivered a load of gravel to the Farm for the Pond Project.
 - g) History and Research – Scott Powers (No report submitted)
 - h) Membership – Becky Benner (Report as submitted)
 - i) Becky attended the Wendi Winters Memorial Foundation PR Bazaar. During this event, there were a number of media people Becky spoke with who would be interested in having radio interviews or You Tube presentations about GFPS. Severna Park Voice was interested in having an article in their paper about GFPS. She has a listing of these interested parties at home. She feels that following up on these interests will enhance our notability and help the public recognize what GFPS is about. Sharon asked if she could get a copy of the media representatives and contact information from the PR Bazaar. Becky stated that she did not know if this venue would be sending out a list of media contacts as they have in the past. Michael asked if she could put together a list of those who showed an interest in promoting GFPS. Becky stated that she may be able to put something together after she and Roy return from their trip.

- ii) Becky also reported that she put the first concert (Friday, June 28th) on nine, on-line calendars, and two printed medias (one bounced back due to a change in the contact information). Lou suggested that he and Becky work on this media list together when both are back in town.
 - iii) We have 173 Membership units as of June 17, 2019.
- 8) Review of Action Items and Recurring Items
- a) Action Item 353-03-19 regarding GFPS liability regarding having a Wildlife Pond is settled. We have no liability. Action Item 354-03-19 regarding GFPS liability regarding having an Apiary is settled. We have no liability. Action Item 356-05-19 is completed. Becky noted that Action Item 329-04-18 should be changed to say, "Put Contract Resolution...on the January, 2020 Annual Meeting agenda for vote by membership on By-law addition."
 - b) In Recurring Action Items, Becky stated that our contact at CNR Insurance has a name change and is now Deborah Martin and should be updated. On the Recurring Action regarding checking our First Aid Kits every 90 days, it says, "Volunteer Chair". Bob Nestruck said he would be willing to do this and it will be changed to Garden Chair (Bob Nestruck) on the chart.
- 9) On-going Business (Order of agenda was changed.)
- c) Bounce House Update
 - a. As regards the Bounce House, Michael will take it to the dump when he returns from his trip. Warren Klug asked how large the Bounce House was. Warren may volunteer to haul the house to the dump.
 - d) Housekeeping:
 - a. GFPS has several issues about file date and name format. Michael suggested that we all move to date our files: yyyy.mm.dd. This will allow us all to sort the files the same way.
 - b. When we email to each other, we all have different versions of Microsoft Word, we should try to save it to an earlier form /File extensions: Access. mdb, Excel. xls, PowerPoint.ppt, Publisher.pub, and Word.doc. Lou mentioned that he is working on the taxonomy for our Google drive and if we all use the same date format and naming nomenclature, all of this can be put on the Google drive for easy retrieval.
 - c. Last on the agenda but not discussed was sending emails. Emails should be sent to President@goshenfarm.org, VP@goshenfarm.org (vicepresident does not work), treasurer@goshenfarm.org, secretary@goshenfarm.org, garden@goshenfarm.org, grounds@goshenfarm.org and membership@goshenfarm.org or to those Board members that did not sign up for a google email address, their regular email address. For those Board Members who have a Google email address, they will have a record of all GFPS Google account emails sent out to them.
 - d. Becky mentioned that she gave Bob Nestruck a thank you water bottle from AACPS Internship Program for working with intern, Hannah Guidry. Roy and Terry Brandon have already received their thank you letter. Related to the AACPS Intern Program, Becky found out that Nylca VanDillon is no longer in

charge of the Intern Program. Sherri Billheimer is now in charge of the Intern Program. When Becky met with Sherri Billheimer she told Sherri that GFPS will not be involved with the Intern Program this summer.

- e. Last Becky updated the Board on the request from Eve S. Case, Social Studies Coordinator for AACPS, regarding having Social Studies teachers attending a workshop at Broadneck HS on August 26, 2019 to have a visit to Goshen Farm included as a session option. Ms. Case contacted Becky to state that they had a transportation issue. It would take the teachers 15 minutes to and from Goshen Farm from Broadneck HS and that would only leave ½ hour for this session. Eve S. Case had decided that this was not a viable option.
- f. As relates to the Board of Education Members visiting Goshen Farm on Wednesday, July 10, 2019, there was discussion on refreshments for that gathering. Becky volunteered to bring baked goods and Sharon will bring lemonade, ice tea, ice, and cups.
- g. Sharon reminded Roy to send her the names of the people from Hancock's Resolution who attended a tour of Goshen Farm and donated \$35.00 to GFPS so that she can send them a thank you letter.

11) New Business

- a) Michael stated that we have worked tonight brainstorming ways to recruit GFPS Board Members and members in general. He revised Goal 10 of the GFPS Strategic Plan. He passed out his revision of Goal 10 and its Objectives, a - c. His purpose was to broaden the focus from just fundraising to recruiting and retaining its resources to capture more accurately what we are trying to do. Michael went over the revisions. He also stated that we will not act on this tonight but will discuss at a subsequent meeting.
- e) New Actions Items were not reviewed.
- f) Comments from the floor.
 - a. Patty suggested that we make the Board Meetings shorter. Sharon and later Michael explained that because we are a 501c-3 corporation with rules and regulations, because we are leasing Goshen Farm from the AACPS there are restrictions in that lease, we also encounter environmental regulations on projects, and we need to have approval from Archeologist, Jane Cox, County Preservationist for work on the buildings and grounds. These are a few of the issues and outside entities that we must keep in mind when making decisions and plans. Issues constantly come up that the Board must deal with. These issues must be explained, discussed, questions answered and decisions made. This process is tedious and time consuming. Patty suggested that we could send information about issues (in addition to chair reports) out to Board Members in advance of the meeting. Becky commented that the Garden Club has tried to do this with Garden Members when issues come up. You then have 23 responses with a variety of positions on whatever the issue is. It is unwieldy. Michael stated that the comments that came out tonight in our brainstorming session were marvelous and worthwhile. We are working to build a full Board so that these improvements can happen.

- b. Warren Klug commented that he wouldn't mind paying \$30.00 for a GFPS t- shirt and membership. Warren stated he is getting some emails and Mail Chimp messages about events but these do not give the bigger picture of what GFPS is about. He basically came to see and understand what is going on regarding GFPS. He also said that some things during the meeting were said multiple times and we could shorten the meeting by being more concise. Last, regarding interaction between Board Members, we have to remember to treat everyone with respect.

12) Adjournment

- a. Bob Nestruck made a motion to adjourn and Rose Mary seconded. The motion carried. The meeting adjourned at 10:07 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			
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)	Lou	05-30-11	Working	135-03-14 was folded into this action
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan	Lou	08-21-13	Working	General terms
207-12-15	Develop and execute well plan	Building Chair, Roy, 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	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	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	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer Price out the three bathroom facility options.	Building Chair	10-15-17	Working	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or kruef@aacps.org *combine Action Items 206,285, and 289 04-17-19 Board Meeting, Michael Buchet suggested that we contact State Wide Septic to cost out an upgraded and handicapped accessible port-a-pot for Large events and Summer Acoustic Concert Series.
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).	Lou, Building Chair	11-15-17	Working	
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	
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 Premier 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

311-02-18	Write our Annual Report to the BoE (2016, 2017, and 2018) 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.	Michael, Lou	05-30-19	Working	Ad hoc committee formed under Chair, Michael Buchet
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
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
329-04-18	Put Contract Resolution requiring "...contracts that result in a performance and financial responsibility for GFPS must be approved by the Board and signed by the President and one other Officer..." on January, 2020 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 See April 18, 2018 GFPS Board Meeting for exact wording of the Resolution.
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. Check with AACPS's attorney regarding draft Camping Guidelines.
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 our limitations as a 501 c3	Roy	08-30-18	Working	We have no membership category for a business desiring to use our facilities for clients.
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.
348-11-18	Revise the Recurring Action Chart to better reflect due dates. For the interim, Sharon will insert month and year for those recurring actions that are not due annually	Lou (Michael)	01-31-19	Working	Lou will send Michael the PDF for Recurring Actions so Michael can make recommendations.
350-02-19	Contact Google to activate automatic payment through GFPS Checking account for \$19.95 annual charge for 100 gigabytes of additional storage.	Lou	04-31-19	Working	Lou is currently paying this bill. Billed each December.
351-02-19	Add renewal of Dun and Bradstreet (D&B) (Password has to be updated every 90 days)	Sharon	03-31-19	Working	Michael and Linda are looking into what caused password problems with D&B which then caused our SAM account to be deactivated. Renewal and updating passwords should be a responsibility of either the Treasurer or the Secretary.
352-02-19	Add renewal of System for Award Management (SAM) Account to Recurring Actions.	Sharon	03-31-19	Working	Renewing and updating SAM should be the responsibility of the Treasurer or the Secretary.
355-05-19	Contact Scott Powers regarding writing history articles for GFPS Caper article	Michael	06-30-19	Working	Would need these short history paragraphs for articles that Lou Biondi is writing or as stand alone

					articles.
357-06-19	Compile brainstormed ideas into a cogent list to be used for future write-ups regarding increasing GFPS Board Member and Member recruitment	Barbara Morgan	07-15-19	Working	
358-06-19	Set up meeting to review NRCS Contract and required documents for the Wildlife Pond and drainage system	Roy and Michael	07-15-19	Working	Review to establish that all needed paperwork required for this NRCS contract is completed.

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 Lou will do for 2019.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy	Treasurer/Communications Chair	April 2022		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April, 2019.
Annually	Renew Basic Managed Word Press –Go Daddy	Treasurer	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2019 for \$119.88.
Annually	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$119.98 Annually for upgraded Security on GFPS Website
Monthly	Goshen Farm.org Google email accounts for Board Members	Treasurer	End of every month		\$6.81/ google account, paid through automatic deduction from our GFPS checking account. Treasurer monitors this. Billed \$47.67 for 7 accounts (President, Vice President, Treasurer, Secretary, Events, Garden and Membership in May 2019
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-N 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, 2018 (Chris Battista)
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 2022		Received 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 : \$1,139.00	2. D and O Liability with Navigator’s Insurance due on May 21 st . \$559.00	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 Martin
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 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the house and Garden Shed.
Every 60 Days	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in Servants Quarters, and 1 in Storage Container that houses tractor and mowers.	T & S Fire Protection Company of Glen Burnie	August 2019		T & S Fire Protection Company of Glen Burnie will contact Grounds Chair Roy Benner each August on his cell phone for extinguishers' inspection. T & S charges \$4.00/extinguisher, \$40.00 travel fee and a \$20.00 Inspection fee. Total approx. cost is \$80.00. T&S phone: 410-760-3958
Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization	Membership Chair	September 15, 2019		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		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer recommended replacing surge protector every 10 years.
Annually	AA County Beekeeper Certification	Beekeepers	January 1		GFPS Beekeepers are: Erik Wallace, Jenni Biondi and Warren Klug. Jenni Biondi receives the recertification forms in December at GFPS mailing address and completes for our total number of hives. GFPS receives the certification in January. The Secretary keeps a copy.

COMPLETED ACTIONS

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys, Keys tested
006-02-10	Response to General Services re :bond extension	Patty	Unknown	OBE	renewed
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chrmn. from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallagher re: CSCIA Bd. Liaison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 th
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010
024-06-10	Review website for section for membership and pay on line	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay on line CTE
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12"by 12' minimum needed
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held, path coordinates identified
009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby

026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason ,Barb		CTD	Electric must be permitted, installed and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up Facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationery and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29