

Goshen Farm Preservation Society Board Meeting,
February 16, 2022

The February 16, 2022, Meeting was held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	February 16, 2022	Time: 7:30	7:32 PM
Location:	Via ZOOM	.	
BOD Attending:	Louis Biondi, Roy Benner, Becky Benner, Sharon Biondi, Terry Brandon, Barbara Morgan, Erik Wallace, Linda Paez, Rose Mary Stocker and Bob Nestruck		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the February 16, 2022, Board Meeting to order at 7:32 PM. The Meeting was held via ZOOM.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky had three changes to the agenda.
 - i) She wanted to discuss Restaurant Week in Annapolis, March 20 – 27. This is also during the Maryland Day Celebrations. Added to New Business, a.
 - ii) Becky asked to discuss the David Weir proposal for Sealing the Farm House. We have not yet sent out RFP for this work, but Becky wanted to know if the cost for this work would be covered in the 2020 MD Capital Projects Grant. Lou stated “yes”, and he stated that he had contacted Alexis Dukes, Department of General Services, and Ms. Dukes stated that Sealing the House would be covered by the 2020 Capital Grant. Lou included this in his November President’s Report.
 - iii) Becky asked if we have a chair for the Spring Open House. Erik stated that we do not. Added to New Business, b.
 - iv) Roy stated that the Board needs to discuss plans for the new stage that will be needed for the Summer Acoustic Concert Series and make a decision. Old Business, e.
- 3) Review of Minutes – December 15, 2021
 - a) Review of the December 15, 2021, Board Meeting Minutes.
 - i) Sharon stated she made corrections from Becky and Barbara.
 - ii) Roy made one more correction regarding the date of the 1856 addition to the Farm House in the President’s report and in these Minutes. This was corrected to read, “...the 1853 addition...”). This date will also be corrected in the December President’s Report and the McCon Engineering report.
 - iii) **Sharon Biondi made a motion to accept the December 15, 2021 Minutes as corrected. Becky Benner seconded the motion and the motion carried.**
- 4) President’s Report – Louis Biondi (Report as submitted)

- a) Lou reiterated that he will not be applying for new grants in 2022. He will be focusing on the two we have been awarded. He did ask if someone was interested in reapplying for and managing the Maryland Heritage Area Authority (MHAA) Grant that Terry submitted in 2021 for repairing the Servant’s Quarters and the Milk House. GFPS was not awarded the grant and there was no feedback as to why we were not successful. Sharon asked if the grant could be resubmitted with only a few updates for resubmission. Becky responded that the focus would have to be changed (rewritten) to include what the grant offer is looking at now such as “immigrants”. Discussion ensued. Terry stated that the money we would have gotten from this grant was a small amount which we would have predominantly matched with labor for making the repairs. Terry suggested that we reassess the repairs that need to be done on both buildings and use our own money. Becky suggested that there will be another FRHA grant opportunity later in 2022 for which she would be interested in crafting a response. Lou suggested that Terry work up a proposal for the repairs that includes the materials GFPS has on-hand such as the cedar shingles, and the cost of new materials. Terry stated that the budget he previously worked up for the 2021 MHAA grant has this information. He will send this information out to the Board. **(Action Item:488-02-22)**
 - b) Becky had an inquiry about a name in this report and Lou corrected it to Bernadette Pruitt.
- 5) Vice President’s Report - Erik Wallace (Provided under separate cover)
- a) No updates
- 6) Treasurer’s Report - Christy Folderauer (Complete Financial Report not submitted)
- a) Christy submitted a report updating the Board on the FNB checking and savings and the PayPal Account. She also included her completion of Sales and Use Tax filing, Personal Property Tax Return, IRS Form 990N, and the status of completing the QuickBooks Chart of Accounts. Additionally, she informed us that Economy Pest Control has been updated as an automatic payment and the Kayaks for the 2022 raffle have been ordered.
- 7) Committee Reports
- a) Building & Maintenance (Vacant)
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) In addition to Barbara’s report, she mentioned that in CSC and Atlantis, there is a “buy nothing” group. They were giving away a painting that says, Persimmon Point, 1924. Barbara took the painting to exhibit at events such as Maryland Day.
 - ii) There was a discussion about Ann Brice Worthington’s book on the history of the Brice family’s time and ownership of Goshen Farm. Barbara will send out the draft to the Board. **(Action Item: 489-02-22)**
 - iii) Becky had a question about Barbara’s report regarding Jeff Klein and Charlie Grube’s offer to buy and install strings of lights with larger bulbs for more light during the summer concerts. Becky feels that this is premature as we need to have a discussion on this venue location.
 - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry brought up his concern regarding the request from Stacy Roth, BHS Signature Program Facilitator of their Environmental Literacy Program. Stacy Roth has requested that on March 10th at 10:30 – noon, BHS have two groups of 35 students

- at Goshen Farm for Soil Health Pit soil sampling followed by an experiment with the soil samples. Adult chaperones were not included but two Advanced Placement Students were to be trained as “student chaperones”. Terry’s concerns are Goshen volunteers that will be involved are vulnerable to COVID variants, we will not know if the students are vaccinated, and the mask mandates by AA County and the MD State Health Department may soon be terminated. During the Fall of 2021, BHS brought students to Goshen Farm for school activities. As these activities were outdoors, masks were not required by BHS, but social-distancing was required. The student groups were accompanied by teachers and “student chaperones”. Terry and other GFPS volunteers observed that the social-distancing requirement was not consistently practiced and “student chaperones” were unwilling to tell other students to self-distance. Terry also had questions about AACPS policy on the student to adult chaperone ratio requirement for high school students. Terry asked for input from the Board. Discussion ensued.
- ii) Lou appreciated Terry’s wish for Board input, but the sense of the Board has been that GFPS chairs such as Educational Outreach Committee set the standards for student participation. GFPS has a policy in place regarding COVID. We have a lease with the BoE and have full control of Farm property. Other than making Goshen Farm available to AACPS students, and GFPS **choosing** to provide volunteers to supplement these events, we have no other obligation. Becky stated that masks should be required as social-distancing for this activity will not be possible.
 - iii) Terry will speak to Stacy Roth and let her know that the students have to be masked. He will discuss other details that could be problematic (such as adult supervision) so that this activity runs smoothly and safely.
- d) Events – Erik Wallace (Report as submitted)
- i) Erik apologized for his last-minute report and said he had been extremely busy. He is catching up on the emails he had not read and will have time next week to plan for Events.
 - ii) Erik verified with the Board that Java and Jazz/Tea and Tunes , March 13th was cancelled for 2022.
 - iii) Erik will be working on the schedule for Maryland Day and coverage for activities. He asked about the tour of the Farm House and whether that is still included in the schedule. Lou stated that this will be discussed under On-going Business, d.
- e) Erik stated that he agreed with the Board that the September 16th Summer Acoustic Concert should be cancelled due to earlier sunset in September. He will contact Scott to see if he wants to schedule another concert date to replace this concert. Erik decided to schedule the Member Appreciation Concert for August 12th so if the August 12th concert is rained out, we still have the August 26th concert to replace this cancellation.
- f) Financial Development - Lou Biondi (Report included in President’s Report)
- g) Garden - Bob Nestruck (Report as submitted)
- i) Bob had sent Pat Furgurson emails regarding his Sharing Garden plot rental. Becky was able to contact Pat and he is well and will be renting two plots in 2022.

- ii) With this good news about Pat, Bob will move forward with his planning for the Fall Harvest Pasta Dinner event scheduled for October 15, 2022. In the past, Pat has handled food preparation for this event.
 - iii) Becky asked what garden plots are available for rental. Bob did not have the plot numbers available. (Bob sent out an email to the Board on 2/17/22 stating that Mary-Lynne Neil was renting plot 36 and plots 37, 48, and 53 were available.)
 - iv) Becky also asked Bob if the CSCES kindergarten students would be working this year on the plot assigned to them. During the COVID Pandemic CSCES students did not work their plot. Bob Nestruck and Tracy Smith maintained, tilled, and planted the plot in their absence. Becky reported that the CSCES PTO had paid the plot rental fee for 2022. Bob stated that he believes that Kindergarten teacher, Trevor Brinson had been to the plot to do some preliminary work. He will contact Trevor Brinson regarding intentions to use this plot. **(Action Item:490: 02-16-22)**
- h) Grounds – Roy Benner (Report as submitted)
- i) Roy added that he has replaced the Shaw Flag on the Flag pole as it was rather worn from sun and weather.
 - ii) Roy also wanted to update his report on Eagle Scout projects.
 - (1) Harrison Roth is working on a boat sandbox and three benches for the Nature Play Space.
 - (2) Matthew Trehey is building two tables and a balance beam for the Nature Play Space.
 - (3) Nathaniel Lash is working on the 2.3 miles of trails including maps and QR codes. This project is in its initial planning stage.
 - (4) Riley Hoover has just committed and will complete his plan for submission to build a structure over the pond. There will be two small three-foot-wide boardwalks on each side with railings leading up to the bridge. The Girl Scout bridge (currently in another location on the Farm) will be placed in the middle of the pond. The metal bridge will be set on 4 concrete pilings about 12 inches in diameter.
 - (5) Heather Doyen will be building additional benches for her Girl Scout Gold Award. Heather had earlier completed an Eagle Scout project with sign posts and signage and five benches.
 - iii) Roy reported that he has finished nailing the pickets onto the Nature Play Space fencing. He has nailed each picket with two nails and would like a volunteer(s) to contact him about day and time for putting two more nails in each picket to complete the fencing. He will provide the nails.
 - iv) Roy also reported that he is building a “low profile” fence around the pond using left over lumber. He had previously put a plastic fence around the pond but people either ignored this fence or did not see it and were trampling down the plants that Larry Jennings had planted around the pond.
- i) History & Research - Scott Powers (No report submitted)
 - j) Membership - Becky Benner (Report as submitted)
 - i) GFPS has 166 Membership Units for 2022.
 - k) Members At-Large

- i) Member At-Large -Linda Paez (Report as submitted)
 - (1) Linda had nothing to add to her report.
 - ii) Member At-Large, Rose Mary Stocker
 - (1) Rose Mary had nothing to add.
- 8) Review of Action Items and Recurring Action Items
 - a) As relates to **(Action Item: 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. As no Board Members have a problem with the Recurring Action Chart, **this action is OBE.**
 - b) Barbara asked if the Board wanted her to send out LGL Action Item reminders. Some Board Members admitted that they do not always check the chart as a reminder. The “Sense of Board” was that LGL reminders would be appreciated. Sharon will send draft Minutes to Barbara as she completes each month’s, so Barbara can get these reminders out to the Board.
 - c) **(Action Item: 420-09-20)**, Create plan with steps describing how Chairs can request volunteers and get this request out to President, Events Chair and Communications Chair. Lou completed and sent out to the Board on November 2, 2021. **Action is Completed.**
 - d) **(Action Item: 449-05-21)**, Work with Terry (and other Board Members if requested) on putting dates on the Google Calendar to avoid scheduling conflicts.
 - i) Some people have been posting on the Google Calendar. Some Board Members are still having problems. Erik suggested that Board Members and Chairs will have to post on their own chair calendars and then post to the GFPS Calendar as well. This way all Board Members can access and see all that has been posted. This posting will take practicing. Terry said he has been unable to post. Lou stated he believes this is due to Terry not having a GFPS Google account. Lou stated that those who do not have a goshenfarm.org email set up, contact him and he will set these accounts up with Google. (Terry, Rose Mary, and Linda). **(Action Item: 449-05-21), is Completed. New Action** for Terry, Linda, and Rose Mary, **(Action Item: 491-02-22)**
 - e) **(Action Item: 465-08-21)**, Reach out to Joan Machinchick, our previous GFPS Membership Chair to see if she has the original pictures from Bea Griffith. If not, Barbara will contact Bea Griffith to see if she has the original photographs. **Action is Completed.**
 - f) **(Action Item: 476-10-21)**, Order plaque for Cape Ace Hardware **Is completed.**
 - g) **(Action Item: 480-11-21,)** Contact PayPal to see if GFPS can get a report on the Giving Fund that gives the names of donors. This **Action is Completed.**
 - h) **(Action Item: 481-11-21)**, Speak with Stefanie Schwenk, planner, and coordinator of the Nature Play Space project, regarding keeping track of all donations to the project and reporting these to the Treasurer. Becky reported that after the fiasco of donations from the Giving Fund where there was no notation of where the donation was directed, Stephanie stated that all donations for the Nature Play Space are coming through by check with designation for the Nature Play Space. Stephanie is tracking donations for this project. This **Action is Completed.**

- i) Secretary will keep this in as a reminder for the Treasurer until the Board knows that this has been verified by the Treasurer. As relates to completed **(Action Item: 453-05-21)**, Lou reminded Christy that based on his research, GFPS's Treasurer will need to File a **Maryland Annual Update of Registration Form by April 2022** but no later than August 2022 as we may have met the \$25,000.00 threshold when GFPS files taxes for 2021. Additional forms may need to be filed. A call to Charities and Legal Services Division at 410-974-5534 to verify this is recommended. The email is dlcharity_sos@maryland.gov

9) On-going Business

- i) Sharon asked Erik what the situation was for the new concert stage. Erik has no input on this. Roy stated that he is no longer researching containers for a possible stage as they have gone up in price, are hard to obtain and this purchase is not in our budget. Roy also reported that he had checked with the electrician about the cost of running electricity to the lower field and the cost was around \$1000.00. He said, one way or another we will need a stage by June but where we put it is another issue.

(1) Lou suggested that though he had priced out materials for a pavilion style stage and sent that out to the Board, with all that is going on we don't have the time or manpower to do this now. He suggested that we plan a relatively simple 12' by 12' foot stage using pressure-treated lumber (including a ramp), place the stage where we had it, and keep it there until the last concert. We could contact Bayview Builders and ask if they are still willing to build this stage. Then in the fall, we can disassemble the stage and store these materials. We will then have a year to plan the type of stage we want, and where to locate. The Board can then budget the cost of the stage and electrical work for 2023. The "sense of the Board" was that this plan for the stage is appropriate for 2022. Roy reminded the Board to make sure we have a pop-up to cover this new stage.

(2) Terry reminded the Board that Member, Mark Samos had volunteered to do carpentry work at the Farm and should be contacted when we are ready to assemble the stage.

(3) Sharon asked Erik if he would contact Scott to let him know what was decided on regarding the stage (and recheck dimensions). Erik stated he would. **(Action Item: 492:02-22)**

- ii) Presentation of plaque to Cape Ace Hardware and Melissa Wade

(1) Discussion ensued. The Board decided that the Spring Open House, April 23rd would be the best time for the presentation. Lou will email the date to Melissa Wade and ask for the best time for the presentation if this date works for her.

- iii) Discussion of moving to cloud-based version of QuickBooks

(1) Lou asked Christy to discuss the benefits of this version, but Christy was no longer in the Meeting.

- iv) GFPS COVID Policy *vis-a'-vis Broadneck HS teachers and students – March 10th*

(1) This was covered under the Educational Outreach Report and discussion.

- v) Should the Goshen Farm House be open on Maryland Day?

(1) Lou noted that the Farm House needs to be cleaned and organized before we have tours.

- (2) Bob stated that he could help with the tours (one tour). Barb will state that the Farm House will be open for tours on the website article. She will also ask Shannon if she can move this notification about Maryland Day to a more prominent place on the website. Barb added that as this March 26th is her birthday, she will not be volunteering to help on Maryland Day.

10) New Business

- a) Annapolis Restaurant Week – March 20th – 27th
 - i) Becky stated that in the past we have gone to Galway Bay as a Board for a group dinner to show our appreciation for the Irish Restaurant Company's support to Goshen Farm and the Harvest Pasta Dinner. Board Members felt they could choose to do this as individuals (either take out or dine in).
 - ii) Lou suggested that we have a handout suggesting that visitors think about supporting the Irish Restaurant Company during Restaurant week. Lou will create a handout. **(Action Item: 493-02-22)**
- b) Spring Open House
 - i) Erik stated that we do not have a chair for this event
 - (1) Lou asked if Becky if she had contacted any of our previous Open House exhibitors. Becky stated that she had but has had no response. The Open House falls during Earth Week and she suspects that the exhibitors are already booked. She suggested contacting the Broadneck Library as they mentioned they would like to do a full day event rather than a half day event in future events. Becky will contact Broadneck Library to see if they will participate in Spring Open House. **(Action Item: 494-02-22)**
 - (2) Sharon asked Rose Mary if she was willing to chair the Spring Open House. She stated that she would and as she is unvaccinated, she would wear a mask.
 - ii) Terry noted sadly that long time GFPS Member, Bea Griffith, niece of May Radoff , passed away on February 7th. The Board learned of Bea's death from an email from Member Joan Machinchick. Terry suggested that Bea may have documents, letters, notes that Bea wrote, or other items from her Aunt May Radoff in her home. He suggested that a Board Member reach out to Bea's family to let them know that if they find items from May Radoff that they do not wish to keep, to please contact GFPS and let us know. The items may shed more light on the Farm's history, and we will treasure these artifacts. Becky told the Board that Bea has two sisters, Cynthia Clough and Linda Kneeland. Barb will ask Joan Machinchick, who is in touch with the family, to reach out to the family with this request. **(Action Item: 495-02-22)** Sharon has sent a sympathy card to the family in care of her son, Clarke Griffith. Joan's email contained Bea's son's name and an address to send condolences. Bea's daughter, Lydia Griffith also sent an email to GFPS and has become a Member. Bea told her family that her wish was that her family would make donations to GFPS in her memory.

11) Review of New Actions Items from the Meeting

- a) New Action Items were reviewed.
- b) Terry suggested that the AACC art class that came to the Farm to do their paintings, might want to exhibit them at the Open House. He will contact the AACC Plein Air Art

Professor to discuss this. . Becky also suggested Terry ask Tim Tumelty if he would be an exhibitor with his drone presentation. **(Action Item: 496-02-22)**

- c) Lou volunteered to contact the Magothy River Association about participating in Spring Open House. **(Action Item: 497-02-22)**
- d) Lou reminded everyone to communicate with and share responses from potential vendors with Spring Open House Chair, Rose Mary and Event's Committee Chair, Erik Wallace.

12) Comments from the Floor

- a) Rose Mary asked Lou if he was going to send out some dates for a Saturday "clean-up" Day and a sign-up schedule with what needs to be done prior to Maryland Day. Lou agreed. **(Action Item: 498-02-22.)**

13) Adjournment

- a) **Bob Nestruck made a motion to adjourn, and Becky Benner seconded. The motion carried.** The meeting adjourned at 9:25 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...Lou has been investigating grant opportunities and completing grant applications as he is made aware. Development Committee needs a schedule of recurring grant opportunities.
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
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
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	
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	Previous Building Chair, Dave McCormick researched encapsulation paint and method and sent out an email on this on 11/04/18. No pricing was given.
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 concerned about the number of trees that are down and those that are in danger of falling
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Project Grant. Members: Lou, Becky, and Christy
430-02-21	Board will schedule a separate meeting to discuss the Financial Reports and approve if in agreement.	Lou, Christy, and Board	03-15-21	Working	After Christy is up to date inputting financial data for 2020, Board and Christy need to meet virtually for review and approval of Financial Reports.
432-02-21	Develop a plan for improving volunteerism in the Sharing Garden and send this plan to Lou. (Gardeners agree to complete 6 hours volunteer work/year as part of their plot rental agreement.)	Bob	03-39-21	Working	In addition to Work Days planned by Roy, Roy has submitted a list of projects for the grounds. Bob could send out a few tasks from this list periodically to Gardeners in an email.
437-02-21	Schedule a meeting with Shannon Lepthien Beauchamp of Color Fire to review, edit and update the website.	Barbara	02-28-21	Working	Review will occur at this meeting. Actual edits and updates will be done by Shannon as time allows and as updates are needed . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the	Lou, Terry, Linda, and	07-03--21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the

	Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Board input			Goshen Farm Book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project	Terry, Linda Paez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for visitor" days in addition to Open Houses.
455-06-21	Get an estimate from electrician, Dave Sloskey for installing new circuit to accommodate electrical box for bands during Summer Concert Series	Scott	08-30-21	Working	Board must approve cost of electrician's work at a Board Meeting before work can be initiated.
460-07-21	Obtain the name and contact information of the person in charge of the intern program at the Computer Science Department at AACCC.	Linda	09-15-21	Working	May have an intern that can assist GFPS with its history taxonomy and getting information on the Google Drive.
464-08-21	Contact Karen Bailey to discuss a fundraiser with Irish Restaurant Company similar to what we did last year with the carry-out dinners from Galway Bay, but this time see if we can do this at Brian Boru in Severna Park	Lou	09-30-21	Working	Delayed until 2022.
468-09-21	Complete the RFP for sealing the Goshen Farm House and Bora Care treatment and distribute.	Lou	10-15-21	Working	Becky, Roy, and Erik volunteered to review the draft RFP
469-09-21	Erik will talk with Scott to discuss Board's discussion of assigning tasks for the Summer Concert Series and the Membership Appreciation Concert and bring this up at the May 2022 Board Meeting for assignments to tasks.	Erik, Scott	11-30-21 – 05-21	Working	Plan needs to be in place prior to start of Concert Series.
470-10-21	Research what newspapers might be able to run articles on the Hoop House, hydroponic farming, and vegetable donations to local groups and if not, send Lou an email and he will do the research.	Barb	02-15-22	Working	The hydroponic conversion in the Hoop House will not yield vegetables for weeks.
474-10-21	Develop and improve a Vendor Agreement for participants at Goshen Farm events.	Lou	01-15-22	Working	Lou could ask Mary Lamb for a copy of the vendor agreement used for the Strawberry Festival as a template.
475-10-21	Investigate Charitees and other companies to order t-shirts, review the inventory, add men's dark green t-shirts, women's dark green t-shirts (large, X-large), dark brown sweatshirts, and hats and come up with an order and cost. Report this to the Board.	Lou	01-15-22	Working	Need increased inventory for Java and Jazz, Spring Open House, etc.
477-10-21	Price out both ideas for a new Concert Stage and get a decision so that Roy could include the cost of this stage in his 2022 Grounds Budget (needs to be decided before the Treasurer creates the 2022 GFPS Budget for the Annual Meeting).	Roy and Scott	12-15-21	Working	Roy is investigating overseas container or wooden structure for new concert stage.
478-11-21	Research the additional cost from QuickBooks for on-line information access.	Christy	01-15-22	Working	Board could go on-line to review QuickBooks Financial Reports
483-12-21	Contact Shannon at Color Fire Media, find out what the security breach involved, whether Color Fire Media fixed this problem, and what GFPS must do, such as setting a new password.	Barbara	01-15-22	Working	Barb will report results to Board.
484-12-21	Award Contract for Sealing the Goshen Farm House	Lou	02-28-22	Working	After Board reviews bids
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	Lou	06-30-22	Working	After Board reviews bids
487-12-21	Get a detailed estimate of cost for a dendrochronology report on the 1783 section of the Goshen Farm House by contacting Michael Worthington (recommended by historic preservationist, Willie Graham).	Lou	04-30-22	Working	Board may feel this report is too costly at this time.

488-02-22	Terry stated that the budget he previously worked up for the 2021 MHAA grant (which GFPS was not awarded) has the information on materials and cost of repairing the Servant's Quarters and the Milk House. He will send this information out to the Board.	Terry	03-15-22	Working	Board may have to do the repairs and GFPS absorb the cost of these repairs. Member, Mr. Samos has volunteered to do some of the carpentry. We may contact Bayview Builders for assistance on repairs. Have the cedar shingles to repair both roofs.
489-02-21	Barbara will send out the draft of Ann Brice Worthington's book on the history of the Brice family and Goshen Farm to the Board	Barbara	03-30-22	Working	The book is yet untitled. Barb and Scott have been editing sections as Ann writes them.
490-02-22	Bob will contact CSCES Kindergarten teacher Trevor Brinson regarding intentions to use CSCES Kindergarten plot in 2022	Bob	03-01-22	Working	They students did not use this plot due to COVID PANDEMIC in 2020 and 2021. CSCES PTO paid for the plot rental in 2022.
491-02-22	Lou stated that those who do not have a GFPS .org email set up, contact him and he will set these accounts up with Google. (Terry, Rose Mary, and Linda).	Terry, Rose Mary, and Linda (Lou)	04-15-22	Working	Those Members without a Google goshen farm.org email set up, cannot access the Google Calendar to see or add dates.
492-02-22	Contact Scott to let him know what the Board decided regarding construction of the Summer Concert stage (and recheck dimensions).	Erik	03-30-22	Working	Roy recommended we check out our 12' x 12' pop-up to make sure it can be used over the new stage which will be 12' x 12'.
493-02-22	Create a handout for Maryland Day advertising Annapolis Restaurant Week and encouraging visitors to support The Irish Restaurant Company's restaurants such as Galway Bay as they have supported Goshen Farm.	Lou	03-10-22	Working	Becky and Lou also asked that the Board support Irish Restaurant Company during Restaurant Week. (March 20 – 27)
494-02-22	Contact Broadneck Library to see if they will participate in Spring Open House.	Becky	02-28-22	Working	Branch Manager, Heather Ravanbakhsh Lou reminded those who are working on getting exhibitors for the Spring Open House, communicate with Chair, Rose Mary Stocker and Erik. Events Chair.
495-02-22	Barb will ask Joan Machinchick, who is in touch with the family, to reach out to Bea Griffith's family to ask that if they find documents, letters, notes that Bea wrote, or other items from her aunt, May Radoff relevant to Goshen Farm and its history in her home, and they do not wish to keep these items, please contact Joan Machinchick or Barbara Morgan.	Barbara Joan Machinchick	04-01-22	Working	May need to provide Joan with other contact information.
496-02-22	Contact the AACC Art Professor to discuss exhibiting paintings his class painted at Goshen Farm. Contact Tim Tumelty, AACC to see if he would be an exhibitor with his drone exhibit. Both exhibitors needed for Spring Open House.	Terry	03-01-22	Working	Terry needs to report result of both inquiries to Rose Mary Stocker, Chair of Spring Open House and Events Chair, Erik Wallace.
497-02-22	Contact Magothy River Association (MRA) regarding being an exhibitor at Spring Open House, April 23, 2022.	Lou	03-01-22	Working	MRA has exhibited at previous Open Houses.
498-02-22	Send out some dates for a Saturday "Clean-up" Day and a sign-up schedule with what needs to be done prior to Maryland Day, March 126th.	Lou	04-28-22	Working	House and grounds need to be tidied up for both Maryland Day and Spring Open House.

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020.
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 for \$63.51.
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 0017)	Treasurer	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88.
Annually	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$159.98 Annually for upgraded Security on GFPS Website
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_Comme US0021ALB)	Treasurer	End of every month		\$6.00/ google account paid through automatic deduction from our GFPS checking account. Treasurer monitors this. Billed \$60.00 for 10 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications and Financial Development) in March 2020
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer (Alex L. Szachnowicz, P.E.)AACPS Copies to Superintendent, AACPS and all AA County School Board Members.
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N from Annapolis Accounting Services suffices)
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by Annapolis Accounting as part of our Federal and State Tax Return preparation
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services has donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020 and will in 2021.
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. Copy of the signed 990 must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Annually (If reach the	Annual Update of Registration Form	Treasurer	June (August at the		For Charities that raise \$25,000 or more. Charities and Legal Services Division 410-974-5534 can be

\$25,000 threshold)			latest)		reached for questions. Email: dicharity_sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2022		Received new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder.
Bi-annually	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually 4 tmes/year (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY1028445, effective 5/22/2020	Treasurer	1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020 Due June 27th, \$347.00 and October 27th, \$346.00 (Total cost: \$693.00/year) .	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 Due June 22, \$300.00, July 22, \$300.00, October 22, \$300.00 and January 22, \$300.00 (Total: \$1,200.00/year)	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834 Lou Facciponti, Account Manager, Moran Group LLC Insurance Phone: 410-544-3422 Email: lfacciponti@moraninsurance.com
Bi-annually	Change batteries on security sensors on Farm House doors	(Building & Maintenance Chair)	Change in January and June		Need a schedule so Farm House security is always functioning (Currently Garden Chair, Bob Nestruck is checking if batteries are working, or need replaced)
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 Farm House and Garden Shed.
Annually	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in Servants Quarters, and 2 in Storage Container that houses tractor and mowers.	T & S Fire Protection Company of Glen Burnie	Every August		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	Every September		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 Or after-Tax Return is completed		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns back from our accountant so we know GFPS net income for the year.
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	Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing address and completes for our total number of hives. GFPS receives the certification in January. When the recertification forms are received in the mail, they should be given to Beekeeper, Erik Wallace. The Secretary keeps a copy.