

Goshen Farm Preservation Society Board Meeting,
March 16, 2022

The February 16, 2022 and March 16, 2022, Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	March 16, 2022	Time: 7:30	7:30 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, Bob Nestruck and Christy Folderauer		
Members/ Guests Attending:	Stacy Roth and Mark Semos		

- 1) Call to Order and welcome of Board Members. President Louis Biondi called the March 16, 2022, Board Meeting to order at 7:30 PM. The Meeting was held via ZOOM.
- 2) Lou requested changes or additions to the agenda from Board Members.
 - a) Lou made additions to the Agenda:
 - i) Review and accept Rental/Use Applications for BHS Goshen Farm Family Fun Days, Girl Scout Archery Event and Sharon Farthings Gentle Yoga class(es).
 - b) There were no other additions to the Agenda.
- 3) Presentation by Stacy Roth, Signature Program Facilitator, Environmental Literacy (EL), Service-Learning Liaison, Broadneck High School (BHS)(15 minutes)
 - a) Stacy Roth asked to share her screen as she was doing the event overview. Stacy shared the draft flyer of Goshen Farm Family Fun Days with the Board. There will be ten environmental literacy activities provide by BHS students. The event will be Open House format geared to young learners and their families. Elementary school students will be invited from the entire Broadneck Peninsula (five schools) to Goshen Farm to learn about the Farm as a resource, participate in some environmental activities, and build that capacity for environmental learning at an early age. This is known as “build the pipeline” in the EL Program. It is also an amazing leadership opportunity for Highschoolers. BHS has many clubs and most of the clubs require some Service Hours (eight hours total required). BHS is trying to provide opportunities to receive these Service Hours in a meaningful way.
 - b) Stacy also stated that there was a “financial literacy” component involved. The Family Fun Day is being funded through a grant by Maryland Association of Environment and Outdoor Education (MAEOE). The MAEOE Grant was \$2,000.00 and each of the 10 clubs involved receives \$200.00 put into their club fund for this event. Each club must make a budget, make a spending plan, track their spending and report all of this

information to Stacy Roth. The clubs will be responsible for budgeting, spending, tracking and reporting their use of grant monies.

- c) The final goal of this event is having a fun community festival like event that benefits the Environmental Literacy Signature Program, the community and Goshen Farm. In addition to the activities planned, families can also visit the landmarks at the Farm referring to the QR Codes for information.
 - d) There will be decorations, banners, music and many fun activities for the children and their families to enjoy as they move around the Farm. This event is free.
 - e) The two- day event will be held on Saturday May 14th (rain date, Sunday May 15th) and Saturday May 21st (rain date, Sunday May 22nd) with two, two- hour sessions, 10am-12 and 1pm – 3pm. There will be one free hour at 12 for the visitors to explore the Farm, and have picnic lunches. The attendance is limited to 200 cars but Stacy predicts that there will be fewer attendees due to this being the first Goshen Farm Family Fun Day. She will request that each Elementary school principal select a date so that all five schools don't pick the same date. BHS students will monitor the number of cars.
 - f) Sharon asked about the port-a-pots and whether the rental of these is in her budget. Stacy stated that she has \$4,500.00 for additional costs. In addition to advertising and promoting the event, this money will also cover the port-a-pot and the stipends for 6 or 7 teachers who will be helping to run the event. Roy Benner has ordered the port-a-pots (\$176.00 cost) from Statewide Septic Services Incorporated for these dates. Christy said that we have automatic billing via debit card with Statewide. Roy will send Stacy a copy of the invoice and she can write a check to GFPS for reimbursement. Responding to a question from Becky Benner, it was decided that the port-a-pots would be together in one area where the GFPS port-a-pot is located.
 - g) Erik Wallace asked if Stacy has students or adults to handle traffic control for cars on the driveway (Radoff Road). He explained that for large events we used adults or Boy Scouts with walkie-talkies to monitor the one-way traffic. Stacy will have several BHS seniors handle driveway traffic using GFPS walkie-talkies.
 - h) Lou stated that the walkie- talkie batteries need to be checked and if necessary replaced. Erik will check the batteries before Spring Open House. **(Action Item: 499-03-22)**
 - i) Stacy asked if the event flyer, parking, raindate information and GFPS Covid Policy can go up on the GFPS website. Lou will send Stacy the COVID -19 Policy to include in the flyer. **(Action Item: 500-03-22)**
 - j) Rose Mary Stocker stated that the Handicapped Parking signs should be put up in the gravel parking lot. She also volunteered to send Stacy a map that Rose Mary created for the Open Houses that shows all of the main points of interest at the Farm. Stacy stated that would be helpful. **(Action Item: 501-03-22)**
 - k) Stacy will update Terry Brandon and Roy as planning continues. They will keep the rest of the Board informed.
 - i) **Erik Wallace made a motion to proceed with Stacy Roth's program, Goshen Farm Family Fun Days on May 14th and May 22 (with rain-dates). Linda Paez seconded and the motion carried.**
- 4) Discussion with Mark Semos from Bayview Builders, Inc. regarding the Tenant House roof.

- a) Lou reported to Mark what the engineer, Peter McConaughy, told him regarding the Tenant House (Peter was at the Farm doing measurements of the Farm House and looked at the roof damage at the Tenant House). Peter noted the damage caused from the partial roof collapse was over the most recent addition to the Tenant House. Peter thought that there was enough space in the original building and the first addition, that we should tear the last addition down. That would leave an L-shaped building. He said we could put an additional sill plate at the section of the original house where you would go into that slanted roof addition. The siding should be removed from the outside before the last addition is removed. Then reinforce the walls there and make the interior wall, after the tear down, an exterior wall as well as the wall in the first addition. Then put in the top support to hold up the roof. Lou envisioned the first addition as an office and the original building as a welcome and sales room.
 - b) Mark stated that he was at the Tenant House today and added another tarp to what Roy had place over the collapsed section of the roof. Bruce Dowling of Bayview Builders was not with Mark Semos when he visited the Tenant House as he was unavailable on this day. Mark did not yet discuss what is needed to be done to shore up the roof supports with Bruce. Mark also stated that he is not a building contractor. He is a woodworker – doors, windows, cabinetry. Mark does not know if Bruce would be interested in doing the work on the Tenant House. He also felt that the sill plate and exterior wall need to be replaced before a new roof goes on. Lou wants to meet with Bruce before Lou writes up the materials needed and what needs to be done. Mark will email Lou when he and Bruce come back to look at the Tenant House.
- 5) Review of Minutes from the February 16, 2022 Board Meeting
- i) Sharon stated she made corrections from Becky and Barbara.
 - ii) **Becky Benner made a motion to accept the Minutes of the February 16, 2022 Meeting as corrected. Bob Nestruct seconded the motion and the motion carried.**
- 6) President’s Report – Louis Biondi (Report as submitted)
- a) Lou stated that he had only two updates to his report. He sent out an email to the Board today after meeting with Engineer, Peter McConaughy, for a final walkthrough of the Farm House. He gave Lou the drawings and the phases for stabilizing the Farm House but Peter wanted to do one last walkthrough to make sure every step of the repair phases is complete. Peter will send Lou a .pdf of the final drawings. Lou will write up the work required for each of the planned phases and send these out to the Board for review. **(Action Item: 502-03-22)** Peter feels that the drawings and the detailed work steps for the phases will be enough to send out for an RFP. Drawings will need to be included in the RFP that is sent out. Peter also suggested that the RFP be written so that bidders provide costs for each successive phase of the project and be put on notice that the entire project may not be funded due to limited resources.
 - b) The Anne Arundel County Arts Council is doing another round of grants. The description requires that the grant proposal needs to be tied to a program so it would be no help for building the temporary stage for the Summer Concerts. Lou also feels that he doesn’t have time to write the grant, and GFPS has so much “on our plate”

right now that he thinks we should take a “pass” on this grant offering. The Board concurred.

- 7) Vice President’s Report - Erik Wallace (Provided under separate cover)
 - a) No updates
- 8) Treasurer’s Report - Christy Folderauer (Complete Financial Report not submitted)
 - a) Lou told the Board that he, Becky, Sharon, Sharon Smith and Christy had a 2 1/2 hour meeting via phone going over the Chart of Accounts including what Becky needs for Membership. Christy and Sharon Smith will meet next week to finalize the Chart of Accounts. Lou sent the Board the Checking and Savings Statements for February 28, 2022. Becky had several questions regarding three payments made by GFPS and these were identified for Becky.
 - b) Roy suggested that the Board needs to do something to thank Sharon Smith for all of her assistance with streamlining the Chart of Accounts. The Board with Christy’s input will discuss an appropriate thank you gift for Sharon Smith at a later date. **(Action Item: 503-03-22)**
- 9) Committee Reports
 - a) Building & Maintenance (Vacant)
 - i) Covered under President’s Report
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara had updates to her report.
 - (1) As regards the Maryland Day event, we have 9 people scheduled for the 1pm session and 2 people scheduled for the 10am session.
 - (2) We have sold 29 Kayak tickets.
 - (3) There was a problem with our website. Megan Roth sent Sharon an email stating that those who clicked on donate to the Nature Play Space were being directed to an on-line pharmacy. Shannon Beauchamp Lepthien of Color Fire Media has changed the passwords and fixed the problem.
 - (4) Christy offered to take some Kayak Raffle tickets to a Broadneck High School event to sell.
 - (5) Barb asked if the Board wanted tickets to sell. The Board Members responded.
 - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry was happy to see that the Board supported the Goshen Farm Family Fun Days Event. This was the first time that Terry has seen elementary school aged-children included in the Environmental Literacy Signature Program where Goshen Farm is featured.
 - (a) Roy suggested that we have a Member familiar with the Beehives at the Apiary on Goshen Farm Family Fun Day. Erik believes he can ask one of his helpers to “man” the Apiary on the two scheduled event days. **(Action Item: 504-03-22)**
 - ii) There will lettuce harvesting tomorrow March 17th for My Brother’s Pantry. The harvesting “Flash Mob” will meet at 10am and will be there for about 45 minutes.
 - iii) Terry reported that he also reached out to Edgar Blasquez from McHale Landscaping regarding help with the repairs on the Servant’s Quarters and the Milk House.
 - d) Events – Erik Wallace (Report as submitted)

- i) Erik will be sending out a Sign-up Genius for Clean-up Day when he has the date. Discussion Ensued. Saturday, April 9th (Rain date, April 10th) was decided. There will be mulching required. Christy will try to deliver two loads of wood chips prior to the Clean-up date.
- ii) Becky stated that there needs to be weeding and mulching around the Memorial Grove in anticipation of placing a Memorial Plaque for Beatrice Griffith.
- iii) Roy will send Erik a list of tasks that need to be completed on Clean-up Day.
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob reported that there are 5 Garden Plots available (37, 48, 52, 53, and 54).
 - ii) Bob also reported that Tracy has begun clearing and planting the HSG and there will be some plants visible on Maryland Day.
- g) Grounds – Roy Benner (Report as submitted)
 - i) Girl Scout Troop Leader and Member, Jill Stillwell requested April 2nd (rain date of April 24th) with 45 participants coming at different times for an Archery event with 40-50 participants from several Girl Scout Troops. They will take care of preparation. Erik stated that we should get a “One Day Rider” from Jill’s troop.
(Action Item: 505-03-22)
 - ii) **Roy Benner made a motion that Jill Stillwell,, Girl Scout Leader and Member be approved to hold her Archery Event on April 2nd or April 24th Bob Nestruck seconded and the motion carried.**
 - iii) Roy also wanted to update his report on Eagle Scout projects
 - (1) Ben Surosky mounted his Eagle Scout Mason Bee Hotel on one of the east Sharing Garden Posts to provide a home for Mason Bees which are solitary bees that are good pollinators.
 - (2) Harrison Roth is working on a boat sandbox and three benches for the Nature Play Space (completion date is summer 2022).
 - (3) Matthew Trehey is building two tables and a balance beam for the Nature Play Space (completion date is summer 2022).
 - (4) Nathaniel Lash is working on the 2.3 miles of trails including maps and QR codes. This project is in its initial planning stage.
 - (5) 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. This project is still in the planning stage.
 - (6) 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.
 - iv) Roy reported that Rose Mary and Stephen Stocker finished nailing in the fence boards for the Nature Place Space Fence!
 - v) Roy also reported that he has finished building a “low profile” fence around the pond using left over lumber and lumber he bought and donated.

- vi) Roy stated that he is trying to use round posts of various heights to make a feature for the Nature Play Space. While he was at the Farm he met and spoke with Stephanie Tuckfield who would like to help build The Nature Play Space. She works for DNR.
 - h) History & Research - Scott Powers (No report submitted)
 - i) Scott is out of town due to the death of his mother.
 - i) Membership - Becky Benner (Report as submitted)
 - i) GFPS has 181 Membership Units for 2022.
 - j) Members At-Large
 - i) Member At-Large, Rose Mary Stocker
 - (1) Rose Mary gave the Board a complete plan for the Spring Open House in her report including the number of volunteers required for each station.
 - (2) She needs to know who will be doing the Farm House tours and the hours. Lou will send her his schedule for tours. He will make sure that the tour schedule does not conflict with presenting the plaque to Melissa Wade at around 2pm. Lou will send the Farm House Tour schedule to Rose Mary.
 - (3) She also needs to know if we will be having children's activities. Sharon said we have children's activity kits in the upstairs room with the dollhouse. Erik will investigate whether he can recruit scouts for these activities. **(Action Item: 506:03-22)**
 - (4) Lou also stated that he will donate the purchase of a new grill, grill cover and cooking implements. Lou asked Roy if he could build a platform to sit the grill on in the corner of the fenced-in yard. Roy stated that he would see if Evan Semos needs additional Service hours and could build this platform. If not, Roy will try to do the project. **(Action Item: 507-03-22)**
 - (5) Becky suggested that the Sign-up Genius for Spring Open House go out after the Maryland Day Evites and Spring Clean-up Day Sign-up Genius to avoid confusion. Erik concurred.
 - ii) Member At-Large -Linda Paez (Report as submitted)
 - (1) Linda had nothing to add to her report. Linda did ask the Board if they had suggestions for recruiting volunteers to work on the Docent Program. Terry suggested the Community College. Linda has been in touch with their intern coordinator but has not heard back recently. She will reach out again.
 - (2) Barbara suggested contacting Superior Suppliers regarding donation of shingles for the Tenant House. Linda will call them. **(Action Item: 508-03-22)**
- 10) Review of Action Items and Recurring Action Items
- a) As relates to **(Action Item: 498-02-22)**, Send out dates for a Saturday "Clean-up" Day and sign-up schedule with tasks prior to Maryland Day, March 26th. Marked OBE.
 - b) **(Action Item: 494- 02-22)**, Contact Broadneck Library to see if they will participate in Spring Open House. Action was Completed by Becky.
 - c) **(Action Item: 492 02-22)**, Contact Scott to let him know what the Board decided regarding construction of the Summer Concert stage. The Board decided on 12' by 12' stage. Scott recommended size 8' by 12'. The cost of materials for both will have to be redone due to higher materials cost since original estimate was done. The original

Action was Completed.

New **(Action Item: 509-03-22)** Lou will cost out 12'by 12' stage materials and 12' by 8' stage materials including screws and nails.

- d) **(Action Item: 491-02-22)** Contact Lou to get a Google email account and he will set it up. Terry Brandon set up a Google account. (Those Board Members without a Google account cannot use the Google Calendar.) Action Completed.
- e) **Action Item: 465-08-21)**, Get a detailed estimate of cost for a dendrochronology report on the 1783 section of the Goshen Farm House by contacting Michael Worthington **Action is Completed.** The cost was \$6,000.00.
- f) **(Action Item :477-10-21)** Price out various ideas for Summer Concert Stage and get a decision so that Roy could include the cost of this stage in his 2022 Grounds Budget. Costs were very high and were not included in Grounds Budget. Action Completed.
- g) **(Action Item: 464-08-21)**, Contact Karen Bailey to discuss a fundraiser with Irish Restaurant Company at Brian Boru in Severna Park. Action is OBE.
- h) 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
- i) There was discussion introduced by Terry regarding spending money on the simple stage versus repairing the Milk House and Tenant House. Lou asked Terry to update prices for materials (from his original grant proposal) and make a plan so the Board knows the cost for repairing these two buildings, in what order and steps to repair each building. **(Action Item: 510-03-22)**

11) On-going Business

- a) Discussion and acceptance of Revision of COVID-19 Policy
- b) Revised COVID -19 Policy:

Dear Members and Community,

If you have not been vaccinated and plan to attend an event at Goshen Farm, the Board requests that you maintain social distancing of at least six (6) feet from other attendees AND wear a medical-grade face mask. This request is made out of consideration for those attendees who are too young to have been vaccinated and may be attending with their vaccinated parents or guardians.

Given the widespread availability of the COVID-19 vaccination, the Society accepts no responsibility should you contract COVID-19 at any of the Society's events.

NOTE: Due to our operating environment, the Society cannot provide Sanitation Stations. Please bring your own hand sanitizer and disinfecting wipes.

Thank you for your cooperation,

The GFPS Board

- (1) **Sharon Biondi made a motion to accept the revised COVID– 19 Policy. Bob Nestruck seconded The motion carried.**
 - (2) Barbara will contact Shannon, have the previous COVID – 19 Policy removed from the website and replaced with the new policy.
 - (3) Sharon reminded Lou that he needs to send Stacy Roth a copy of the revised COVID-19 Policy.
- ii) Motion to move funds from General Fund to the Goshen Farm House Preservation and Restoration Account
- (1) Lou gave the Board background on this matter in an email. It was, “A motion was made on March 28, 2018 to move 25% of net income each year to a dedicated Farm House Restoration Fund starting in December 31, 2018.” When the above motion was added to the Society’s “Recurring Action Items”, the Secretary clarified that the amount transferred would be 25% of the net income as of December 31st, but the transfer of funds would not occur until the Society’s tax returns were filed and accepted.
 - (2) Sharon made a motion whereas this 25% transfer of funds has not occurred since 2018, the Goshen Farm Board of Directors hereby requests the Treasurer to make the transfer of funds as approved at the March 28, 2018 Board of Directors Meeting to the “Farm House General Projects Account” for Fiscal Years 2019, 2020, and 2021 and further. In addition, The Board of Directors requests the Treasurer to transfer to the Account, Farm House First Floor Stabilization Account, established for tracking matching funds for the 2020 Capital Grant from the Maryland State Legislature, all funds raised in 2020, 2021, and 2022 and going forward as matching funds for the duration of the 2020 Capital Grant. Barbara Morgan seconded the motion. Discussion ensued.
 - (a) Roy asked if the 25% for 2019, 2020, and 2021 would be moved before the matching grant funds were moved. Lou stated that the documented matching grant funds raised would be moved first, then the 25% of new income would be moved.
 - (b) Becky had a problem with moving the 25% net for 2019, 2020, and 2021 as we do not have the final amount for each of those years. Becky feels that we cannot approve this part of the motion until we have those figures. Becky does not have a problem moving the matching grant monies to the Farm House First Floor Stabilization account in Savings.
 - (c) Christy stated that the 25% of net income was transferred in June, 2020 for 2019. The amount was (Christy relied on her memory) \$1271.00. Christy stated that for the April Meeting she will have full reports and amounts for Capital Grant total monies and 25% net income for 2020 and 2021.
 - (d) Sharon Biondi withdrew her original motion and Barbara Morgan concurred.
 - (e) **Sharon Biondi made a new motion: The Board of Directors requests the Treasurer to transfer to the account, Farm House First Floor Stabilization, established for tracking matching funds for the 2020 Capital Grant from the Maryland State Legislature, all funds raised in 2020, 2021, 2022 as matching**

funds for the duration of the 2020 Capital Grant. Barbara Morgan seconded. The motion carried.

- (f) The Board of Directors requests that the Treasurer notify the Board when the above transfer (with total amount) has been made. **(Action Item: 511-03-22)**
 - iii) New Business Discussion of Member, Sharon Farthing's Use /Rental Application
 - (1) The Board reviewed the application and had several questions about liability insurance, location of the "gentle yoga classes" and number of classes. Erik will contact Sharon Farthing for clarification and give Sharon the gate code.
 - iv) Memorial Plaque for Bea Griffith
 - (1) Discussion ensued.
 - (2) **Sharon Biondi made a motion to purchase a plaque for Beatrice Griffith and place in front of a tree in the Memorial Grove. Bob Nestruck seconded. The motion carried.** With Board input, Lou will create the plaque wording and then order the plaque from Victory Awards. **(Action Item: 512-03-22)**
 - v) Discussion of sale of beer & wine at Summer Concerts
 - (1) This discussion was tabled for a later Meeting.
 - vi) BOD group dinner at Galway Bay during Restaurant Week – March 20 – 27.
 - (1) **Lou Biondi made a motion to set up a date for the Board to attend a dinner at Galway Bay during Annapolis Restaurant Week. Bob Nestruck seconded.** Discussion ensued. Lou withdrew the motion with Bob's concurrence.
 - (2) Lou stated informally that he will pick a date, send it out to the Board and those interested in going to Galway Bay can respond. Lou will then make reservations. The Board decided to choose March 22nd at 6:30. They will let Lou know if they are going.
- 12) Review of New Actions Items from the Meeting
- a) New Action Items were reviewed.
- 13) Comments from the Floor
- a) **None**
- 14) Adjournment
- a) **Becky Benner made a motion to adjourn, and Linda Paez seconded. The motion carried.** The meeting adjourned at 10:05 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.
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.
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
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.
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 26th.	Lou	04-28-22	Working	House and grounds need to be tidied up for both Maryland Day and Spring Open House.
499-03-22	Erik will check the batteries in the walkie talkie before Spring Open House.	Erik	04-20-22	Working	Batteries may need to be replaced again for Goshen Farm Family Fun Day on Saturday, May 14th and Saturday May 21 st ..st
500-03-22	Stacy Roth will send Lou the finalized flyer for Goshen Farm Family Fun Days for Barbara Morgan to send to Color Fire for the website.	Stacy Roth, Lou and Barbara	04-20-22	Working	Event managed by Stacy Roth Signature Program facilitator (May 14 th and May 21 st)
501-03-22	Send Stacy the map that Rose Mary created for the Open Houses that shows all of the main points of interest at the Farm.	Rose Mary	04-01-22	Working	Stacy may use the map Rosemary created for Goshen Farm Family Fun Days.
502-03-22	Lou will write up the work required for each of the planned phases for Farm House stabilization Peter McConaughy supplied Lou and send these out to the Board for review.	Lou	04-01-22	Working	
503-03-22	The Board with Christy's input will discuss an appropriate thank you gift for Sharon Smith at a later date.	Board	05-30-22	Working	Christy has been paying Sharon Smith for her work but GFPS wants to do something else to thank Sharon Smith for her work streamlining the QuickBooks Chart of Accounts.
504-03-22	Contact bee keepers who will work at the Farm to "man" the Apiary for Goshen Farm Family Fun Days.	Erik	04-15-22	Working	Event dates: May14th (raindate May 15 th) and 21 st (raindate May 22 nd) Time 10am-12 and 1pm-3pm
505-03-22	Request a "One Day Rider" from Jill Stillwell's Girl Scout Troop for the Archery Event on April 24 th at Goshen Farm from 10am -3pm.	Roy	04-15-22	Working	Jill Stillwell originally requested two dates: April 2 nd and April 24 th but changed to only April 24 th .
506-03-22	Investigate whether scouts can be recruited for children's activities at Spring Open House.	Erik	04-10-22	Working	Sharon let Erik know that there are children's activity kits in the upstairs room of the Farm House (with the doll house).
507-03-22	Build a platform to sit the grill on in the corner of the fenced in yard.	Roy	04-10-22	Working	The platform can be wooden or brick. Roy may ask Evan Semos to help as he needs Service Hours.
508-03-22	Contact Superior Suppliers regarding donation of shingles for the Tenant House.	Linda	04-15-22	Working	There may be enough cedar shingles to roof the Milk House and the Servant's Quarters.
509-03-22	Cost out 12'by 12' stage materials and 12' by 8' stage materials including screws and nails.	Lou	04-30-22	Working	Stage needs to be completed by June 17 th Summer Concert date.
510-03-22	Update prices for materials (from his original grant proposal) and make a plan so the Board knows the cost for repairing the Servants Quarters and the Milk House and the work required to accomplish these repairs (and in what order).	Terry	05-01-22	Working	Plan should include work phases for each building.
511-03-22	Treasurer will notify the Board when the transfer of 2020 Matching Grant donations (with total amount to date) to the Farm House stabilization account in the Chart of Accounts and GFPS FNB Savings Account.	Christy	05-01-22	Working	Treasurer stated that total for 2020 Matching Grant donations will be reported at the April 20 th Board Meeting. .
512-03-22	With Board input, create the plaque wording and then order the plaque for Beatrice C. Griffith from Victory Awards.	Lou and Board	05-01-22	Working	Beatrice Griffith's family is aware of GFPS's plan to honor Bea with a plaque in the Memorial Grove.

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 & 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.