

Goshen Farm Preservation Society Board Meeting,
April 20, 2022

The February 16, 2022, March 16, 2022, and April 20, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, VP	Recorder:	Recorded on ZOOM
Date:	April 20, 2022	Time: 7:30	7:30 PM
Location:	Via ZOOM	.	
BOD Attending:	Roy Benner, Becky Benner, Terry Brandon, Erik Wallace, Linda Paez, Rose Mary Stocker, Bob Nestruck and Christy Folderauer		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members. Vice President Erik Wallace called the April 20, 2022, Board Meeting to order at 7:30 PM. The Meeting was held via ZOOM.
- 2) Erik welcomed the Board Members to the Meeting. There were no guests.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) Becky Benner requested to add the sale of ice cream to Erik Wallace’s discussion of the sale of wine and beer at the Summer Acoustic Concerts.
 - b) Erik Wallace stated that he was removing item a. of New Business, discussing the sale of wine and beer at the Summer Acoustic Concerts. After some research, Erik believes that the sale of beer and wine would be too costly to GFPS.
- 4) Review of Minutes from the March 16, 2022 Board Meeting
 - i) **Becky Benner made a motion to accept the Minutes of the March 16, 2022 Board Meeting with edits submitted by Becky Benner. Bob Nestruck seconded the motion and the motion carried.**
- 5) President’s Report – Louis Biondi (Report as submitted)
 - a) Roy had a question regarding Lou Biondi’s report under Financial Development. Under Working, item 1., it stated, “Develop a strategy for raising matching funds from individuals”. Under working, item 2. It stated, “Develop a strategy for raising matching funds from organizations and philanthropic organizations.” Erik stated that he did think this related to the 2020 Capital Grant, but the Board should ask for clarification at the May Board Meeting.
- 6) Vice President’s Report - Erik Wallace (No report submitted)
 - a) No updates
- 7) Treasurer’s Report - Christy Folderauer (Financial Report not submitted)
 - a) Christy reported that GFPS has \$86,128.11 in combined Checking and Savings Accounts.
 - b) Christy also reported that she, Sharon Smith and Sharon Biondi met for 5 hours on Monday, April 18th to check and cross reference the 2020 State Capital Grant

donations from March of 2020 through March 31, 2022. As of March 31, 2022, \$37,522.81 in donations have been made. Including the \$8,000.00 that GFPS put into savings for Farm House Stabilization in March 2018, GFPS has a total of \$45,522.81 towards the Farm House First Floor Stabilization. When the 2020 Capital Grant Application was submitted, the cost of these repairs was estimated to be \$120,000.00. Hence the \$60,000.00 grant request to the State of Maryland. Though the match requirement was dropped by the State, the cost of the repairs has not changed and GFPS must raise the \$60,000.00 in addition to the \$60,000.00 granted to GFPS by the State. Christy will notify the Board when the transfer from checking to savings occurs.
(Action Item: 513-04-22)

- c) Christy also reported that the total donations from Beatrice Griffith's family and friends in her memory to GFPS was \$6,317.72 (\$3,817.72 towards the "Matching Grant" and \$2,500.00 to the General Fund).
- d) Christy stated that she and Sharon Smith will be calculating the 25% of net income for 2020 and 2021 that should be moved to GFPS savings account as directed by a Board motion on March 28, 2018. She will report on these totals at the May Board Meeting.
- e) Christy is working on Membership and Garden Plot rental and thanked Becky Benner and Bob Nestruck for their input on these.
- f) Christy reported that the Nature Play Space has had \$804.00 in donations. \$625.07 has been spent, leaving \$179.93 remaining for this project.
- g) Last, Christy and Sharon Smith will be finalizing the Chart of Accounts and will present the Board with a complete Financial Report at the May 18th Board Meeting.
- h) Roy asked if the donations for window replacement were in this Farm House Foundation Repair Account. Christy stated that the window donation money was in a separate account.

8) Committee Reports

- a) Building & Maintenance (Vacant)
 - i) Covered under President's Report
- b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara was unable to connect to join the Meeting. No additions.
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry reported that he is disappointed with the growth of his hydroponically grown plants due to the cold weather since planting.
 - ii) Terry also stated that he would like to keep the Hoop House locked when we are not hosting students or guests (with a Member present) as there are irrigation lines running across the floor. These lines could present a tripping hazard and the lines are delicate and could be damaged. Terry feels GFPS needs a sign on the Hoop House regarding its being locked and other information.
 - iii) Terry stated that he has not heard from Evan Semos or his family regarding the brick patio work for the barbecue grill. Roy may give this project to a prospective Eagle Scout.
 - iv) Last Terry reported that Member Kara Maddox saw kids on top of the storage containers. When she asked them to get down, they responded with rude language. Scout Leader Bill Doyen also saw kids on top of the storage container on a different

- day and told them to get down. The kids were again very rude and refused to comply. Bill called the police and reported the incident. It was suggested that we put a camera at the storage containers to record this behavior. Roy said that he had a camera and would install. **(Action Item: 514-04-22)**
- v) Last, there was a brief discussion about CSCES teachers request to come to Goshen Farm – two classes on May 5th (rain date May 6th), two classes on May 9th (rain date May 10th) and two classes on May 11th (rain date May 12th) with approximately 30 students each of these days. Terry will not be at the Farm on May 9th or May 11th. He has asked Bob Nestruck to cover this event but is concerned that we may need more Members to assist on these three days. Terry did not have the teachers fill out a Use and Rental Agreement or send them the new policy. Terry suggested that the Policy and application should be on our website as a download. The contact person could then refer these requestors to the website for the policy and the form they need to complete. This cannot be done until the Policy and Application have been changed and edited after discussion at the May Board Meeting.
- d) Events – Erik Wallace (Report as submitted)
 - i) Erik Wallace thanked everyone for helping at Clean-up
 - ii) (The secretary is leaving this request in the Minutes as a reminder prior to setting a date for Bea Griffith’s Memorial Service with a plaque) Becky stated that there needs to be weeding and mulching around the Memorial Grove in anticipation of placing a Memorial Plaque for Beatrice Griffith. **(Action Item: 515-04-22)**
 - iii) Erik reported that there are some important vacancies on the SignUp Genius for the Spring Open House on April 23rd. Specifically parking volunteers and the sales table which requires use of the Square for payment.
 - iv) Bob let Rose Mary Stocker know that he had replaced the batteries in the walkie-talkies for those handling parking.
 - v) Christy stated that she would be at the Farm on Friday to remove a branch and “hangers” that were over an exhibitor’s area.
 - 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 Sharing Garden Plots available (48, 52, 53, 54 and 62).
 - ii) Bob also reported that Tracy Smith has begun clearing and planting the HHSG but the cold weather is preventing her from planting some crops such as corn.
 - iii) Bob reported that he will be installing the weather station on the last Garden post near the Servant’s Quarters (SQ) using a 12’ pressure treated 2” by 4” to mount it. The height will be enough to clear the Slave Quarters and the Milk House.
 - g) Grounds – Roy Benner (Report as submitted)
 - i) **Roy completed the log balance walk with the help of Stef Schwenk, Jessica Smith, Megan Roth and their husbands.**
 - 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 (completion date May 7th 2022).
 - (2) Matthew Trehey is building two tables and a balance beam for the Nature Play Space (completion date is summer 2022).

- (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. This project is still in the planning stage.
 - (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.
 - (6) Mia Chapman is a new Eagle Scout candidate and is still deciding on her project.
 - h) History & Research - Scott Powers (No report submitted)
 - i) Scott is out of town due to illness in the family.
 - i) Membership - Becky Benner (Report as submitted)
 - i) GFPS has 188 Membership Units for 2022.
 - ii) Becky printed additional 2022 bi-fold brochures for the Spring Open House.
 - iii) Becky continues to review and edit many policy statements, forms, Minutes, as well as the Goshen Farm Sharing Garden Welcome packet and the Sharing Garden Map.
 - j) Members At-Large
 - i) Member At-Large, Rose Mary Stocker
 - (1) Rose Mary gave the Board an update on her plan for the Spring Open House.
 - (a) Presenters have all confirmed. Rose Mary stated that an additional presenter, author, Sandy Shute will be at the Open House.
 - (b) Terry told Rose Mary that Soil Health Pit presenter, Dean Cowherd, will not be at the Open House due to illness.
 - (c) Aware that GFPS will be “down” 6 Board Members for the Open House, she feels confident that as we complete the SignUp Genius for those key positions, we will be good to go on Open House Day!
 - (d) Erik will send Rose Mary updates on the SignUp Genius.
 - ii) Member At-Large -Linda Paez (Report as submitted)
 - (1) Linda reported that she had reached out to Bayview Builders for help with the Tenant House roof collapse. She has met twice with Mark Semos and Bruce Dowling to assess damage and suggest donations from Bayview Builders. She also followed up with Bayview owner, Rich Lang to solicit free materials. Rich agreed provided GFPS can get volunteers to remove debris. Linda has volunteered and Barb Morgan has offered to seek out other volunteers to help. Bruce will take charge of a few volunteer carpenters he will assemble. The proposed date is Saturday May 7th to start work. (Changed to May 14th at 8 am.)
- 9) Review of Action Items and Recurring Action Items
- i) Action Items and Recurring Action Items were not reviewed.
 - ii) 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

10) On-going Business

- a) Discussion of minor changes/corrections to GFPS Use and Rental Policy
 - i) Erik stated that he does not have time to be the central receiver of Use and Rental requests.
 - ii) Becky stated that she has a problem with the fees - \$20.00 if over 10 guests.
 - iii) Roy has a problem with the 60 days in advance of the event for requesting use or rental of the Farm.
 - iv) Terry feels that we don't have enough volunteers when requests come in stating that there will be a need for GFPS Members to volunteer.
 - v) Erik summarized the process as we now know it and said that if the Use and Rental Policy and Application is sent out soon after the request then the Board can better address whether GFPS can accommodate the request. More discussion on this was postponed until the May Board Meeting.
- b) Discussion of moving to cloud-based QuickBooks online
 - i) Christy feels that a decision on this should wait until she sends out her financial reports in May and makes sure that they include information that everyone needs; then we can discuss moving to a cloud-based of Quick Books Online.

11) New Business

- a) Sale of Wine and Beer at the Summer Concerts. Discussion removed due to high cost.
- b) Ice Cream Truck at Summer Concerts
 - i) Becky reported that Tasty Toucan in Stevensville has a cart with various ready-made ice cream treats and sundaes. Nicole Neboshynsky of Tasty Toucan said she would give GFPS 10% of proceeds and no minimum sales are required.
 - ii) Becky will send Erik this information and contact information and he will follow up. **(Action Item: 516-04-22)**
- c) Reimbursement for the cost of printing the book out of the proceeds from the sale of the book. (Silver Anniversary Strawberry Festival June 4-5, 1983)
 - i) Will hold discussion until the May Board Meeting.
- d) Purchase of new tables for events
 - i) Discussion ensued.
 - ii) **Becky Benner made a motion that although purchasing tables is not in 2022 budget, we should purchase 5 new, 6-foot tables before Saturday, Spring Open House. Bob Newstruck seconded, and the motion carried.** Rose Mary will purchase the tables and bring to the Spring Open House.
- e) Use and Rental Policy issues tabled until May Board Meeting
- f) Flower Garden in front of the Tenant House
 - i) Linda Paez suggested a pollinator garden.
 - ii) Becky suggested this be an Eagle Scout Project. Roy will add this to his list of potential projects. **(Action Item: 517-04-22)**

- 12) Review of New Actions Items from Meeting
 - a) Erik suggested we leave identification of New Action Items to the Secretary.
- 13) Final Comments from the Floor
 - a) Linda Paez asked if any Board Members were familiar with the Rosenwald Schools. Terry stated he believed that Skidmore and Brown's Woods schools were Rosenwald Schools. He also suggested that Linda check the Chesapeake Crossroads Heritage Area Newsletters from the past two months as he remembered the Newsletter mentioning a list of Rosenwald Schools and perhaps some information on them.
- 14) Adjournment
 - a) **Becky Benner made a motion to adjourn, and Linda Paez seconded. The motion carried.** The meeting adjourned at 8:50 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 First Floor 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.

513-04-22	Notify Board when 2020 Capital Grant donations are moved from FNB checking account to FNB Savings account for Farm House First Floor Stabilization.	Christy	05-20-22	Working	ASAP
514-04-22	Lend or donate a game camera and install near storage containers.	Roy	05-15-22	Working	Older children have been seen playing on top of storage containers. They refused request from two Members to get down. Bill Doyen reported this incident to the police after he witnessed the boys on the containers.
515-04-22	Complete weeding around Oak Trees in Memorial Grove.	Board and Volunteers	05/31/22	Working	Weeding needs to be completed before Beatrice Griffith's ceremony placing her plaque in the Memorial Grove.
516-04-22	Becky will send Erik information on Tasty Toucan Ice cream and Erik will follow up on this for the Summer Acoustic Concerts.	Becky and Erik	05/31/22	Working	Tasty Toucan Ice Cream cart would be a hit at the 5 Summer Concerts held at Goshen Farm.
517-04-22	Add pollinator garden in front of Tenant House to Eagle Scout potential projects list.	Roy	05/15/22	Working	Linda Paez thought a pollinator garden in front of the Tenant House. Becky thought this would be a good Eagle Scout Project.

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.