

Goshen Farm Preservation Society Board Meeting,
May 18, 2022

The February 16, 2022, March 16, 2022, April 20, 2022, May 5, 2022 Special Board Meeting and
May 18, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Sharon Biondi
Date:	May 18, 2022	Time: 7:30	7:30 PM
Location:	Via ZOOM	.	
BOD Attending:	Lou Biondi, Sharon Biondi, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Erik Wallace, Linda Páez, Rose Mary Stocker, and Bob Nestruck		
Members/ Guests Attending:	Jill Sewell		

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the May 18, 2022, Board Meeting to order at 7:30 PM. The Meeting was held via ZOOM.
- 2) Acknowledge Board Members and guests
 - a) Lou welcomed the Board Members to the Meeting.
 - b) Lou welcomed Member, Jill Sewell to the Meeting.
- 3) Lou requested changes or additions to the agenda from Board Members.
 - a) There were no additions or changes to the Agenda.
- 4) Application for Use of Goshen Farm by Girl Scout Troop Leader, Jill Sewell (Girl Scout Service Unit #644)
 - a) Jill Sewell completed and submitted an Event Use Application and Agreement Form for Goshen Farm for a Precious Medal Awards and Bridging Ceremony. Jill is doing a presentation of what is involved for this event so the Board can discuss and approve or disapprove the request.
 - b) Jill Sewell stated that the Precious Medal Awards and Bridging Ceremony would take place on Sunday, June 12, 2022 (second choice June 5, 2022) from 2:30pm – 5:30 pm.
 - c) Jill stated that this event would involve multiple Girl Scout troops and the medals would be given to individuals rather than “troops”. Total number of participants would be approximately 200 persons.
 - d) Discussion Ensued.
 - i) Barbara Morgan suggested that Jill use Event Brite to send out the invitations. In this way she will have a better count on attendees and how much parking is needed.
 - ii) Roy stated that there was parking for 20 cars on the gravel lot near the Tenant House but if we had rain the day before the event the field would be difficult to use and the event may need to be postponed.

- iii) Jill stated that she would need help with parking for the event. There was further discussion.
 - iv) The Events Chair, Erik Wallace called for a motion. **Becky Benner made a motion to approve Jill Sewell’s Precious Medal Awards Ceremony on June 12, 2022 from 2:30pm – 5:30pm. Erik Wallace seconded. The motion carried.**
- 5) Review of Minutes from the April 20, 2022 Board Meeting
 - i) The Minutes of the April 20, 2022 Board Meeting will be reviewed at the June 15, 2022 Board Meeting.
- 6) Review of Minutes from the May 5, 2022 Special Board Meeting
 - a) **Becky Benner made a motion that the May 5, 2022 Special Board Meeting Minutes be approved with corrections. Linda Páez seconded. The motion carried.**
- 7) President’s Report – Louis Biondi (Report as submitted)
 - a) Lou stated that at the April 20, 2022 Board Meeting, 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 at the April 20th Meeting that he did not think this related to the 2020 Capital Grant but the Board should ask for clarification at the May Board Meeting.
 - b) Lou stated that the Board should strike the word “matching” from both sections of his April report. This section referred to potential new grants and not the current 2020 Capital Grant for the Farm House First Floor Stabilization.
 - c) Lou stated that as relates to page 4, 1. **Action Item: 485-12-21 Complete RFP for Stabilizing the Goshen Farm House Foundation**, He will send this out to the Board shortly.
- 8) Vice President’s Report - Erik Wallace (No report submitted)
 - a) No updates
- 9) Treasurer’s Report - Christy Folderauer (Financial Report not submitted)
 - a) Christy was unable to attend the Meeting.
- 10) Committee Reports
 - a) Building & Maintenance (Vacant)
 - i) Covered under President’s Report
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) The only addition Barbara had to her report was that she was chairing the Strawberry Festival booth. Lou stated that he and Sharon would stay to do tear down as Barbara needs to leave at 4pm.
 - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry had one addition to his report
 - (1) Terry added that My Brother’s Pantry (MBP) is willing to subsidize the cost of providing vegetables to MBP. He is still in negotiations on this donation.
 - d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported that he will add Friday, July 15th to the Summer Concert Series dates per Scott Powers’ schedule which is posted on the website.

- ii) Additionally, Erik stated that he is in contact with Tasty Toucan and Rita's Italian Ice regarding treats at some or all of the Summer Concerts. Lou suggested that Erik send the business that agrees to service the concerts a Vendor Agreement form. Erik agreed.
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob reported that there are 3 Garden Plots available. Becky or Lou will check the PayPal report to see if gardener, Marissa Corona has paid Membership dues and if she needs a refund.
- g) Grounds – Roy Benner (Report as submitted)
 - i) 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 28th 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. Roy met with and emailed Nathaniel on his project paperwork which Roy signed on May 11th for submittal to the Scout Review Board.
 - (4) Riley Hoover is completing 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.
 - (7) Camden Lodico and his father met with Roy on May 1st to review project possibilities. Camden is considering developing and building an old-fashioned "open" well house at the brick-lined well and discussing ground water and its use. The structure would be built within the Pollinator Garden and Monarch Waystation over the concrete slab covering the well.
- h) History & Research - Scott Powers (No report submitted)
 - i) Scott is in and out of town due to illness in the family.
- i) Membership - Becky Benner (Report as submitted)
 - i) GFPS has 190 Membership Units for 2022.
 - ii) Becky printed additional 2022 bi-fold brochures for the Strawberry Festival.
 - 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.
 - iv) Becky requested Lou to send an email with user name and password so she can access PayPal reports for Membership and Garden Rental. She also requested the password and user name for the square for any Memberships that are charged on

the square at events if she can get names from the square report. Lou will check on whether names are included. **(Action Item: 518-05-22)**

j) Members At-Large

i) Member At-Large, Rose Mary Stocker

(1) In her report, Rose Mary thanked all of the volunteers that helped with Spring Open House setup, worked a shift, engaged with guests, baked homemade goodies for the dessert table, visited with vendors and helped with cleanup and tear down. She believes based on observations that the attending guests (estimated at 50–70) enjoyed the Farm and all of the vendors/presenters. Barbara will try to take Rose Mary’s “thank you” wording and include this in the August Caper article. **(Action Item: 519-05-22)**

(2) Rose Mary will be sending an Event Reconciliation Form to Christy and Lou.

ii) Member At-Large -Linda Páez (Report as submitted)

(1) Lou thanked Linda for all of her continued work on the Tenant House repairs.

(2) Linda continues to work with Bayview Builders for help with the Tenant House roof collapse and the damage that resulted from exposure to water. Mark Semos and Bruce Dowling have been to Goshen Farm twice to work on the Tenant House.

(3) Rich Lang of Bayview Builders has donated labor and materials for the work thus far. On May 14th, Volunteers Linda Páez ,Barb Morgan, Evan Semos, Roy Benner, Lou Biondi and Sharon Biondi assisted at the first work day by putting rotten debris, removed from the damaged section, into a dumpster provided by Richard’s Tree Care. Bruce Dowling asked that no volunteers be present on May 31st, the second work day to replace the rotten support beams, etc.

(4) Linda and Member Ginny Klocko planted an Oak Leaf Hydrangea in front of the Tenant House. Roy suggested that instead of a pollinator garden at the Tenant House, GFPS could do a rain garden. Water rushes down from this area near the Tenant House and erodes the driveway. This garden could slow down the water. This could be an Eagle Scout Project and Larry Jennings and Cape Conservation Corp could be asked to help design the rain garden.

11) Review of Action Items and Recurring Action Items

i) Lou stated that related to **(Action Item 510-03-22)** costing out repairs to the Servant’s Quarters and Milk House, he will contact Peter McConaughy about what is needed to repair or stabilize the Milk House Foundation.

ii) **(Action Item: 475-10-21)** Researching companies and pricing T-shirts for the best order price and reporting back to the Board is **Completed**. **(Action Item: 483-12-21)** related to the security breach at Color Fire Media and its resolution is **Completed**.

(Action Item: 495-02-22) related to sending out draft of Ann Brice Worthington’s book is **Completed**. (Roy, Linda and Sharon asked if Barb would send them a copy.)

(Action Item:490-02-22) related to Kindergarten teacher, Trevor Brinton using the Kindergarten plot is **Completed**. **(Action Item: 496-02-22)** regarding contacting

AACC Art Professor, Teddy Johnson for a Spring Open House (SOH) exhibit is **OBE**.

(Action Item: 497-02-22) regarding contacting MRA for an exhibitor at the SOH is **OBE**. **(Action Item: 498-02-22)** as relates to dates for a “Saturday Clean-up” and

- sign- up sheet for volunteers prior to Maryland Day event is **Completed. (Action Item: 499-03-22)** regarding checking batteries in walkie-talkies prior to SOH is **Completed. (Action Item: 500-03-22)** regarding getting the final flyer for Summer Fun Days to Barb for the website is **Completed. (Action Item:501-03-22)** regarding Rose Mary sending Stacy Roth her map of the Farm created for SOH is **OBE. (Action Item: 504-03-22)** assigning bee keepers to man the Apiary (Marie Kiser and Kassie Shelter volunteered) for SOH is **Completed.**
- iii) **(Action Item: 505-03-22) requesting a “One Day Rider” from Jill Sewell GS Troop for the Archery Event is Completed. (Action Item 506-03-22)** regarding recruiting scouts for children’s activities for SOH is **OBE. (Action Item: 507-03-22)** building a platform for the BBQ grill is **Completed. (Action Item: 508-03-22)** contacting Superior Suppliers regarding donation of shingles for Tenant House is **Completed. (Roy will continue to investigate how many square feet the shingles in the Tenant House will cover.) (Action Item: 509-03-22) cost out of 12’ by 12’ stage materials is Completed. (Action Item: 512-03-22)** reach Board consensus on wording of Beatrice Griffith’s plaque and order is **Completed. (Action Item: 516-04-22)** sending Erik information on Tasty Toucan for follow up for Summer Concerts is **Completed. (Action Item: 517-04-22)** Add pollinator Garden or rain garden to Eagle Scout projects list is **Completed.**

12) Ongoing Business

- a) Select dates for dedication of a tree in the Memorial Grove to Bea Griffith in June or July
- i) The Board decided on two dates: Saturday, June 18th (Board preference) or Saturday, July 16th. Sharon will contact Ben Griffith with the two dates and let him decide. Sharon will then suggest a time and get feedback from Ben.
- b) Review of Jill Sewell’s Girl Scout Use Application and Agreement
- i) Jill Sewell’s Use Application was approved by the Board earlier in the Meeting. Barbara will put the Flyer that Jill sends to her on Goshen Farm’s website. **(Action Item: 520-05-22)**
- c) Discussion of changes/corrections to GFPS Use Policy and Event Use or Rental Application and Agreement
- i) **Roy Benner made a motion to change the title to “Event Use Application and Agreement. Erik Wallace seconded. The motion carried.**
- ii) **Roy Benner made a motion to change 60 days in advance of event to 30 days in advance of the next scheduled Board of Directors Meeting. Bob Nestruck seconded. Discussion ensued. Roy withdrew his motion and Bob agreed. Roy Benner made a motion to change from 60 days in advance of the event to 30 days in advance of the event and 30 days in advance of the next scheduled Board of Directors Meeting which are held the 3rd Wednesday of every month. Bob Nestruck seconded. The motion carried.**
- iii) **Roy Benner made a motion regarding Use by Society Members to strike the wording that each Individual Member or Household Member may have no more than 2 events per year. Bob Nestruck seconded.** Discussion ensued. Roy Benner withdrew his motion and Bob Nestruck agreed.

- iv) Roy made a motion to change the wording on the section Use by Teachers and students from private schools, home schools and daycare providers, to exclude the requirement that Home schooled children from different households must be Members (Household Membership) ... Bob Nestruck seconded. Discussion ensued. Lou stated that there are several different situations covered under this section such as for profit and nonprofit schools. Roy Benner withdrew his motion and Bob Nestruck agreed. Lou will work on wording for this section (or create an additional section if needed) and send out to the Board for review.
- v) Becky stated that all the forms related to “use” of Goshen Farm land and facilities should be reviewed for corrections and consistency by Lou and the Board. **(Action Item: 520-05-22)**
- vi) Barbara Morgan will put the Policy for the Use of Goshen Farm Land and Facilities and the Use Application Agreement on the website when finalized.

13) New Business

- a) Flower Garden by the Tenant House was discussed under Member-at-large, Linda Páez’s report.
- b) Discussion of picking up lumber and building the new stage
 - i) Lou will contact Jim Johnson at Johnson Lumber, tell him GFPS is a 501c3, mention that we are working with Bayview Builders and order the lumber and hardware for the stage and have it delivered. (Barbara Morgan stated her husband Jay can pick the lumber up in his truck, if the delivery cost is high.) **(Action Item:521-05-22)**
- c) Discussion of putting a new roof on the Tenant Cottage.
 - i) Roy will research the bundles of cedar shingles stored in the Tenant House to see if they will cover the Tenant House roof. **(Action Item:522-05-22)**
- d) Discussion of allocating funds for the repair of the Milk House and Servant’s Quarters
 - i) Lou suggested that if we do not have enough cedar shingles to roof the Tenant House then we may be able to use them for the Milk House and/or Servant’s Quarters.
 - ii) Roy is updating the cost out to repair the Milk House and Servant’s Quarters from Terry’s 2021 MHAA grant application for repairing both buildings. Until we have these figures, we cannot allocate funds for this project.
- e) Contingency plans for the Harvest Pasta Dinner due to COVID-19
 - i) GFPS will not know what the COVID-19 Variants infection rate will be at this time for holding an indoor event in October. Discussion ensued and various alternatives were discussed. Having carry out dinners to be picked up at the farm was one possibility.
- f) Disappearance of Goshen Farm Then and Now photo album
 - i) Lou stated that he had sent out an email inquiring about the whereabouts of this photo album that was on display at Spring Open House. No response to date.

14) Review of New Actions from Meeting

- a) New Action Items were reviewed.

15) Final comments from the floor

- a) None

16) Adjournment

- a) **Becky Benner made a motion to adjourn, and Linda Páez seconded. The motion carried.** The meeting adjourned at 9:55 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 and Barb	11-30-21 – 05-21	Working	Plan needs to be in place prior to start of Concert Series. Need POC person with Farm House key and knows where stuff is stored. Need to use Signup Genius.
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.
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
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
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.
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.
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).	Roy	05-01-22	Working	Plan should include work phases for each building.

513-04-22	Notify Board when 2020 Capital Grant donations reported at the April Board Meeting 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	Move the game camera from the Historic Timeline Trail and if working, install near storage containers.	Roy	05-15-22	Working	Older children have been seen playing on top of storage containers. They refused requests 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.
518-05-22	Send Becky the password and user name for PayPal and same for the square if the square gives names of those who charged Memberships or Sharing Garden plots.	Lou	05/20/22	Working	Will get needed info faster.
519-05-22	Include Rose Mary's "thank you" paragraph from her May Report in the August Caper.	Barb	07/01/22	Working	Well stated.
520-05-22	Review ALL forms related to "Use" of Goshen Farm for correctness and consistency.	Lou	06/20/22	Working	With all of the changes needs to be thorough.
521-05-22	Go to Johnson Lumber and negotiate for better price (501c3, working with Baybiew Builders, etc.) order lumber and try to get free delivery..	Lou	06/10/22	Working	Suggested by Bruce Dowling.
522-05-22	Research 20-21 bundles of cedar shingles in the Tenant House to find out square foot coverage.v	Roy	06/20/22	Working	Depending on coverage, these could be used for Tenant House and if not enough then Milk House and or/Servant's quarters.

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 times/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.