

Goshen Farm Preservation Society Board Meeting,
June 15, 2022

The February 16, 2022, March 16, 2022, April 20, 2022, May 5, 2022 Special Board Meeting,
May 18, 2022, and June 15, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Sharon Biondi
Date:	June 15, 2022	Time: 7:30	7:31 PM
Location:	Via ZOOM	.	
BOD Attending:	Lou Biondi, Sharon Biondi, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Rose Mary Stocker, Bob Nestruck and Christy Folderauer		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the June 15, 2022, Board Meeting to order at 7:31 PM. The Meeting was held via ZOOM.
- 2) Acknowledge Board Members and guests
 - a) Lou welcomed the Board Members to the Meeting.
- 3) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky Benner added that the Board needs to address the issue of beekeeper helpers that are not GFPS Members. She is concerned about the liability status.
- 4) Review of Minutes from the April 20, 2022 Board Meeting
 - i) **Becky Benner made a motion that the Minutes of the April 20, 2022 Board Meeting with Becky Benner’s corrections be approved. Bob Nestruck seconded and the motion carried.**
- 5) Review of Minutes from the May 18, 2022 Board Meeting
 - a) **Becky Benner made a motion that the Minutes of the May 18, 2022 Board Meeting be approved. Bob Nestruck seconded. Becky Benner gave corrections to the Minutes for the Secretary. The motion carried.**
- 6) President’s Report – Louis Biondi (Report as submitted)
- 7) Vice President’s Report - Erik Wallace (No report submitted)
- 8) Treasurer’s Report - Christy Folderauer (Financial Report submitted)
 - a) Christy thanked Lou for sending out the FNB checking statement. Christy reported that she had moved \$37,542.81, raised thus far for the 2020 Capital Grant over to the First Floor Stabilization dedicated funds. The FNB Checking Account now has \$44,739.52. Christy also reported that she has not transferred the 25% net income from 2020 and 2021 to savings as she and Sharon Smith are still reconciling this information (and the 2019 transferred amount) in QuickBooks.

- b) Christy has not been able to send Stacy Roth an invoice for the two extra port-a-pots requested for Goshen Farm Family Fun Days event sponsored by a grant to Stacy Roth, Signature Program Director, Broadneck HS. Statewide has not sent out this invoice for two additional port-a-pots to Christy.
- c) Becky asked about the amount of funds left in the Nature Play Space fund. Christy stated that there was \$229.93 left and that Stef Schwenk was going to pay out \$229.13 for supplies leaving a balance of \$.80.

9) Committee Reports

- a) Building & Maintenance (Vacant)
 - i) Covered under President's Report
- b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara reported that she sent out emails for the Beatrice Griffith Plaque Dedication Event in the Memorial Grove on June 18, 2022 to those who made donations in Memory of Bea Griffith. Bea's son Clarke Griffith also notified family and friends of the event honoring his mother. Sharon emailed those GFPS Members who knew Bea Griffith with the event information. Sharon will purchase food and beverages to serve after the plaque dedication.
 - ii) Barb stated that Jay will install the piece of wood needed on the front of the stage before the Friday, June 17th Summer Concert.
 - iii) Barb reported that 323 Kayak Raffle tickets had been sold and 59 are outstanding from Board Members bringing the total to 382 sold. She still has 218 tickets to sell.. Barb is selling at the summer concerts, putting information on various community Facebook pages and sending out Facebook notifications on our Historic Goshen Farm and Educational Center Facebook page.
 - iv) Barb verbally shared the new GoDaddy account password with the Board. This was an action item related to a "hacking" incident on our website.
 - v) Also noted by Barb was that Linda Beck's phone number was listed for our account contact and Barb wants to get this information updated with GoDaddy. Lou suggested Barb use her number as the contact.
 - vi) Last Barb reported that she sent out notices to all of her calendar sites such as Broadneck Patch and Severna Park Voice regarding the dates for the GFPS Summer Concerts. Becky offered to get the submittal date for Bay Weekly and email this to Barb. **(Action Item: 523-06-22)**
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry had one addition to his report
 - (1) Terry reported that he will also be donating vegetables to a new entity – Severna Park Evangelical Church's "Celestial Manna". Their program donates food once a week. He is currently donating vegetables to My Brother's Pantry once a month but some of the vegetables are harvested weekly and will not last a month. Terry sees donating to both organizations as a solution.
- d) Events – Erik Wallace (Report as submitted)
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)

- i) Bob and Terry reported that Member BillieGrant is working hard to organize and manage the compost pile behind the Sharing Garden. He will need volunteers to turn the compost pile on a regular schedule. Billie plans to communicate with the Sharing Gardeners about how to add their compost to the newly organized composting process. Barb suggested this guidance on maintaining the composting as well as a request for volunteers could be written up by Billie Grant and go on the Sharing Garden Facebook page. Bob will be responsible for posting. **(Action Item: 524-06-22)**
- g) Grounds – Roy Benner (Report as submitted)
 - i) Roy also wanted to update his report on Eagle Scout projects
 - (1) Harrison Roth completed the boat sandbox and three benches for the Nature Play Space (completion date May 28th 2022). A sign needs to be posted stating that the cloth cover on the sandbox be replaced when not being used.
 - (2) Matthew Trehey is building two tables and a balance beam for the Nature Play Space (completion date is summer 2022).
 - (3) Nathaniel Lash will be working on the 2.3 miles of trails including maps and QR codes this Saturday, June 18th. Roy met with and emailed Nathaniel on his project paperwork which Roy signed on May 11th for submittal to the Scout Review Board and his plan was approved.
 - (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 will be building brick landings under each of Goshen Farm’s permanent benches along with a small table attached to the side of the 10 permanent benches.
 - (7) Camden Lodico and his father met with Roy on May 1st to review project possibilities. Camden is 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 & Monarch Waystation over the concrete slab covering the well.
 - ii) Nathan Cavaliere weeded and mulched the remaining Oak trees. The Memorial Grove will look neat for Beatrice Griffith’s plaque dedication. Thank you, Roy and Nathan!
 - iii) Linda Paez spoke with Larry Jennings about the possibility of a rain garden near the Tenant House. Larry would be willing to help design this garden. Roy is aware of this and has the rain garden on his list of potential Eagle Scout Projects.
- 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 204 Membership Units for 2022.
 - ii) Becky will send Barb the 13 new Members' information. Barb will add these names and email addresses to the MailChimp Member database.
- j) Members At-Large
 - i) Member At-Large, Rose Mary Stocker
 - (1) Rose Mary will be sending an "Event Reconciliation Form" for the Spring Open House to Lou. Rose Mary has sent detailed notes to both the Treasurer and Lou but has not transferred this information to the Event Reconciliation Form. These forms are maintained and used to assist in planning for future events.
 - ii) Member At-Large, Linda Páez (Report as submitted)
 - (1) Linda stated that while talking to Larry Jennings about the potential rain garden near the Tenant House, Larry stated that the overhanging vines in that area would have to be removed for the garden to receive enough sunlight. Linda will be working on removing the vines.
- 10) Review of Action Items and Recurring Action Items
 - i) **(Action Item: 469-09-21)**, 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 is **Completed**. Erik or Barb will use Signup Genius to recruit volunteers.
 - ii) **(Action Item: 474-110-21)** Develop and improve a Vendor Agreement for participants at Goshen Farm events is **Completed**.
 - iii) As relates to **(Action Item: 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, this Action is **Completed**.
 - iv) **(Action Item: 514-04-22)** Move the game camera from the Historic Timeline Trail and if working, install near storage containers, is **Completed**.
 - v) **(Action Item: 515-04-22)** Complete weeding around Oak Trees in Memorial Grove is **Completed**.
 - vi) **(Action Item: 518-05-22)**, Send Becky the password and user name for PayPal is **Completed**.
 - vii) **(Action Item: 519-05-22)**, Include Rose Mary's "thank you" paragraph from her May Report in the August Caper is **Completed**.
 - viii) **(Action Item: 520-05-22)**, Review ALL forms related to "Use" of Goshen Farm for correctness and consistency is **Completed**.
 - ix) **(Action Item: 521-05-22)**, Go to Johnson Lumber and negotiate for better price (501c3, working with Bayview Builders, etc.) order lumber for the concert stage and try to get free delivery is **Completed**.
- 11) Ongoing Business
 - a) Request extension for Arts Council of Anne Arundel County (ACAAC) grant or return funds
 - i) Due to issues with the lack of feedback from sources and medical issues within the new Goshen Farm Book Committee, the committee is behind and cannot make the

grant deadline. We need a decision. Barbara stated that she has gathered new information and believes she can gather additional new information if we get an extension.

(1) Discussion ensued. The sense of the Board was to ask ACAAC for an extension.

Lou will try to get at least a 3-month extension. **(Action Item: 525-06-22)**

- b) Follow up after meeting with County Executive, Steuart Pittman.
 - i) Lou has a meeting date and time for meeting to discuss Recreation and Parks option for control of Goshen Farm with County Executive Steuart Pittman. Lou has prepared an agenda for this ZOOM meeting. Barbara Morgan and Erik Wallace will also attend. If the meeting with Steuart Pittman is successful, and it is decided that both he and GFPS should move forward with this discussion, GFPS would like to have a meeting at the Farm with the Director of Recreation and Parks. There are many questions for GFPS to ask and details to discuss.
 - ii) Lou will also be drafting a letter to the new AACPS Superintendent Mark Bedell and the BOE at a future time regarding new lease negotiations and inclusion in the BOE budget. (New budget will not be finalized until spring of 2023).

12) New Business

- a) Redesign of the GFPS website
 - i) Barb and Shannon Beauchamp Lepthien of Color Fire Media have been working on a new design for the website.
 - ii) Barb sent out a “mock up” that Shannon has completed. Barb needs a decision from the Board stating whether Shannon should go forward with the redesign.
 - iii) Discussion ensued. The sense of the Board was to move forward with the redesign.
- b) Discussion of new Procurement Policy language to cover emergency expenditures. Suggested by Roy Benner.
 - i) Lou asked Christie if GFPS could set up an “emergency fund” in the 2023 GFPS Budget. Lou was thinking about a figure of \$2,000.00 - \$2,500.00. Lou asked if we can table this until next Meeting. The Board needs to review our Procurement Policy before the next Meeting. Lou will send out Procurement Policy to the Board. **(Action Item: 526-06-22)**
- c) Discussion of the impact of inflation on Committee budgets.
 - i) Roy reported that the price of gas for the mower has doubled in the last 6 months. Lou thinks Roy has the option of moving line-item money from other areas in his Grounds Committee budget.
 - ii) Inflation has impacted GFPS potential plans for building repairs. Sharon suggested that after the 25% of GFPS net income for 2020 and 2021 is moved to savings, the Board will have a better idea of how much money is available for the repair of the Milk House and the Servant’s Quarters. Lou suggested that knowing the cost updates from the 2021 estimate (MHAA grant application) for repairing these two buildings is critical.
 - iii) Roy reminded Lou that he was going to contact Peter McConaughy to look at both buildings and get his opinion on repairs. Lou stated with his current schedule, he will not be able to call Peter until he returns to town from Chicago on July 13th.
- d) Beekeeper assistants who are not GFPS Members

- i) Lou will email Erik regarding this concern. Becky believes that only 3 of the 11 assistants are Members. **(Action Item: 527-06-22)**
- 13) Review of New Actions from Meeting
 - a) New Action Items were reviewed.
- 14) Final comments from the floor
 - a) None
- 15) Adjournment
 - a) **Becky Benner made a motion to adjourn, and Linda Páez seconded. The motion carried.** The meeting adjourned at 9:19 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 Grant Project. 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	Reviews will occur at this meeting and future meetings as part of a website redesign. 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	Lou, Terry,	07-03--21	Working	Discussion from the April 21, 2021 Board Meeting.

	American Heritage and historic African American neighborhoods on 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).	Linda, and Board input			This information will also be used in updating the 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
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.
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 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 if they do not wish to keep these items, please contact Barbara Morgan.	Barbara	04-01-22	Working	Ben Griffith and/or Clarke Griffith are family members to contact..
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 Terry's original grant proposal) and make a plan so the Board knows the cost for repairing the Servant's Quarters and the Milk House and the work required to accomplish these repairs (and in what order). Lou will contact Peter McConaughy to see if he will come out and look at the Servants Quarters and Milk House to assist with plans for both buildings.	Roy Lou	05-01-22	Working	Plan should include work phases for each building.
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.
523-05-22	Get the submittal date and other pertinent information for Bay Weekly and send to Barb Morgan	Becky	06/30/22	Working	Bay Weekly is a good local magazine for advertising GFPS events.

524-06-22	Guidance on adding compost to the newly organized compost bins as well as a request for volunteers could be written up by Billie Grant and go on the Sharing Garden Facebook page. Bob will be responsible for posting.	Bob and Billie Grant	08/30/22	Working	Billie Grant has cleaned up, organized and is turning compost on a regular basis. Sharing Gardeners need to be informed on how to maintain the new composting area.
525-06-22	Ask ACAAC for an extension on the grant for writing and publishing the new Goshen Farm book. Try to get at least a 3 month extension.	Lou	06/20/22	Working	The Goshen Book Committee is behind schedule and needs more time to complete research.
526-06-22	Send out Procurement Policy to the Board.to review for discussion on need to set up an "emergency fund" at the July Board Meeting.	Lou	06/30/22	Working	Emergencies such as replacing the well pump (\$1,200.00) can come up and need to know where in the budget these expenses can be paid.
527-06-22	Email Erik regarding the Boards concern that several beekeeping assistants are not GFPS Members.	Lou	06/30/22	Working	Board concerned about liability issue...

RECURRING ACTIONS

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	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President 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.