

Goshen Farm Preservation Society Board Meeting,
July 20, 2022

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

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Sharon Biondi
Date:	July 20, 2022	Time: 7:30	7:33 PM
Location:	Via ZOOM	.	
BOD Attending:	Lou Biondi, Sharon Biondi, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Erik Wallace, Linda Páez, Bob Nestruck and Christy Folderauer		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the July 20, 2022, Board Meeting to order at 7:33 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) Lou wanted to add a discussion of the Chesapeake Crossroads Heritage Area Small Change Grant. Added to New Business, item c.
- 4) Review of Minutes from the June 15, 2022 Board Meeting
 - a) **Becky Benner made a motion that the Minutes of the June 15, 2022 Board Meeting be approved. Bob Nestruck seconded and the motion carried.**
- 5) President’s Report – Louis Biondi (Report as submitted)
 - a) Regarding the Wine Tasting & Raffle that he and Sharon are co-chairing, Sharon stopped by Houck’s Menswear today and Larry Houck donated a \$250.00 gift certificate to the raffle! Barb will redesign the poster. She asked Lou for some specific information such as the caterer’s business name to add to the poster. She will contact Meghan Sullivan, Bella’s Liquors Manager for that information. Barb will send Lou the finished poster for approval. When finalized, Barb will have Shannon at Color Fire Media to post under the website events with a button to buy admission and raffle tickets. Lou will print copies of the poster and Sharon will put the posters up in the area.
 - b) Lou reported that GFPS has a signed contract from Dave Weir for the window sashes, a signed treatment for the Bora Care treatment and hardware cloth. Dave was at the Farm House today taking measurements for the window sashes. Becky asked who will be monitoring this contract. Lou stated that he will be monitoring Dave’s work and contract as part of the “matching grant” authorization of payments.

- c) Becky asked Lou if the extension for the Art Council of Anne Arundel County (ACAAC) Grant for the new Goshen Farm book was three or four months. Lou stated the extension was three months. All research and writing has to be completed by the end of August and sent to Joan Machinchick for layout and then printing.
- 6) Vice President's Report - Erik Wallace (No report submitted)
- 7) Treasurer's Report - Christy Folderauer (Financial Report submitted)
- a) Christy reported that we have \$51,345.09 in the GFPS First National Bank (FNB) Checking Account and \$54,569.86 in the First National Bank (FNB) Savings Account (the 2020 Capital Grant donations totaling \$37,542.86 thus far were moved into savings in June and to the Farm House First Floor Stabilization dedicated funds in the Chart of Accounts). Christy also reported that she has transferred the 25% net income from 2019. It was an additional \$768.00 based on the reconciliation for 2019 net income. Christy wants the Board to review the Profit and Loss Statements and Balance Sheets for 2020 and 2021 and the Chart of Accounts Listing. If the Board has questions they should contact Christy. She will transfer the 25% net income from 2020 and 2021 into savings and list in the Chart of Accounts as Farm House – General Projects if the Board approves the above information at the August Board Meeting.
- b) Roy had a question regarding what projects the 25% net income account can be used. Lou stated that the "Farm House – General Projects" account was set up for maintenance on the Farm House. Sharon will send out the language from the motion at the March 18, 2018 Board Meeting regarding this 25% set aside and use of these funds. **(Action Item: 528-07-22)**
- c) Lou asked that the Board review all the information that Christy provided in her report so that we can finalize the Chart of Accounts and the moving of the 25% net income from 2020 and 2021 to savings and the "Farm House – General Projects" Chart of Accounts in QuickBooks. Christy reported the 25% net income amount for 2020 as \$4,747.00 rounded up, and for 2021, \$8,667.00 rounded up.
- 8) Committee Reports
- a) Building & Maintenance (Vacant)
- i) Covered under President's Report
- b) Communications – Barbara Morgan (Report as submitted)
- i) Lou asked Barb about her recommendations in her report to change the number of months we sell Kayak Raffle Tickets from 5 months to 3 and reduce the number of tickets we sell to 550 from 600. Discussion ensued. Barb agreed to sell the 550 ticket for four months. The 2022 Kayak Raffle sold 555 out of 600 tickets and brought in \$2,775.
- ii) The Small Organization subcommittee that has been formed with the Chesapeake Crossroads Heritage Area is agreeing to help promote each other's events. Lou will send Barb the names of the Small Organizations, names of the contact persons, phone numbers and email addresses. Small Organizations are defined as having no paid staff and limited resources. **(Action Item: 529-07-22)**
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
- i) Terry had no additions to his report

- d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported that the weather has been good for the first three of the Summer Concert Series.
 - ii) Erik reported that he and his Apiary helpers processed about 250 pounds of honey. He will be selling jars of honey at the July 22nd Summer Concert. Sharon asked if he or Barb could advertise that honey will be sold at the next concert. He suggested Bob put out a Facebook post to the Sharing Gardeners. Barb will add the honey sales to her July 22nd Concert post on the GFPS Facebook page. Lou will make sure the Square is charged for any sales that night. Terry asked Erik if he was holding any honey back to sell to GFPS Members. Erik stated he would sell to GFPS Members for about a month before he puts it out to the public on Facebook. Erik predicts that we will get another 100 – 150 pounds of honey in late August.
 - iii) In his report, Erik thanked Chris Leckson, Hillary Fort, Kassie Shetler, Matt Chasse, Paul McGuire and Lyle Wallace for helping pull hives, processing honey and bottling honey.
 - iv) Becky reported that Tasty Toucan will not be at the July 22nd concert.
- e) Financial Development - Lou Biondi (Report included in President’s Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob reported that he received the Wi-Fi solar-powered video camera he purchased for the Sharing Garden area.
 - ii) Becky stated that deer can see the color blue. She bought blue material to make longer “swags” to put around the Sharing Garden to replace the old “swags” that have faded to white. Hopefully these new longer “swags” will help discourage the deer that are snacking on the produce.
- g) Grounds – Roy Benner (Report as submitted)
 - i) Roy updated his report on Eagle Scout projects
 - (1) Roy reported that he met with Michael O’Shea, his father, Keith, and Michael’s Scout Advisor, Marty Roth, on July 10th. Michael is considering building either a Rain Garden in front of the Tenant House or a permanent Fire Pit with benches or moveable benches at Goshen Farm for his Eagle Scout Project. Discussion on the fire pit ensued.
 - (2) Harrison Roth completed the boat sandbox and three benches for the Nature Play Space (completion date May 28th 2022). He recently engraved the two 2’ x 4’s that hold the sandbox cover to create a sign stating that the cloth cover on the sandbox be replaced when not being used.
 - (3) Matthew Trehey is building two tables and a balance beam and 10 log benches for the Nature Play Space (completion date is summer 2022).
 - (4) Nathaniel Lash has been working on the 2.3 miles of trails including maps and QR codes. He has completed most of the work on installing three trail Signs (for Red, White and Blue Trails), blaze markings and a draft of the Trail Map is pending the Benefactor’s approval. Trees have been blazed with the appropriate color (red, white, and blue) paint, supplemental posts and arrows have been installed.

- (5) Riley Hoover is still working on 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.
- (6) Heather Doyen will be building additional benches for her Girl Scout Gold Award. Heather had earlier completed an Eagle Scout Project with sign posts and signage and five benches.
- (7) Mia Chapman will be building brick landings under each of Goshen Farm's permanent benches.
- (8) 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) Sharon asked Roy if Eagle Scout projects ever cover maintenance of previous Eagle Scout Projects. Roy did not know but he will inquire. Terry asked if Roy has a Master Grounds Plan for future grounds plans. He has a plan that he created about 7 years ago but he did not include Eagle Scout Projects in his plan. He prefers to find out the interests of the Scouts and create a project based on their interests.
- iii) Linda Páez asked Roy about building steps down the hill leading to the Memorial Grove (difficult to walk down safely). Roy stated that he has had this project on his list for quite a while, but no Scout has been willing to take on this project.
- iv) Roy added that Maryland Public Broadcasting (MPT), Maryland Farm and Harvest program (shown on Tuesday nights at 7pm and Fridays at 7:30pm) contacted Roy and soil scientists about coming to the Farm to make a video on Coastal Plain soils. The film crew spent about 6 hours at the Farm videotaping. They will let Roy know when this episode is broadcast (about 6 months). It would be good for GFPS to let our Members know when this show airs. Roy needs to let Barb know the dates and she can send this information out to Members. **(Action Item: 530-07-22)** More discussion ensued.
- h) History & Research - Scott Powers (No report submitted)
 - i) Scott is in and out of town due to illness in the family.
 - ii) Scott continues to monitor bands signed up for the Summer Concert Series, help set up for the concerts and manage the shows and announcements.
- i) Membership - Becky Benner (Report as submitted)
 - i) GFPS has 211 Membership Units for 2022.
 - ii) Becky will send Barb the 7 new Members' information. Barb will add these names and email addresses to the MailChimp Member database.
 - iii) Sharon has two new Membership Applications from the Membership table manned by Linda Páez at the July 15th concert. Sharon will drop them at Becky's home tomorrow.
- j) Members At-Large

- i) Member At-Large, Rose Mary Stocker(No Report Submitted)
 - (1) Rose Mary is ill and did not attend the Meeting.
 - (2) 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 had nothing to add to her report.
 - (2) Roy asked Linda about the dumpster that Christy left for the construction debris from the work on the Tenant House. Linda stated that she and Christy are communicating with Bayview Builders regarding when the builders need the dumpster and when Christy can take it for Richard’s Tree Care use.
- 9) Review of Action Items and Recurring Action Items
- i) **(Action Item: 056-03-11)**, Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee). Action is **OBE**.
 - ii) **(Action Item: 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). Action is **OBE**.
 - iii) **(Action Item: 437-02-21)**, Schedule a meeting with Shannon Lepthien Beauchamp of Color Fire to review, edit and update the website. This action was changed to read, “Continue meeting with Shannon Lepthien Beauchamp of Color Fire Media to update the website.” Roy and Terry would like to see more pictures of Goshen Farm’s previous tenants on the website. Barb agreed.
 - iv) **(Action Item: 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. Action is **Completed**.
 - v) As relates to **(Action Item: 468-09-21)**, Complete the RFP for sealing the Goshen Farm House and Bora Care treatment and distribute. This Action is **Completed**.
 - vi) **(Action Item: 484-12-21)**, Award Contract for Sealing the Goshen Farm House. Action is **Completed**.
 - vii) **(Action Item: 522-05-22)**, Research 20-21 bundles of cedar shingles in the Tenant House to find out square foot coverage. Action is **Completed** (Coverage is approximately 160 square feet.)
 - viii) **(Action Item: 523-05-22)**, Get the submittal date and other pertinent information for Bay Weekly and send to Barb Morgan. Action is **Completed**.
 - ix) **(Action Item: 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. This Action is **Completed**.
 - x) **(Action Item: 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. Action is **Completed**.
 - xi) **(Action Item: 527-06-22)**, Email Erik regarding the Board’s concern that several beekeeping assistants are not GFPS Members. Action is **Completed**.

10) Ongoing Business

- a) Follow up after meeting with County Executive, Steuart Pittman. Lou sent an email to James Kitchin, Steuart Pittman's Director of Community Engagement and Constituent Services, asking him for guidance in approaching the new Superintendent Mark Bedell and the Board of Education. We mentioned in the meeting with Pittman that GFPS wanted to do a dual approach: pursue transfer to Recreation and Parks and engage the new Superintendent and the Board of Education in negotiating a new lease and inclusion of GFPS in the Board of Education's 2023 budget.
 - i) Lou will draft a letter to the new AACPS Superintendent, Mark Bedell, and send out to the GFPS Board for suggestions, etc. **(Action Item: 531-07-22)**
 - ii) In Lou's email to James Kitchin, he also asked about setting up a visit from Steuart Pittman and the Director of Recreation and Parks to the Farm.

11) New Business

- a) Parking of cars on the Farm's right of way along driveway (Radoff Road)
 - i) Mr. Facciponti, who lives on Cape St. Claire Road and across from Goshen Farm's driveway, has members of his family parking on the GFPS driveway right of way. Roy will approach Mr. Facciponti and let him know that the right of way is not public property, it is part of the land GFPS is leasing from the Board of Education, and these cars are interfering with the use of the driveway and maintenance. It is also a safety issue for Sharing Gardeners and guests at GFPS events traversing the driveway. If Roy cannot talk directly to Mr. Facciponti, then a note should be left at his house. **(Action Item: 532-07-22)** There may need to be other actions, but the Board will see if the visit and/or note solves the issue.
- b) Discussion of new Procurement Policy language to cover emergency expenditures. Suggested by Roy Benner.
 - i) Discussion of added language to the Procurement Policy relating to establishing funds in the Annual GFPS Budget for "emergency situations" such as damage caused by weather, etc." and who may expend these emergency funds. Discussion was tabled until the August Meeting.
 - ii) Review of SEIU Application and Agreement form for use of Goshen Farm on September 5, 2022 from 11am -5pm for a picnic hosting around 75 guests.
 - (1) Linda is a member of SEIU and forwarded the application to Lou. The Board felt this Use Application and Agreement request was within our Use Policy. The only information that SEIU will need to be told is that the two extra pot-a-pots requested would have to be paid for by SEIU. Linda will contact Sarah Glick of SEIU and let her know about the port-a-pots fee (\$78/port-a-pot). Roy suggested that we have one port-a-pot for our concerts which can host several hundred guests, so they may not need extra a port-a-pots. Linda will also ask about the wattage of the speakers she may use.
 - (2) **Erik Wallace made a motion that we approve the SEIU Use Application and Agreement and charge them for the two extra port-a-pots. Bob Nestruck seconded.** Discussion ensued. Lou asked if Erik would amend his motion. Erik agreed. **Erik Wallace altered his motion to read "...we approve the SEIU Use Application and Agreement pending questions on port-a-pot rental and**

electrical wattage needed for two speakers.” Bob Nestruck seconded. The motion carried.

c) There was no discussion of the Chesapeake Crossroads Heritage Area Small Change Grant.

12) Old Business

- a) Discussion of allocating funds for the repair of the Milk House and Servant’s Quarters.
 - i) The discussion of funds for repairing these two buildings must wait until the 25% net income amounts for 2020 and 2021 are approved and moved. We will then have an idea of how much money is left in the General Fund for repairs.
 - ii) Lou still needs to contact Peter McConaughy to see if he will come out to the Farm and look at both buildings for his assessment on what work needs to be done other than what we have already discussed in our planning. **(Action Item: 532-07-22)**

13) Review of New Actions from Meeting

- a) New Action Items were reviewed.

14) Final comments from the floor

- a) Roy reported that the light he had placed in the port-a-pot disappeared sometime during the July 15th concert. Lou will bring another light from home and install before the July 22nd concert.
- b) Erik Wallace made a motion to approve the Wolf Pack 2214 Den Meeting Application and Agreement request that was submitted to the Board in early July. Bob Nestruck seconded. The motion was approved.**

c) Barb reported that the name of the caterer for the Wine Tasting is Tony Barrett.

15) Adjournment

- a) **Bob Nestruck made a motion to adjourn, and Barbara Morgan seconded. The motion carried.** The meeting adjourned at 9:38 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
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
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	Continue meeting with Shannon Lepthien Beauchamp of Color Fire to update the website.	Barbara	02-28-21	Working	Reviews will occur at this meeting and future meetings for the 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 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).	Lou, Terry, Linda, and Board input	07-03--21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the <u>Goshen Farm</u> 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.
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.	Barbara	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
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	Barb has contact information for Bea's sons, Ben Griffith and Clarke Griffith.
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).	Roy Lou	05-01-22	Working	Plan should include work phases for each building.
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 Billy 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.
528-07-22	Send out the language from the motion at the March 18, 2018 Board Meeting regarding this 25% set aside and use of these funds.	Sharon	07/15/22	Working	For clarification
529-07-22	Send Barb the names of the Small Organizations, names of the contact persons, phone numbers and email addresses	Lou	07/30/22	Working	CCRHA, Small Organizations are willing to advertise other Small Organization events.
530-07-22	Let Barb know the dates when the Maryland Farm and Harvest episode filmed at Goshen Farm will air and she can send this information out to Members.	Roy and Barbara	Undetermined	Working	The film crew told Roy it would be at least 6 months till this episode on regional soils aired.
531-07-22	Draft a letter to the new AACPS Superintendent Mark Bedell regarding new lease negotiations and send out to the GFPS Board for suggestions	Lou and Board	09/15/22	Working	GFPS will be negotiating with AACPS Superintendent and School Board and AAC Recreation and Parks.
532-07-22	Contact engineer Peter McConaughy to see if he will come out to the Farm and look at the Servant's Quarters and Milk House for his assessment on what work needs to be done other than what we have already discussed in our planning.	Lou	09/31/22	Working	The Servant's Quarters and Milk House have additional damage not included in our original cost of repairs.

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
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.

