

Goshen Farm Preservation Society Board Meeting,  
August 17, 2022

The February 16, 2022, March 16, 2022, April 20, 2022, May 5, 2022 Special Board Meeting, May 18, 2022, June 15, 2022, July 20, 2022, and August 17, 2022 Meetings were held via ZOOM.

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Louis Biondi, President	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	August 17, 2022	<b>Time: 7:30</b>	7:32 PM
<b>Location:</b>	Via ZOOM	.	
<b>BOD Attending:</b>	Lou Biondi, Sharon Biondi, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Erik Wallace, Linda Páez, Bob Nestruck, Christy Folderauer, and Rose Mary Stocker		
<b>Members/ Guests Attending:</b>			

- 1) Call to Order and welcome of Board Members.
  - a) President Louis Biondi called the August 17, 2022, Board Meeting to order at 7:32 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) Roy Benner wanted to add a discussion of replacing the light stolen from the port-a-pot at the 5th Summer Concert. Added to New Business, item f.
  - b) Roy Benner wanted to discuss trading our tractor. Added to New Business, item g.
- 4) Review of Minutes from the June 15, 2022 Board Meeting
  - a) **Becky Benner made a motion that the Minutes of the July 20, 2022 Board Meeting be approved with additional corrections from Becky Benner. Bob Nestruck seconded, and the motion carried. Becky had a question regarding the spelling of a name. She withdrew her original motion and Bob Nestruck concurred. Becky Benner made a motion that the Minutes of the July 20, 2022 Board Meeting Minutes be approved with Becky Benner’s corrections and the additional correction of the name spelling. Bob Nestruck seconded, and the motion carried**
- 5) President’s Report – Louis Biondi (Report as submitted)
  - a) Becky had a Question regarding Lou’s report. On page 1, 2.2 Working, 2.2.2, there was an incomplete sentence. Lou stated that this was a typo. He also stated that he has moved and will continue to move his files to the Google Drive. What he has moved (he sent this list out to the Board in an email) can be found on our GOOGLE Drive.
- 6) Vice President’s Report (No report submitted.)
- 7) Treasurer’s Report - Christy Folderauer (Financial Report submitted)

- a) Christy reported that we have \$51,104.09 in checking as of July 31, 2022. Christy discussed the 25% of net income voted on by the Board in 2019. The recalculated 25% of the 2019 net income was an additional \$768.00. The 25% for 2020 net income was \$2,119.49. The 25% for 2021 net income was \$3,593.32. The total that should be moved from 2019, 2020, and 2021 into savings and listed in the Chart of Accounts as Farm House- General Projects is \$6,480.81 not including Capital Grant donations. **Christy Folderauer made a motion to approve moving the total 25% net income of \$6,480.81 with the remaining balance of 2019, (totalled 2019, 2020 and 2021) from the checking account to the savings account. Becky Benner seconded, and the motion carried.**
- b) Roy had a question on budgets and Sharon Smith stated that a new line item can be created in our QuickBooks accounting system at any time as the need arises.

#### 8) Committee Reports

- a) Building & Maintenance (Vacant)
  - i) Covered under President's Report
- b) Communications – Barbara Morgan (Report as submitted)
  - i) Barb stated that she had nothing to add to her report. She stated her concern that we had not discussed the upcoming Fall Open House in detail and she needed to know how many volunteers would be needed for Signup Genius and other details for MailChimp and the website. Lou stated that Fall Open House and Harvest Pasta Dinner were on the agenda for discussion under New Business.
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
  - i) Terry had no additions to his report. Terry stated that we are in a “rebuild” mode replanting after the crop loss during the excessive period of heat. He hopes to have crops ready to harvest in October.
- d) Events – Erik Wallace (Report as submitted)
  - i) Erik reported that having Tasty Toucan sell ice cream at the Summer Concerts is going well. Both he and Linda Páez contacted Rita's Italian Ice and Frozen Custard. They did not receive a positive response for this year but would like to be contacted for next year's concert series. The weather has been good for all of the Summer Concert Series. Our last concert is on August 26<sup>th</sup>.
  - ii) Erik reported that he and his Apiary helpers will soon process the last of the honey for this year. He now has cream honey available for sale. He has sold more than \$1,300.00 in honey and with this last harvest he will have several more thousands of dollars' worth of honey to sell.
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)
  - i) Bob had nothing to add.
- 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 10<sup>th</sup>. 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 ten (10) log benches for the Nature Play Space (completion date is summer 2022).
  - (4) Nathaniel Lash has completed working on the 2.3 miles of woodland trails including maps and QR codes. He has completed the work on installing three Trail Signs (for Red, White and Blue Trails), Blazing 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. Roy wants to make some changes to the maps before that aspect is finalized. Nathaniel Lash had \$195.00 left from his project which he donated to GFPS to be used towards the Nature Play Space project.
  - (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 completed building four additional benches for her Girl Scout Gold Award. Two are portable and two are anchored to the ground. 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 1<sup>st</sup> 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) Roy reported that the camera he installed at the storage containers was not functioning so he will install his camera at that site until GFPS purchases another camera. Bob will check the house security camera to see if we have any photos of the incident that occurred on August 10<sup>th</sup> at the Farm. Discussion followed about various types of trail cameras that might be purchased.
  - iii) On July 25<sup>th</sup>, Roy left a message at the Facciponti home regarding the cars they were parking along the Goshen Farm driveway. He had stopped by the house several times previous to this note, but no one responded to his knock on the door. The car was gone from the driveway a day later but was back on August 15<sup>th</sup>. He left a note on the car and it was gone the next day. There have been no further incidents.

- iv) Roy reported that he used the grant money that Cathy Wascieka received for the Nature Play Space to build the “digging box” and will add specially ground cedar woodchips.
- v) Last Roy mentioned that the Shallow Water Wildlife Pond has numerous cattails growing in the water. They are so numerous that one can no longer see the water. He contacted the Maryland Cooperative Extension Service. A Mr. Meyers recommended a product called “Rodeo” which is supposedly safe for aquatic life and will kill off the cattails. It costs about \$67/gallon. The Board agreed to Roy using this product to remove most of the cattails. **(Action Item: 533-08-2022)**
- vi) There was discussion about the three solar motion- activated lights near the gravel parking area, the pollinator garden near the path to the lower parking field and the Soil Health Pit were not working after the last Summer concert. It was suggested that a light near the Tenant House might be considered. **Becky Benner made a motion to buy four new lights to cost no more than \$200.00 and install three lights in the determined designated areas. Linda Páez seconded the motion. The motion carried.** Bob will buy these lights and Lou and Bob will install before the August 26<sup>th</sup> concert. **((Action Item: 534 -08 -22)** The decision for installing the fourth light will be made at a later date.
- 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) Becky is on her eighth edit of the new edition of the Goshen Farm Book. She will send these edits to Barbara and Scott. Becky would like the content errors to be deleted and the edits made.
  - ii) GFPS has 220 Membership Units for 2022.
- j) Members At-Large
  - i) Member At-Large, Rose Mary Stocker (No Report Submitted)
    - (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 added that the union, SEIU/Higher Education in which some AACC teachers are included were notified that some of their employees will be laid off as of September 1, 2022 through the New Year. Therefore, the Event Use Application and Agreement from SEIU will not be needed as they have canceled their Labor Day Picnic at Goshen Farm.
    - (2) Bruce Dowling and Mark Semos will be working on the Tenant House tomorrow morning (August 18<sup>th</sup>). They will be finishing up the framing of the exterior wall, sheathing and the vapor barrier to protect this work from the weather.
- 9) Review of Action Items and Recurring Action Items
  - i) **(Action Item: 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. Action is **Completed.**

- ii) **(Action Item:478-11-21)**, Research the additional cost from QuickBooks for on-line information access. Action is **OBE**.
- iii) **(Action Item: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 Action is **Completed**.

10) Ongoing Business

- i) **At this time, Lou Biondi asked that the Board Meeting move into Closed Session. Bob Nestruck made a motion to move into Closed Session. Erik Wallace seconded, and the motion carried. Closed session began at 8:45pm.**
- ii) **Bob Nestruck made a motion that we come out of Closed Session and Barbara Morgan seconded. The motion carried. The Meeting resumed at 9:28pm.**

11) New Business

- a) Status of Fall Open House (09/17/22)
  - i) Erik stated that he was unsure whether we had a chair for the Fall Open House. Rose Mary stated that she had agreed to chair the Fall Open House. Rose Mary asked the Board if we were including Farm House tours with set times during the Open House. She also asked if there was a budget for this year's Fall Open House since the Spring Open House was poorly attended. Discussion ensued regarding running a food tent, etc. Erik responded that based on the high attendance at the Summer Concert Series, we will have higher attendance if this Open House is well marketed. Lou suggested that we may want to eliminate the food tent for this Open House as it requires many volunteers and did not realize much profit. As relates to having food, Lou stated that he will reach out to several businesses to see if they would do food service. Terry will also reach out to the Broadneck Baptist Church to determine if they would like to do the food service for Open House. Lou and Terry will report back to Rose Mary and the Board regarding an outside entity handling food and the question of food being served will be answered. The sense of the Board is that GFPS Members will not do food service.
- b) Status of Harvest Pasta Dinner (10/15/2022)
  - i) Event chair, Bob Nestruck opened discussion for the pros and cons of holding the Harvest Pasta Dinner this year. Bob wants to talk to Pat Furgurson to see if he is still willing and able to do food preparation for the Dinner. Bob will get back to the Board on this and other concerns regarding the Dinner.
  - ii) Lou reminded the Board that GFPS has a standing offer from Broadneck Grill to do a percentage of sales day fundraiser (usually on a Wednesday). If Bob decides not to hold the Harvest Pasta Dinner, Lou will reach out to Dona Duran at Broadneck Grill.
- c) Approval of Ann Brice Worthington's proposal for publication of her book, Goshen Farm 1853 – 1935: the Tydings-Brice Family.
  - i) Ann has asked if GFPS is willing to sell her book at GFPS events. Her recent proposal stated that she and her family will cover the printing costs, and the profits of sales of the book will go to GFPS. Discussion ensued.
  - ii) **Linda Páez made a motion that we accept Ann Brice Worthington's proposal to pay for and publish the book, Goshen Farm 1853 – 1935: the Tydings Brice Family to be sold at Goshen Farm's events and GFPS will keep the profits from sales of the**

**book. Barbara Morgan seconded the motion, and the motion carried.** Lou will send Ann Brice Worthington an email stating the Board's decision. **(Action Item: 535-08-22)**

- d) Discussion of allocating funds for the repair of the Milk House and Servant's Quarters
    - i) Discussion was tabled until September's Board Meeting. Lou will reach out to Peter McConaughy again to assess the damage to both buildings.
  - e) Discussion of new Procurement Policy language to cover emergency expenditures. Suggested by Roy Benner.
    - i) There was 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.
      - (1) **Erik Wallace made a motion to accept the new Procurement Policy relating to establishing funds in the Annual GFPS Budget for "Emergency Situations" with Becky Benner's edits and changes as appropriate. Becky Benner seconded, and the motion carried.**
  - f) Discussion of policy on use of non-MVA registered vehicles at Goshen Farm
    - i) Lou sent out the most recent version of this policy for discussion at the Meeting.
    - ii) **Bob Nestruck made a motion that we accept the Policy on the Use of Motorized Vehicles at Goshen Farm with Becky Benner's grammatical edits. Linda Páez seconded, and the motion carried.**
    - iii) The finalized policy should be on the bulletin boards at the Farm, on the website and handed out at the last concert.
  - g) Roy stated that he looked at our old tractor to see if he could get more power to pull the brushhog attachment and clean out some of the Farm areas. Unfortunately, it was designed before manufacturers allowed the timing to be adjusted. Member Doug McClelland suggested that perhaps GFPS could trade the tractor and get a used tractor that would be more efficient. Roy wanted permission from the Board to look into a possible trade. The Board authorized Roy to pursue this inquiry.
  - h) Port-a-pot interior light(s)
    - (1) Roy asked Lou about the new port-a-pot-lights he installed prior to the 5th concert. Lou described the light fixture he installed prior to the 5<sup>th</sup> concert (the previous light that Roy installed disappeared during the 4th concert and Lou's lights disappeared at the 5<sup>th</sup> concert). Lou will buy several tap lights and install prior to the last and 6<sup>th</sup> concert ((8/26). Erik will investigate lighting fixtures before next year's Summer Concert Series begins. **(Action Item: 536-08-22)**
- 12) Review of New Actions from Meeting
- a) New Action Items were reviewed.
- 13) Final comments from the floor
- a) None
- 14) Adjournment: **At 10:08pm, Bob Nestruck moved to adjourn, seconded by Barbara Morgan and the motion carried.**

## 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 <b>updates are needed</b> . (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 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	07-30-21	Working	Trained docents could be used at Open Houses and

		Paez			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.
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. She has reached out but has not had a response.
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	Will help the Board to create the RFP.
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.
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 <b>least 6 months</b> 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.
533-08-22	The product Rodeo will be used to remove most of the cattails from the Shallow Water Wildlife Pond.	Roy	12/15/22	Working	Extension Service stated that Rodeo is safe for aquatic life.
534-08-22	<b>Buy four new solar, motion activated lights to cost no more than \$200.00 and install three lights in the determined designated areas.</b>	Bob and Lou	10/15/22	Working	Install in gravel parking area, the Soil Health Pit and near the path leading to field parking.
535-08-22	Send Ann Brice Worthington an email stating the Board's decision on her proposal regarding her book, <u>Goshen Farm 1853 – 1935: the Tydings-Brice Family.</u>	Lou	9/01/22	Working	When the book is published, The book will be sold at GFPS events and the profit from these sales will go to GFPS.
536-08-22	Investigate lighting fixtures for the port-a-pot before next year's Summer Concert Series begins.	Erik	03/15/23	Working	Theft of port-a-pot lights has been an ongoing problem during the Summer Concert Series.



## 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		<b>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.</b> Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
Annually (If reach the	Annual Update of Registration Form	Treasurer	June (August at the		<b>For Charities that raise \$25,000 or more. Charities and Legal Services Division 410-974-5534 can be</b>

\$25,000 threshold)			latest)		reached for questions. Email: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
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. <b>State does not send out a reminder.</b>
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 <b>Due June 27<sup>th</sup>, \$347.00 and October 27<sup>th</sup>, \$346.00 (Total cost: \$693.00/year)</b> .	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 <b>Due June 22, \$300.00, July 22, \$300.00, October 22, \$300.00 and January 22, \$300.00 (Total: \$1,200.00/year)</b>	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , 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		<b>The State does not send out a reminder;</b> 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 <sup>th</sup>	\$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 <sup>st</sup> 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.