

Goshen Farm Preservation Society Board Meeting,
September 21, 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, August 17, 2022 and September 21, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, Vice President	Recorder:	Zoom and Sharon Biondi
Date:	September 21, 2022	Time: 7:30	7:30 PM
Location:	Via ZOOM	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Bob Nestruck, Christy Folderauer, and Rose Mary Stocker		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) Vice President Erik Wallace called the September 21, 2022, Board Meeting to order at 7:30 PM. The Meeting was held via ZOOM and recorded.
- 2) Acknowledge Board Members and guests
 - a) Erik welcomed the Board Members to the Meeting.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) Barbara Morgan asked that the 2023 Annual Membership Meeting and Election be discussed. She needed to know whether the Meeting would be in person or virtual and other details that she will include in the November Caper Article. This discussion was on the Agenda under item, b.
 - b) Becky Benner wanted to discuss problems she is having getting “hard copy” of new Membership forms from various GFPS events. Added to New Business item, d.
 - c) Roy Benner wanted to add a discussion of what to do with electrical equipment that was donated to GFPS but cannot be used in our buildings at the Farm. Added to New Business, item, e.
- 4) Review of Minutes from the June 15, 2022 Board Meeting
 - a) **Becky Benner made a motion that review of the Minutes of the August 17, 2022 Board Meeting and the Closed Session Minutes of the August 17, 2022 Board Meeting be tabled until the October 19, 2022 Board Meeting. Bob Nestruck seconded, and the motion carried.**
- 5) President’s Report – Louis Biondi (Report as submitted)
 - a) Becky asked that a copy of the “talking points” used during Dr. Bedell’s visit be sent out to the Board. She also asked that the list of items donated to the Wine Tasting /Raffle event referred to in Lou’s report, Section 3., 1.3.1 as Attachment 1, be sent out to the Board as this attachment was not included with the report.

- b) Roy made a correction to Lou's report. Larry Jennings, not Roy Benner, talked about the Shallow Water Wildlife Pond during Dr. Bedell's tour of Goshen Farm.
- 6) Vice President's Report (No report submitted.)
- 7) Treasurer's Report - Christy Folderauer (Financial Report not submitted)
 - a) Christy reported that the computer she is using was in for repairs and she was unable to send out her Treasurer's report. She should be able to send this out next week to the Board. Christy reported that the \$6,480.81 (25% of net for 2019, 2020, and 2021) has been transferred to savings and listed under Farm House General Projects in the QuickBooks accounting system.
 - b) GFPS has \$48,978.12 in checking as of August 31, 2022. Christy reported that we have \$61,050.57 in the GFPS Savings account (Restricted Funds for: First Floor Stabilization, Farm House General Projects, and Farm House Windows).
 - c) Last, Christy reported that she has received \$1000.00 from honey sales from Erik Wallace that was deposited in checking.
- 8) Committee Reports
 - a) Building & Maintenance (Vacant)
 - i) Covered under President's Report
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) Roy suggested that Barbara contact Fran Bents for the November Caper Article. Barb stated that she had and has interviewed Fran for the Caper article.
 - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry had no additions to his report. Terry stated that the vegetables in the Hoop House were all planted He hopes to have crops ready to harvest in October.
 - ii) Terry stated that he believes that the visit and tour with AACPS Superintendent, Dr. Bedell during the Fall Open House will bring benefits to the GFPS Educational Outreach program. Dr. Bedell was impressed with the hydroponics techniques that Terry has implemented. Erik believes that these areas are a key component as taught at Broadneck High School and Dr. Bedell appreciates the opportunity the Hoop House provides to the students for "hands on" sessions at the Farm.
 - iii) Regarding the above educational opportunity, Terry reported that BHS would like to bring 50-90 students to the Hoop House. Terry feels we would have to break this group into several smaller groups over several visits and he will need volunteers or chaperones to assist during these classes.
 - d) Events – Erik Wallace (Report as submitted)
 - i) Erik thanked the Board volunteers who helped set up, take down, and work the Summer Concert Series. All six concerts were held and were successful.
 - ii) Erik reported that he expects total honey sales from the Apiary to be approximately \$4,000.00 when all of the honey is sold
 - iii) Roy contacted Erik before this Meeting to let him know that Tasty Toucan was donating \$250.00 of profits from sale of ice cream at the summer concerts to GFPS.
 - iv) Roy asked Erik if he was getting reimbursed for the jars, equipment and supplies he uses for the honey production. Erik stated that he reimburses himself for expenses related to caring for the hives and the production of honey to sell.

- v) Rose Mary Stocker asked if those who purchase honey can return the jars to Erik. He said that would be great.
- vi) Becky had questions about the draft list of GFPS events in his report for 2023. She did not see the Harvest Pasta Dinner listed. Erik stated that that was an oversight.
- vii) Becky had suggestions for some event dates.
 - (1) She suggested that the dates suggested for Java and Jazz don't conflict with other events in the area and look good. Erik wants to reach out to Lou to see if he will chair this event and if so, which date suggested would be best for him.
 - (2) Becky suggested Spring Open House be held on April 15th so as not to conflict with Earth Day (April 22nd).
 - (3) Erik would like Board Members and specific event chairs to look at the dates we have or that they would like to suggest and get back to him in emails asap.
 - (4) Becky must turn in event dates to Leslie Coble at the CSCIA by the end of September as part of her CSCIA Recognized Organizations annual application and calendar.
- viii) Last, in his report, Erik listed the GFPS Board Meeting dates for using the CSCIA Main Room for 2023. He feels this needs to be done to reserve the main meeting room and we can decide later if GFPS will get back to in-person Meetings or continue to hold Meetings on ZOOM.
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob reported that the one Gardener who did not comply with Bob's multiple requests to "clean-up" his plot and was notified that his plot rental was terminated, finally reached out to Bob and explained that he had a family emergency. As this Gardener has maintained his plot for several years, Bob agreed to give him another opportunity. Bob will monitor this plot. Bob also reemphasized to the Gardener that if a problem should arise, he should contact Bob and Bob will arrange for other Gardeners to help maintain the plot during the crisis.
- g) Terry asked Bob about the status of Gardener Billie Grant who is organizing the composting. Bob stated that four (4) composting areas have been set up. Bob will inform Gardeners and let them know. He will also let them know that if they are not doing winter plantings, they should clean out their plots and along their fence line. Bob will be putting up new fence sections this fall and winter. (There was no mention of training the Gardeners on how to use the four (4) composting areas. **(Old Action Item: 524-06-22)**)
- h) 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) Matthew Trehey completed building two tables and a balance beam and ten (10) log benches for the Nature Play Space (completion date is summer 2022).

Matthew donated \$102.00 left over from his Eagle Scout project towards the Nature Play Space (NPS) project.

- (3) Roy reported that he has seen many children enjoying the NPS. Unfortunately, some do not put the materials from the “kitchen” away when they leave. Roy will make a sign reminding parents to encourage their children to put play items away. Erik suggested that GFPS include funds in the 2023 budget for maintaining the Nature Play Space.
 - (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) Mia Chapman will be building brick landings under each of Goshen Farm’s 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) Roy mentioned that the St. John Street Festival is on October 15th. Funds raised at this festival will be donated to Goshen Farm’s Nature Play Space (NPS). Barbara stated that this festival is open to the public. Bring a chair and a drink. Food and entertainment will be provided.
- (1) Roy stated that there are several more pieces of equipment that need to be purchased. The donations from the Lash family, the Trehey family and the St. John Street Festival can be put toward these purchases.
 - (2) Linda asked Roy if a decision has been made to install a hand railing at the slope going down to the lower meadow. Roy stated that he will install the railing in the next several weeks. **(Action Item: 537-09-22)**
- i) History & Research - Scott Powers (No report submitted)
- i) Scott is in and out of town due to illness in the family.
- j) Membership - Becky Benner (Report as submitted)
- i) Becky sent Barbara information on the nine (9) new Members to add to the MailChimp list.

- ii) GFPS has 228 Membership Units for 2022. Note: Members who join in September through December are carried over into the next year.
- iii) Terry asked Becky and all Board Members if there were ways to encourage those who walk Goshen Farm but are not Members to become Members. Discussion ensued. It was decided that signs be put in several locations that have a “Membership QR code” included with the wording. Shannon from Color Fire Media will direct the QR code to Membership sign up on the GFPS website. With Erik and Barbara’s help on the QR code, Roy will make the sign encouraging nonmembers who walk the Farm to become Members. **(Action Item: 538-09-22)**
- k) Members At-Large
 - i) Member At-Large, Linda Páez (Report as submitted)
 - (1) Linda reported that she received a thoughtful message from Mark Semos letting her and GFPS know that Bruce Dowling was out of town and no work was planned on the Tenant House at this time. Mark also stated that Bruce was stockpiling boards to replace the damaged boards on the Tenant House.
 - (2) Linda reported the good news that Mark relayed – Bayview Builders will replace the roof on the Tenant House at no charge to GFPS!
 - (3) Linda mentioned that she would like Tracy Smith to do a slide presentation for the African American class Linda is working with at AACC. Linda will contact Tracy to see if she is willing to do a presentation in 2023. **(Action Item: 539-09-22)**
 - ii) Member At-Large, Rose Mary Stocker (Report as 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.
 - (2) Rose Mary reported on the results of the Fall Open House. Honey sales and products sold from the Sharing Garden and the Henson-Hall Slave Garden brought in an amazing \$1,114.00. Rose Mary has not yet completed an Event Reconciliation Form for Fall Open House, but she feels that the total profit for this event will be approximately \$1,853.00! She will have the exact number when she completes the Event Reconciliation Form. **(Action Item: 540-09-22)**
Thank you Rose Mary for a successful, well planned and well executed event!
- 2) Review of Action Items and Recurring Action Items
 - a) Action Items and Recurring Action Items were not reviewed.
- 3) Ongoing Business
 - a) Status of Fall Harvest Pasta Dinner – Erik Wallace and Bob Nestruck
 - i) Fall Harvest Pasta Dinner Chair, Bob Nestruck, reported that Pat Furgurson secured the guarantee of food donation from the Irish Restaurant Company. Discussion ensued regarding feasibility of holding this indoor event with COVID variants still prevalent. Bob’s decision was to cancel the dinner event. Now that this decision to cancel has been made, Lou will contact Dona Duran at Broadneck Grill and ask if Broadneck Grill will do a designated night % of sales fundraiser for GFPS. **(Action Item: 541-09-22)**

- b) Discussion of new Procurement Policy language to cover “emergency expenditures”.
 - i) Becky stated that she had made edits to the new policy, but Lou has not sent this corrected version out to the Board to review and approve.
 - (1) **Becky Benner made a motion to table discussion of the new Procurement Policy language to cover “Emergency Expenditures”. Bob Nestruck seconded, and the motion carried.** (A motion was made, seconded, and approved to accept this policy with edits at the August 17, 2022 Board Meeting. Will include here.) **Erik Wallace made a motion to accept the new Procurement Policy language relating to establishing funds in the Annual GFPS Budget for “Emergency Expenditures” with Becky Benner’s edits and changes as appropriate. Becky Benner seconded, and the motion carried.**
- b) Discussion of policy on use of non-MVA registered vehicles at Goshen Farm.
 - i) Again, Becky stated that the edited version of this draft policy was not sent out to the Board for review or approval.
 - i) **Becky Benner made a motion to table discussion of policy on uses of non-MVA registered vehicles at Goshen Farm. Bob Nestruck seconded, and the motion carried.**
 - ii) (A motion to approve this policy was made, seconded, and approved at the August 17, 2022 Board Meeting. Will include here.) **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.**

2) New Business

- a) GFPS Annual Membership Meeting ((01/17/2023) – in person or via ZOOM
 - i) Barbara stated that Lou believes we will have better attendance and voting if the Meeting is held in person in the Main Room of the CSCIA Clubhouse. Last year we had difficulty getting a Quorum for the Meeting. Barbara needs this decision to be made tonight in order to put into the November Caper. Discussion ensued.
 - ii) The Board decided that the Annual Membership Meeting should be hybrid - in-person and on ZOOM. Erik will assist with setting this up. Barbara will research easier ways for Members to vote electronically **(Action Item: 542-09-22)**
- b) Discussion of allocating funds for the repair of the Milk House and Servant’s Quarters
 - i) Erik noted that Roy sent out a revised cost of repairing both buildings.
 - (1) Roy stated that he sent only an updated cost out for the Servant’s Quarters. This estimate did not print correctly, so Roy will resend to the Board. Roy believes that the repairs to the Servant’s Quarters would be \$3,000.00 - \$5,000.00 depending on the shingles used on the roof. He did not complete a cost out for the Milk House as the Milk House has sustained far more damage since the original estimate of repair cost was made. He is waiting for Lou to get a response from Professional Engineer, Peter McConaughy, to inspect the Milk House to determine if it is repairable and if so, what work needs to be done. Further discussion was postponed until GFPS has the necessary information to budget these repairs.

- (2) Barbara suggested that when we are ready to repair the Servant's Quarters, she will send out a MailChimp blast asking for Members who are carpenters, contractors, etc. for assistance on this project.
 - (3) Becky will check the Membership forms to see if anyone has stated that they have building experience and send Barb these names to contact.
 - c) Discussion of purchasing a tractor with a bucket, live PTO and capable of pulling the brush hog.
 - i) Roy reported that the possibility of trading our 1949 tractor towards the cost of purchasing a new or used tractor is not working. There does not seem to be a market for our old tractor. Roy also noted that children enjoy seeing and sitting on the tractor during Open Houses.
 - ii) Roy has been looking at new and used tractors with buckets but to date has not found a tractor that meets our needs. His search is continuing.
 - iii) Terry suggested that GFPS hold a fundraiser focused on raising money for a new or used tractor.
 - d) Becky stated that she is not consistently receiving completed Membership forms when new Members sign up at events. She needs the information from Membership forms to document and finalize the Membership. She asked that all who sign up new Members, please make sure the new Member completes a Membership form regardless of how the Membership is paid and then deliver these to Becky.
 - e) Erik stated he wished to talk about vacancies for the upcoming January 17, 2023 Annual Membership Meeting and Election.
 - i) Four Members are up for reelection, Lou Biondi, Barbara Morgan, Christy Folderauer, and Terry Brandon. Discussion ensued for expanding the number of candidates running for these expiring terms. Bob will contact Tracy Smith to ask if she would run for the Board of Directors. **(Action Item: 543-09-22)** Barbara will send an email out to Gardeners encouraging them to consider running for the Board of Directors. **(Action Item: 544-09-22)** Board Members were asked to reach out to GFPS Members that might be willing to be candidates.
 - f) Roy stated that some years ago, electrical equipment had been donated to GFPS, was being stored in the Tenant House and could not be used for building purposes at the Farm. He wanted Board approval to contact electrician, Dave Sloskey, to see if he could use the equipment. If so, he would give this equipment to Dave. Erik added that if Dave did not want the equipment, Roy should let Erik know as he knows an electrician who might want it. The Board agreed.
- 3) Review of New Actions from Meeting
 - a) New Action Items were reviewed.
 - 4) Final comments from the floor
 - a) None
 - 5) Adjournment:
 - a) **Becky Benner moved to adjourn, seconded by Linda Páez and the motion carried. The Meeting adjourned at 9:46pm.**

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 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 to 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 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.
533-08022	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	Buy four new solar, motion activated lights to cost no more than \$200.00 and install three lights in the determined designated areas.	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.
537-09-22	Install the railing along slope going down to lower meadow.	Roy	10/30/22	Working	Slope is difficult to navigate for older people.

538-09-22	Create and post sign encouraging Nonmembers who frequent the Farm to become Members. Include a QR code that takes people to Membership payment on the GFPS website.	Roy with help from Barbara and Erik	11/30/22	Working	May increase Membership from those that frequent the Farm
539-09-22	Contact Tracy Smith to see if she is willing to do a slide presentation to African American class at AACC.	Linda	11/30/22	Working	Linda is trying to increase partnership between GFPS and AACC.
540-09-22	Complete Fall Open House Reconciliation form and send to Board	Rose Mary	10/15/22	Working	Need this for planning.
541-09-22	Contact Dona Duran about Broadneck Grill holding a% of one day sales fundraiser for GFPS.	Lou	10/10/22	Working	This would help offset the loss of revenue from cancelled Fall Harvest Pasta Dinner.
542-09-22	Research and develop an electronic site for 2023 Annual Membership Meeting ballot voting to fill GFPS vacancies.	Barbara	10/30/22	Working	Present method using email functions poorly.
543-09-22	Contact and ask if Tracy Smith is willing to run for the GFPS Board in 2023...	Bob	10/15/22	Working	
544-09-22	Send MailChimp request to Gardeners to consider running for the GFPS Board in the 2023 election.	Barbara	10/15/22	Working	Need newer Members to step up.

RECURRING ACTIONS

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 sent by Treasurer suffices.
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by Treasurer as part of our Federal and State Tax Return preparation
Annually	Non-Profit Tax preparation and filing	Treasurer	April		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-N 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 \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise \$25,000 or more. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_ sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2022		Received new Certification in September 2017. Valid until September 30, 2022. State does not send out a

					reminder.
Bi-annually	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually 4 tmes/year (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY102844500, 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 #MY102844500, 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"	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS

	encouraging residents of these areas to join 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.