

Goshen Farm Preservation Society Board Meeting,
October 19, 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, September 21, 2022 and the
October 19, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Sharon Biondi
Date:	October 19, 2022	Time: 7:30	7:46 PM
Location:	Via ZOOM	.	
BOD Attending:	Lou Biondi, Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Bob Nestruck, Christy Folderauer, and Sharon Biondi		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the October 19, 2022, Board Meeting to order at 7:46 PM. The Meeting was held via ZOOM and recorded.
- 2) Acknowledge Board Members and guests
 - a) Lou welcomed the Board Members to the Meeting.
- 3) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky Benner requested we discuss Venmo versus Zelle . Added to New Business, b.
 - b) Becky requested clarifying the Wine Tasting date for 2023. Date is Sunday, August 27, 2023.
 - c) Becky requested we send a thank you letter to the Irish Restaurant Company (IRC). Bob Nestruck stated he would send the thank you letter to the IRC. **(Action Item: 545-10-22)**
 - d) Last, Becky requested that we send a thank you letter and check for \$150.00 to Gloria Dei! Lutheran Church for the rental of their hall for the Harvest Pasta Dinner which was cancelled due to concerns of the rise in cases of COVID 19 variants. Bob stated he would deliver the thank you letter and check to Gloria Dei Church. **(Action Item: 546-10-22)**
 - e) Linda Páez asked that we discuss funds for paid internships. Added to New Business,c.
- 4) Review of Minutes
 - a) Review of Minutes from the August 17, 2022 regular Board Meeting
 - i) **Becky Benner made a motion that we accept the August 17, 2022 regular Board Meeting Minutes. Bob Nestruck seconded, and the motion carried.**
 - b) Closed Session Minutes for August 17, 2022

- i) **Becky Benner made a motion to accept the Closed Session Minutes of the August 17, 2022 Board Meeting with one correction. Bob Nestruck seconded, and the motion carried.**
 - c) Review of September 21, 2022 Board Meeting Minutes
 - i) **Becky Benner made a motion to approve the September 21, 2022 Board Meeting Minutes with one correction. Bob Nestruck seconded, and the motion carried.**
- 5) President's Report—Louis Biondi (Report as submitted)
 - a) Lou added item 2.1.6, He attended the Chesapeake Crossroads Heritage Area Coordinating Council Quarterly Meeting this morning. He will be sending out the meeting link for those who are interested in what we do at these meetings and want to view the meeting.
 - b) Under Working items.
 - i) Lou forwarded Roy's comments specifying the damage to the Milk House to Engineer Peter McConaughy October 14th. Peter responded and Lou sent his response out to the Board today.
 - ii) Item 2.2.3 should be deleted.
 - c) Under Capital Projects Grant, Working
 - i) Lou sent out the "Statement of Work" to the Board today. Lou also sent out emails to the Board on his search for a "boiler plate" for the RFP. All this information was sent out too late to discuss tonight. Some explanatory discussion ensued.
- 6) Vice President's Report (No report submitted.)
- 7) Treasurer's Report - Christy Folderauer (No Financial Report submitted)
 - a) Christy reported that the computer she is using is still not repaired.
 - b) Christy reported that GFPS has \$50,737.10 in the checking account as of September 30, 2022. Christy reported that we have \$61,052.06 in the GFPS Savings account (Restricted Funds for: First Floor Stabilization, Farm House General Projects, and Farm House Windows). Pay Pal has a balance of \$3,552.69.
 - c) Christy requested that the problem with the old computer be discussed under New Business. Added to New Business, item d.
 - d) Lou requested that Christy send the Board the FNB checking account and savings account statements for the previous month prior to each monthly Board Meeting. He also requested that Christy send out these account statements for September 30, 2022 in the next several days. By sending these statements, the Board will have some information each month until the computer issue is resolved, and the Treasurer submits the regular monthly Treasurer's report.
 - e) Becky asked if Barb would send her the list of new Members Barb has for 2022 and 2023 in MailChimp so that Becky can compare with her Membership list. This should help with Barbara's audit of Members for the election ballot to be emailed for the January 18th Annual Membership Meeting and election.
 - f) Barbara asked for a consensus regarding who should get the quarterly GFPS Newsletter. The Board's consensus was to send the Newsletter to Members only.
- 8) Committee Reports
 - a) Building & Maintenance (Vacant)
 - i) Covered under President's Report

- b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara has the QR code to post with the note to visitors on the bulletin boards at the Farm regarding joining GFPS. Roy will also order 2-3 signs to post short message and QR code for Membership and post at sites where people come onto the Farm.
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry enthusiastically reported that Roy Benner directed the replacement of the Hoop House plastic covers on October 12th with the help of Terry, Tracy Smith and her husband Bill Lambert, Paul Bunting and his wife Karen and Fran Bents. Terry thanked Roy and everyone involved with making this happen!
 - ii) Terry reminded the Board that a group of volunteers would be harvesting vegetables from the Hoop House tomorrow at 8am. Those Board Members who want to help can show up tomorrow at 8am.
 - iii) Terry reported that BHS would like to bring 50-90 students to the Farm on November 16th from 9:30 am to 1:30 pm. Terry does not know how many chaperones will be attending but he hopes to have some Board Members and Members in attendance.
- d) Events – Erik Wallace (Report as submitted)
 - i) Erik stated that now that he has the date for the Wine Tasting/Raffle as Sunday, August 27th, all 2023 events except for the Summer Concert Series dates are scheduled.
 - ii) Last, in his report, Erik listed the GFPS Board Meeting dates for using the CSCIA Main Room for 2023. Becky asked Erik to change the 12/20/23 Board Meeting on his list to “Main Room” as the Cox Room is unavailable.
- e) Financial Development - Lou Biondi (Report included in President’s Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob added that he had talked to Roy about finding a used chipper to chop up the compost coming from the Gardeners’ clean-up of their plots. Roy stated that he had a chipper to donate. Roy took the chipper over to Tracy Smith’s home and her husband Bill has it running well. So, the compost will be chopped up before adding to the Bins.
 - ii) In response to a Board Member’s question, Bob stated that he and Tracy Smith are planning on selling Garden “goodies” and decorated gourds on Saturday, November 26th at the Farm (Small Business Saturday). Time has not been decided. Bob is planning to create flyers and put them up at AACC and St. Andrews by the Bay Catholic Church. He will send the information to Erik and Barbara to send out for a Facebook post.
- g) Grounds – Roy Benner (Report as submitted)
 - i) Roy updated his report on Eagle Scout projects
 - (1) Roy stated that he has had 2 new candidates come to him for Eagle Scout Service Projects in the last month. Roy is currently working with five (5) Eagle Scouts on their projects. With the 2 new projects, he is assisting with seven projects. Goshen Farm has had four (4) Eagle Scout Projects and one (1) Gold Award Project completed so far in 2022.

- (2) Michael O'Shea will be building five (5) treated, wooden standalone park benches at Goshen Farm for his Eagle Scout Project and is working on his paperwork.
- (3) (Leaving this section in the Minutes for Action Items.) Roy reported that he has seen many children enjoying the Nature Play Space (NPS). Unfortunately, some do not put the materials from the "kitchen" away when they leave. Roy will make signs reminding parents to encourage their children to put play items away. **(Action Item: 547-10-22)** Erik suggested that GFPS include funds in the 2023 budget for maintaining the NPS. **(Action Item: 548-10-22)**
- (4) 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.
- (5) Mia Chapman will be building brick landings under each of Goshen Farm's permanent benches.
- (6) Camden Lodico 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.
- (7) Neal O'Shea will be building three (3) picnic tables for his Eagle Scout Service Project. He has submitted his paperwork to the Scout Board for approval.
- (8) Megan Meyers will be building three (3) picnic tables and is starting her paperwork and design.
- (9) Benjamin Hargrave will be building a combination stairs/ramp from the front lawn to the Memorial Grove.
- ii) Roy asked Lou to find the directions to the trail camera that Roy moved to the containers' area. Lou will send him the PDF.
- 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 corrected her report to read "Sent Barbara Morgan...8 members' email information to update the MailChimp list."
 - ii) Becky added that she completed the CSCIA Recognized Organization Form.
 - iii) Becky will be sending out her Membership renewal letters for 2023 and new Member packets after Thanksgiving.
 - iv) GFPS has 234 Membership Units for 2022. Note: Members who join in September through December are carried over into the next year. Becky reported 15 Membership Units for 2023.
- j) Members At-Large
 - i) Member At-Large, Linda Páez (Report as submitted)
 - (1) Linda reported that she received a phone call from Mark Semos this evening letting her and GFPS know that he and Bruce Dowling would not be using the

cedar shake shingles to roof the Tenant House. Mark stated they would instead use the packets of asphalt shingles they have provided and located on the porch of the Tenant House. This news means that the cedar shake shingles can be used for either the Servant's Quarters or the Milk House renovations.

- (2) Linda stated that Terry had asked her to contact several professors/teachers at AACC regarding the "reenactment of the reading of the 1810 Richard Pettibone Gardiner will" for a Maryland Day activity. She has contacted Ian Wardewski, Academic Chair of the Performing Arts Department and Sean Urbantke, Theater Coordinator, and discussed this reenactment with both. They will get back to Linda regarding possible student participation in this presentation.
 - (3) Terry suggested that we could have a short write up of Goshen Farm's history for a second student's presentation.
 - (4) Becky suggested that a student could video tape both presentations.
 - (5) Linda said all these suggestions are great ideas but first we need a commitment from AACC.
 - (6) As regards to Tracy Smith declining to do a slide presentation to AACC students, Linda has requested a list of plants that Tracy plants in the Henson-Hall Slave Garden. Linda will download pictures of these plants and send these to Barbara to create a slide show. The date of the presentation and who will present are TBD. **(Action Item: 549-10-22)**
- ii) 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.
 - (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)**
- 2) Review of Action Items and Recurring Action Items
- a) Action Items and Recurring Action Items were reviewed.
 - i) **((Action Item:502-03-22)**, Write up the work required for each of the planned phases for Farm House stabilization that Peter McConaughy supplied Lou and send these out to the Board for review. The action was **Completed**.
 - ii) **(Action Item:531-07-22)**, Draft letter to the new AACPS Superintendent, Dr. Mark Bedell, regarding new lease negotiations and send out to the GFPS Board for suggestions. The action was **Completed**.
 - iii) **(Action Item 532-07-22)**, Contact engineer Peter McConaughy to see if he will come to the Farm and inspect the Servant's Quarters and the Milk House for his assessment on what work needs to be done other than what we have already discussed in our planning. The action was **Completed**.

- iv) **(Action Item:534-08-22)**, Buy four new solar, motion-activated lights to cost no more than \$200.00 and install three (3) lights in the determined designated areas. This action was **Completed**.
- v) **(Action Item:535-08-22)**, Send Ann Brice Worthington an email stating the Board's decision on her proposal regarding her book, Goshen Farm 1853 – 1935: The Tydings-Brice Family. The action was **Completed**.
- vi) **(Action Item: 539-09-22)**, Contact Tracy Smith to see if she is willing to do a slide presentation on plants in the Henson-Hall Slave Garden to African American class at AACC. The action was **Completed**.
- vii) **(Action Item: 542-09-22)**, Research and develop an electronic site for the 2023 Annual Membership Meeting ballot voting to fill GFPS vacancies. This action was **Completed**.
- viii) **(Action Item: 543-09-22)**, Contact Tracy Smith and ask if she is willing to run for the GFPS Board in 2023. The action was **Completed**.
- ix) **(Action Item:544-09-22)**, Send MailChimp request to Gardeners to consider running for the GFPS Board in the 2023 election. The action was **OBE**.

3) Old Business

- a) Plans for January 18, 2023 Annual Membership Meeting including electronic ballot
 - i) The Membership Meeting will be hybrid – in-person and ZOOM.
 - ii) Barbara has already set up SurveyLegend for the electronic ballot.
 - iii) Erik will set up the ZOOM Meeting.
 - iv) Barbara and Becky are comparing Member email addresses to make sure the Membership list is complete.
 - v) Once the Membership list is complete for December and January (through 1/14/23), Becky will send updated to Lou. Lou will create a simple spreadsheet (names, email, I or HH, one space for I and two spaces for HH. The candidates' names and Budget will be across the top)). Using this we will know if we have a quorum (ZOOM and in-person) and the number of votes cast for the 2023 Budget and the candidates.
 - vi) When the MailChimp goes out to Members it will have the ballot and the link to the ZOOM Meeting.
 - vii) The electronic voting will close at 7:30, on Tuesday, January 17, 2023. Lou will access the electronic voting site on January 17th. In that way Lou and Sharon will have that evening and the next afternoon to count the votes.
- b) Discussion of allocating funds to assess the structural condition of the Milk House
 - i) **Becky Benner made a motion that engineer Peter McConaughy come to Goshen Farm, assess the damage of the Milk House and Servant's Quarters and give us plans for repairing both in writing. GFPS will pay Peter \$1,000.00 for his work. Bob Nestruck seconded, and the motion carried.**
 - ii) As we now know that the cedar shake shingles will be available for the Servant's Quarters, Lou suggested that Roy send out an adjusted cost estimate on repairing the Servant's Quarters after we see Peter McConaughy's plan on repairing the building.
- c) Discussion of possible events for Maryland Day, Saturday, March 25, 2023.

- i) Erik will complete the Maryland Day participator application form for Chesapeake Crossroads Heritage Area by December 1, 2022. **(Action Item: 550-10-22)**
 - ii) GFPS will have 2 sessions (morning 10am – 12 and afternoon: 1pm to 3pm).
 - iii) Barbara will set up EventBrite to limit the number of attendees at each session. **(Action Item: 551-10-22)**
 - iv) We will have the reenactment followed by the Farm House tour.
 - v) Becky suggested that we have the trails map created by Nathan Lash as part of his Eagle Scout Project to hand out to visitors that day after the reenactment and Farm House tour. Visitors can then roam the Farm.
 - vi) Refreshments should include water, iced tea and/or lemonade and assorted cookies.
 - d) Repair of Sharing Garden fence – order lumber and paint
 - i) It was suggested by Terry that painting the two new sections of the Sharing Garden Fence would be a good project for BHS students coming to Goshen Farm on November 16th. Discussion ensued. Bob will try to get pricing, report this to the Board and then purchase the lumber for these two fence sections in time for having this section painted by several students on November 16th. **(Action Item: 552-10-22)** It would be easier to paint the boards prior to installing.
- 1) New Business
- a) Discussion of purchasing a tractor with a bucket, live PTO and capable of pulling the brush hog
 - i) There was discussion initiated by Roy regarding how much GFPS should set aside for the purchase of a new or used tractor.
 - ii) **Roy Benner made a motion to approve \$2,500.00 to purchase a used tractor, Becky Benner seconded.** Discussion ensued regarding purchasing versus renting and purchase amount. **Roy amended the motion to change the amount approved to \$3,500.00. Becky Benner agreed to the change. The motion carried.**
 - b) Internships
 - i) Lou clarified for Linda Páez that we have no money set aside in the budget for internships. Lou suggested that when we work on the 2023 GFPS Annual Budget, that Linda adds discussion on including funds for internships and the development of the docent program in general.
 - ii) Becky stated that several years ago we had an internship with the AACPS PVA program. A high school student, Victoria Garbesi did a reenactment in period clothing of Margaret Stinchcomb Tydings. There was no cost to GFPS.
 - c) New computer for Treasurer
 - i) **Christy Folderauer made a motion to purchase a new Windows laptop computer to enable her to complete the monthly Financial Reports. Erik Wallace seconded the motion.** Discussion ensued. Christy thought the range on cost of a new computer would be \$500.00 to \$1,000.00. She would only have QuickBooks installed and the ability to use internet and emails. Lou recommended a solid-state disc. Roy will call Bill Szczytko for suggestions on buying a Windows laptop computer with a solid-state disc and let Christy know what Bill suggests for a Windows laptop computer with a solid-state disc. **(Action Item: 553-10-22) The motion carried.**
 - d) Venmo vs. Zelle

- i) Becky did some research on these two payment methods. She found that Zelle is preferred over Venmo because you get more information on Zelle, it is preferred by nonprofits, and it is insured by FDIC. Lou will reach out to Chesapeake Crossroads Heritage Area to find out if they use either of these payment methods.
- 2) New Action Items were reviewed.
- 3) Final comments from the floor
 - a) None
- 4) Adjournment:
 - a) **Becky Benner moved to adjourn, seconded by Linda Páez and the motion carried. The Meeting adjourned at 9:27pm.**

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 these 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

		Páez			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.
503-03-22	The Board with Christy's input will discuss an appropriate thank you gift for Sharon Smith later.	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). * The update costs for repair of the Servant's Quarters will have to be revisited after GFPS receives the review and plan for the Servant's Quarters from Peter McConaughy.	Roy Lou	05-01-22	Working	Plan should include work phases for each building. As the cedar shingles will be available for the Servant's Quarter roof, Roy's estimate of cost for the Servant's Quarters repair submitted in September should be adjusted after Peter McConaughy's report.
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.
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.
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 to lower meadow.	Roy	10/30/22	Working	Slope is difficult to navigate for older people.
538-09-22	Buy and post 2-3 signs encouraging Nonmembers who frequent the Farm to become Members. Include a QR code that takes people to Membership payment on the GFPS website. Keep wording simple. "Become a GFPS Member".	Roy with help from Barbara and Erik	11/30/22	Working	Should be posted on paths frequented by visitors. Barbara Morgan has the QR code ready to add to the notice.
540-09-22	Complete Fall Open House Reconciliation form and send to Board	Rose Mary	10/15/22	Working	Need this for planning and to know net profit on event..
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.
545-10-22	Send thank you letter to the Irish Restaurant Company (IRC).	Bob	11/15/22	Working	IRC offered donations for the Harvest Pasta Dinner that was cancelled.
546-10-22	Write, and deliver thank you letter, and \$150.00 donation check to Gloria	Bob	11/25/22	Working	The Harvest Pasta dinner was cancelled but GFPS

	Dei! Lutheran Church				wants to donate the cost of the hall.
547-10-22	Make several signs to remind parents to encourage their children to put away items in the Nature Play Space (NPS).	Roy	11/30/22	Working	Roy has observed items laying on the ground that were not put away by children in the NPS.
548-10-22	Discuss inclusion of funds for maintaining the NPS in the 2023 GFPS Budget.	GFPS Board	12/06/22	Working	Suggested by Erik Wallace.
549-10-22	Create slideshow for presentation at African American History class at AACC	Linda and Barbara	01/15/22	Working	Date and presenter TBD.
550-10-22	Complete Maryland Day participator application for Chesapeake Crossroads Heritage Area.	Erik	12/01/22	Working	MD Day is Saturday, March 25, 2023.
551-10-22	Set up EventBrite sign up to limit the number of guests for two sessions for Maryland Day at Goshen Farm	Barbara (Erik)	03/15/23	Working	Sessions possibly 10am-12 and 1-3pm/ MD Day is Saturday, March 25, 2023
552-10-22	Price out lumber, inform the Board, and purchase for two new sections of fencing for the Sharing Garden.	Bob	ASAP	Working	It was suggested that the lumber could be painted on November 16 th by BHS students visiting the Farm.
553-10-22	Contact Bill Szczytko for recommendations on GFPS purchasing a Windows laptop computer with solid-state disc.	Roy	11/15/22	Working	Needed to complete Monthly Financial Reports.

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.