

Goshen Farm Preservation Society Board Meeting,
November 16, 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, October 19, 2022, and November 16, 2022 Meetings were held via ZOOM.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Sharon Biondi
Date:	November 16, 2022	Time: 7:30pm	7:30 pm
Location:	Via ZOOM	.	
BOD Attending:	Lou Biondi, Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Christy Folderauer, Rose Mary Stocker and Sharon Biondi		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the November 16, 2022, Board Meeting to order at 7:30 pm. The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests
 - a) Lou welcomed the Board Members to the Meeting.
- 3) Lou requested changes or additions to the agenda from Board Members.
 - a) Becky Benner requested we correct review of the Minutes to October 19, 2022 on the Meeting Agenda. Lou made the correction.
 - b) Roy requested that we discuss the budget for restoring the Servant’s Quarters. This discussion is on the Agenda under Old Business, item b.
- 4) Review of Minutes
 - a) Review of Minutes from the October 19, 2022 regular Board Meeting
 - i) Sharon Biondi made a motion that we accept the October 19, 2022 regular Board Meeting Minutes. Becky Benner seconded, and the motion carried.**
- 5) President’s Report–Louis Biondi (Report as submitted)
 - i) Lou asked if there were any questions on his report. There were none.
- 6) Vice President’s Report (No report submitted.)
- 7) Treasurer’s Report - Christy Folderauer (Financial Report submitted)
 - a) Christy reported that she purchased a Dell lap top computer for \$599.00. She and Sharon Smith have been loading account information into the computer. Christy was able to produce a full Financial report for the Board.
 - b) Sharon asked Christy if she had received a check from the St. John’s Block Party Committee. She stated that she had not. Roy stated that the money raised from the Block Party (\$2,368.00) and dedicated to the Nature Play Space (NPS) was given directly to Stef Schwenk and Stef was going to spend the money directly on purchasing

materials for the NPS project. Thus far, all donations to the NPS have gone through the GFPS Treasurer and Christy is tracking these funds in QuickBooks. Discussion ensued. It was decided that Roy have a discussion with Stef Schwenk regarding this donation and explain that while GFPS has no net gain financially from donations to the NPS, GFPS is tracking the NPS funds and money that comes in and is spent. GFPS does this because this is a project for Goshen Farm handled by a Member and her committee. All monies involved need to be tracked in our financial system. **(Action Item: 554-11-22)**

- c) Christy reported that GFPS has \$47,754.56 in the checking account as of October 31, 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). PayPal has a balance of \$3,735.96.

8) Committee Reports

- a) Building & Maintenance (Vacant)
 - i) Covered under President's Report
- b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara had nothing to add to her report.
 - ii) Becky asked Barbara to send out the sample electronic ballot again so we can look it over and do a test ballot. **(Action Item: 555-11-22)**
 - iii) Lou will contact Valentino, the Photographer at the Chesapeake Crossroads Heritage Area (CCHA) Awards Ceremony, for permission to share photographs with the GFPS Communications Chair to publish.
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry mentioned that he asked Stacy Roth, Broadneck High School Signature Program Director, if she wanted to discuss invasive species before the BHS students came for their Community Service work day at the Farm on November 16th. Stacy told Terry that she did not know much about invasive species. There was discussion about GFPS's responsibility to provide curriculum for students coming to the Farm. It was decided that this was not GFPS's role. GFPS may have presenters on topics that teachers do not have time to include in their BoE approved curriculum. An example of this would be Dean Cowherd's presentations on soil health.
 - ii) Terry reported that the above BHS visit was cancelled by Stacy Roth due to bad weather and postponed until March 2023.
 - iii) Terry stated that he and his Flash Mob would be harvesting vegetables tomorrow morning for My Brother's Pantry. Board Members who wish to help should come to the Hoop House at 9:30am.
- d) Events – Erik Wallace (Report as submitted)
 - i) Erik reported that he had nearly finished the CCHA Application on our Maryland Day Event on April 1, 2023, but he needed a few details from the Board. We will have two sessions of visitors, 10am-12 with the Farm House tour at 10am and 1pm-3pm with the Farm House tour at 1pm. If we can include the "reenactment of the reading of the 1810 Richard Pettibone Gardiner will", times for this activity will need to be adjusted.

- ii) Lou discussed “cross advertising” among the CCHA Small Organizations Group historic sites. We can share our event dates and details with the Small Group Organizations and share their event dates and details on our website and Facebook page. Lou will send Barbara an updated list of contact information for the CCHA Small Group Organizations. **(Action Item: 556-11-22)**
- e) Financial Development - Lou Biondi (Report included in President’s Report)
- f) Garden - Bob Nestruck (Report as submitted)
 - i) Bob was not present.
 - ii) The Goshen Goodies sale will be on Small Business Saturday, November 26th from 10am-2pm. Barbara created a flyer and is already sending out the flyer on our Facebook page and MailChimp.
- g) Grounds – Roy Benner (Report as submitted)
 - i) Roy had nothing to add to his report.
 - ii) In his role as Grounds Chair, Roy Benner received the 2022 Heritage Volunteer of the Year Award from CCHA at the CCHA Nineteenth Annual Heritage Awards ceremony at Quiet Waters Park on November 10th. This event recognized individuals and organizations that contributed significantly to the missions of CCHA. Numerous Board Members and Members attended to honor Roy’s well-deserved recognition!
- 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 will attend a seminar with CCHA on “Interpretive Themes in the Annapolis City Dock Master Interpretive Plan” on November 17th.
 - ii) GFPS has 241 Membership Units for 2022. Note: Members who join in September through December are carried over into the next year. Becky reported 19 Membership Units for 2023.
- j) Members At-Large
 - i) Member At-Large, Linda Páez (Report as submitted)
 - (1) Linda reported that she heard from Mark Semos regarding work on the Tenant House. He and Bruce Dowling will be working on acquiring and replacing the siding. Some of the old siding that was removed is damaged and cannot be used. The siding needs to be completed before starting the roof.
 - (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. Sean Urbantke will reach out to a student performer and get back to Linda.
 - ii) As regards to doing a slide show presentation to AACC students, Linda has received the common names of 50 plants from Tracy Smith related to the Henson-Hall Slave Garden. Linda will attempt to identify the botanical names from catalogs and download pictures of these plants. Linda will send these to Barbara to create a slide show. The date of the presentation and who will present are TBD.
 - iii) 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)**

9) Review of Action Items and Recurring Action Items

- a) Action Items and Recurring Action Items were reviewed.
 - i) **(Action Item: 213-12-15)**, Convert room 1-G in the Farm House to a meeting room. This action was **OBE**.
 - ii) **(Action Item: 430-02-21)**, Board will schedule a separate meeting to discuss the Financial Reports and approve if in agreement. Action was **Completed**.
 - iii) **(Action Item: 510-03-22)**, will be broken into two separate Action Items. Action Item 510 will pertain only to the repair of the Servant’s Quarters. New **Action Item: (557-11-22)**, Board will decide if GFPS will repair or replace the Milk house. Engineer Peter McConaughy’s inspection revealed significant damage to the foundation and concrete floors. In his report, Peter recommended tearing the Milk House down and rebuilding if GFPS had the funds.
 - iv) **(Action Item: 541-09-22)**, Contact Dona Duran about Broadneck Grill holding a % of one day sales fundraiser for GFPS. This action was **Completed**.
 - v) **(Action Item: 547-10-22)**, Make several signs to remind parents to encourage their children to put away items in the Nature Play Space (NPS). This action was **Completed**.
 - vi) **(Action Item: 553-10-22)**, Contact Bill Szczytko for recommendations on GFPS purchasing a Windows laptop computer with solid state disc. This action was **Completed**.

10) Old Business

- a) There was a brief review of plans for the Annual Membership Meeting and electronic ballot.
- b) Roy brought up the concern of the upcoming vacancy for President. Discussion ensued.
- c) Discussion of Maryland Day schedule and activities was covered under the Events Committee report.

11) New Business

- a) Discussion of the Colonial Kitchen Garden issue
 - i) The Colonial Kitchen Garden (CKG) was planned, planted, and maintained by Members Brian and Karen Maddox for approximately six years. It has been one of the focal points for visitors to Goshen Farm.
 - ii) Various Board Members discussed what information they had from conversations and emails regarding the CKG issue.

- iii) After a lengthy discussion, It was determined by the Board that there was a serious breakdown in communication between Committee Chairs and other Members. Many Board Members knew nothing about an issue with the CKG until Bob Nestruck included this information in his October Garden Committee report.
- iv) Lou stated that in the future, a Member who wishes to clean up or change a designated feature of the Farm, must go to the chair responsible for that feature and ask and be granted permission to do any work.
- v) After discussion, it was decided that President Biondi would draft a letter of apology to share with the Board regarding the breakdown in communications that precipitated long standing Members feeling hurt, angered, and disrespected and send the letter to the Maddox family. **(Action Item: 558-11-22)**
- vi) It was further decided that a list of GFPS Gardens and features, who has responsibility for said Gardens and features and their contact information be posted on the Bulletin Boards. By ensuring that Members know who to contact if they wish to participate or help with these Gardens or a feature such as the Apiary, they will know who to contact in advance for permission. In this way we hope to avoid the disheartening situation described above. This list should be posted on the Farm Bulletin Boards and perhaps in the GFPS Member Newsletter.
 - (1) List of Gardens and features:
 - (a) Sharing Garden – Bob Nestruck, Chair
 - (b) Compost Area – Bob Nestruck, Chair
 - (c) Henson - Hall Slave Garden (HHSB) - Roy Benner Grounds Chair Planned, planted, and maintained by Member Tracy Smith
 - (d) Pollinator Garden – Roy Benner Grounds Chair Planned, planted, and maintained by Members Larry Jennings and Roy Benner
 - (e) Colonial Kitchen Garden – Grounds Chair Roy Benner Previously planned, planted and maintained by Brian and Kara Maddox
 - (f) Shallow Water Wildlife Pond native plantings- Grounds Chair Roy Benner Planned, planted, and maintained by Larry Jennings, Roy Benner, and volunteers
 - (g) Hoop House and Greenhouse – Grounds Chair Roy Benner Planned, planted, and maintained by Member Terry Brandon, Roy Benner, and a host of volunteers
 - (h) Apiary – Grounds Chair Roy Benner Maintained by Member Erik Wallace
 - (i) Orchard – Grounds Chair Roy Benner
 - (j) Memorial Grove – Ground Chair Roy Benner
 - (k) Soil Health Pit – Grounds Chair Roy Benner
 - (l) Nature Play Space – Grounds Chair Roy Benner Planned by Member Stefanie Schwenk
 - (m) Trails – Grounds Chair Roy Benner
- vii) Erik asked if Fran Bents would assume responsibility for the planning and maintenance of the Colonial Kitchen Garden with Grounds Chair Roy Benner’s approval. Roy will contact Fran Bents and discuss her plans and put Fran’s response in his monthly Grounds Report. **(Action Item: 559-11-22)** To reiterate, in the future,

volunteers must obtain permission from the chair that is responsible before doing any work in any Garden or feature on the Farm.

12) New Action Items were reviewed.

13) Final comments from the floor

a) None

14) Adjournment:

a) **Becky Benner moved to adjourn, seconded by Barbara Morgan 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
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
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 Páez, 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 Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
455-06-21	Get an estimate from electrician, Dave Sloskey for installing new circuit to accommodate electrical box for bands during Summer Concert Series.	Scott	08-30-21	Working	Board must approve cost of electrician's work at a Board Meeting before work can be initiated.
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
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 Billie Grant	08/30/22	Working	Billie Grant has cleaned up, organized, and is turning compost on a regular basis. Sharing Gardeners need to be informed how to maintain the new composting area. Signage on composting should be clear to Gardeners.
529-07-22	Send Barb the names of the Small Organizations Group, names of the contact persons, phone numbers and email addresses.	Lou	07/30/22	Working	CCHA, Small Organizations Group are willing to advertise other Small Organization Group 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	4/15/23	Working	Extension Service stated that Rodeo is safe for aquatic life. Best done in the Spring.
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	Eagle Scout project Slope is difficult to navigate for physically challenged.
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 and signs.
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.
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 Dei! Lutheran Church	Bob	11/25/22	Working	The 2022 Harvest Pasta dinner was cancelled but GFPS wants to donate the cost of the hall.
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	01/15/23	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	Bob	ASAP	Working	It was suggested that the lumber could be painted on

	fencing for the Sharing Garden.				November 16 th by BHS students visiting the Farm.
554-11-22	Roy will have a discussion with Stef Schwenk regarding the donation of \$2,368.00 from the St Johns Block Party towards the NPS and that it needs to be deposited into GFPS Checking and tracked in our accounting system.	Roy	11/30/22	Working	Important to track as the NPS is part of Goshen Farm though planned and cost fundraised by Member Stef Schwenk and her committee.
555-11-22	Send out the sample electronic ballot again so Board can look it over and do a test ballot.	Barbara	11/20/22	Working	Trying something new for electronic ballot voting at GFPS Annual Membership Meeting
556-11-22	Send Barbara an updated list of contact information for the CCHA Small Group Organizations.	Lou	11/30/22	Working	GFPS will try "cross advertising" with CCHA Small Group Organization Historic sites.
557-11-22	Board will decide if GFPS will repair or replace the Milk house.	Board	2/15/22	Working	Engineer Peter McConaughy's inspection revealed significant damage to the foundation and concrete floors.
558-11-22	Draft a letter of apology on behalf of the Board regarding the breakdown in communications that precipitated long standing Members feeling hurt, angered, and disrespected and send the letter to the Maddox family.	Lou	12/15/22	Working	Incident resulted from good intentions but poor communication.
559-11-22	Contact Fran Bents and discuss whether she and volunteers plan on maintaining the Colonial Kitchen Garden (CKG).	Roy	11/30/22	Working	Fran and twelve volunteers have shown an interest in continuing the CKG.

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 2023.
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. Renewed in 2022 for _____
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, April 2021 for _____, and April 2022 for _____
Annually	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$159.98 Annually for upgraded Security on GFPS Website. Renewed in July, 2022?
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. Check amount for 2021 and 2022.
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer (Matthew Stanski) 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 suffices)
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed as part of our 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, 2022.
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	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 October		T & S Fire Protection Company of Glen Burnie will contact Grounds Chair Roy Benner each October 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 FaceBook 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. No copy for 2022.