

Goshen Farm Preservation Society Board Meeting,
December 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, September 21, 2022, October 19,
2022, November 16, 2022 and December 21, 2022 Meetings were held via Zoom.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi, President	Recorder:	Zoom and Sharon Biondi
Date:	December 21, 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, and Sharon Biondi		
Members/ Guests Attending:			

- 1) Call to Order and welcome of Board Members.
 - a) President Louis Biondi called the December 21, 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) Roy Benner requested that the Board authorize \$120.00 to purchase four (4) signs encouraging Nonmembers (who walk the property) to join using a QR code embedded in the signs. Added to Old Business, item b.
 - b) Becky Benner requested we discuss an appropriate thank you gift for Sharon Smith. Added to New Business, item c.
 - c) Becky requested we review Recurring Actions and whether they have been completed. New Business, item d.
 - d) Becky asked that we discuss the status of Maryland Day preparations. New Business, item d.
 - e) Lou requested we discuss the workshop about which Linda Páez's sent information in an email.
- 4) Review of Minutes
 - a) Review of Minutes from the November 16, 2022 regular Board Meeting
 - i) **Becky Benner made a motion that we accept the November 16, 2022 regular Board Meeting Minutes. Erik Wallace 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.

- (1) Becky asked Lou to send out the boilerplate for an RFP that he received for AACPS. Lou discussed how he intends to incorporate the AACPS version into the GFPS version for our RFP. Lou stated he would send AACPS version to Becky.
- 6) Vice President's Report (No report submitted.)
- 7) Treasurer's Report - Christy Folderauer (Financial Report submitted)
 - a) Christy reported that she sent the Financial Report to the Board.
 - b) Lou asked Christy if she would make the first National Bank (FNB) checking and savings statement part of her report. Christy stated she would.
 - c) Christy asked Lou for a day to meet with him and Sharon Biondi in the next week to create the 2023 GFPS Budget. Lou will email Christy several potential dates to meet.
 - i) Lou thanked the committee chairs for their 2023 budget reports to be used in the GFPS 2023 Budget.
 - d) Christy's report indicated that GFPS has \$47,792.56 in the checking account, \$61,052.06 in the GFPS savings account (Restricted Funds for: First Floor Stabilization, Farm House General Projects, and Farm House Windows), and a \$4,225.06 balance in PayPal as of November 30, 2022.
- 8) Committee Reports
 - a) Building & Maintenance (Vacant)
 - i) Covered under President's Report
 - b) Communications – Barbara Morgan (Report as submitted)
 - i) Barbara requested that we set up a meeting to review what we have written for the Goshen Farm book. Lou asked Barbara to look at her schedule and send out several possible dates for the book committee to meet. Barbara will also send out what has been written and edited thus far.
 - (1) Lou mentioned that he was copied on an email to Jane Cox from Heather Hersts of the Maryland Archives regarding an ad for a runaway slave belonging to Henry Tydings. Lou will reach out to Jane Cox to seek permission for the Goshen Farm book committee to contact Heather Hersts and discuss more information on this ad. **(Action Item: 560-12-22)** If permission is granted, Lou will send the committee the original email and Heather Hersts' contact information.
 - ii) Barbara would like a decision on the GFPS website redesign by Color Fire Media. The Board agreed to go with the changes, previously discussed for the redesign. Barbara will let Shannon Beauchamp Lepthien of Color Fire Media know the redesign is approved and she can begin.
 - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
 - i) Terry had nothing additional to add to his report.
 - ii) Becky stated that Terry was working with Stacy Roth and the ICST. Becky asked if Stacy Roth needs to become a Member. Becky stated that Stacy had been a Member but had not renewed in 2022. Terry will follow up with Stacy Roth.
 - d) Events – Erik Wallace (Report as submitted)
 - i) Erik had one addition to his report. His company, Comtech has an award program entitled, "Above and Beyond" honoring employees who were supporting efforts in their community. Erik's name was submitted for nomination, and he submitted a summary of his community activities. Erik came in second place of the sixteen (16)

- employees who were nominated. His company donated \$1,000.00 to GFPS in honor of Erik Wallace. The Board congratulated Erik and is proud of Erik for his broad community service. GFPS is, of course, very grateful for the donation!
- ii) Erik has finished the reconciliation for the Apiary. There may be a few more expenses to add. He will send the finished reconciliation to Christy. At this point his records show that the sale of honey brought in \$3,870, expenses were about \$1,290 and the net income for GFPS will be about \$2,600.
 - iii) Becky asked if Erik would like to recycle honey jars. Discussion ensued. Erik will consider this.
 - iv) Lou asked Erik if he wanted Lou to contact The Jazz Perpetrators regarding the Java & Jazz/Tea & Tunes event, March 12, 2023. Erik said he would appreciate it if Lou made that contact. **(Action Item: 561-12-22)**
- e) Financial Development - Lou Biondi (Report included in President's Report)
- f) Garden - Bob Nestruck (Report as submitted)
- i) Bob reported that he contacted Bayview Builders about his purchasing the lumber for the Sharing Garden fence. He went to Bayview Builders today and got a note from Rich, their construction manager, and Bob contacted Tyler at Johnson Lumber Company. A 1'x4'x6' was \$3.26 – a really good price. Bob will continue to purchase lumber using Bayview Builders' connection as he replaces sections of the fence.
 - (1) Linda stated that the Bayview Builders Accounts Manager, Brenda Bloomfield, wants Bob to take the invoice to Johnson Lumber, pay the invoice using Bayview Builders' account number and give Brenda Bloomfield the invoice marked "paid". Bob should keep a copy of the invoice for his records.
 - ii) The Goshen Goodies sales in November and December brought in about \$1,445.00 (not including the goodies sold at the Fall Open House which totaled \$564.00). Thank you Bob, Tracy Smith, Barbara, and all of the volunteers who worked selling these products made from the Sharing Garden and Henson-Hall Slave Garden produce!
- g) Grounds – Roy Benner (Report as submitted)
- i) Roy reported that Mia Chapman completed her Eagle Scout project of building patios under the Leopold benches.
 - ii) Becky and Roy met with Stefanie and Dirk Schwenk about the St. Johns Street Block Party donation. They turned the donation check in to Roy for deposit to GFPS and Dirk and Stefanie now know the amount they have in the Nature Play Space Fund.
 - iii) Roy reported that Ryan Kim completed his Service-Learning Program and in addition he completed a Power Point presentation on some of the invasive vines at Goshen Farm. Roy will share this presentation with the Board.
 - iv) Roy stated that Nathan Cavaliere has a semester break and Nathan will give GFPS an hour per day cutting vines and doing other projects.
- h) History & Research - Scott Powers (No report submitted)
- i) Scott continues to assist the Goshen Farm book committee gathering information and doing write-ups for the book. He is in and out of town due to the loss of family members.
- i) Membership - Becky Benner (Report as submitted)

- i) Becky was extremely busy in December. She is working on inputting new and renewing Members and sending this information to Barbara for Little Green Light and the MailChimp databases.
- 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 77 Membership Units for 2023.
- j) Members At-Large
 - i) Member At-Large - Linda Páez (Report as submitted)
 - (1) Linda reported that while she was at the office at Bayview Builders today, Brenda Bloomfield showed her an invoice for materials and labor for repairing and replacing parts of the Tenant House. The total was \$2,105.17. Ms. Bloomfield stated that they will be donating these costs of labor and materials and taking an income tax deduction since GFPS is a 501c3 organization.
 - (2) Sharon asked Linda if Bayview Builders was willing to become a Corporate Sponsor for these donations. Linda will discuss this with Bayview Builders.
 - (3) Becky asked an unrelated question concerning Grant Cunningham's architectural report. Lou stated that we should wait until we receive Grant's full report and decide if there is useful information we can use in the future.
 - i) Member At-Large, Rose Mary Stocker (No Report submitted)
 - (1) Rose Mary was unable to attend the Meeting.
 - (2) Rose Mary has not yet completed the Reconciliation reports for the 2022 Spring Open House or the 2022 Fall Open House. These reports will be important for creating the 2023 GFPS Budget.
- 9) Review of Action Items and Recurring Action Items
 - a) Action Items and Recurring Action Items were reviewed.
 - i) **(Action Item: 335-06-18)**, Contact the Soil Conservation District for the name of a forester who can create a Forest Management Plan. This action was **Completed**.
 - ii) As regards **(Action Item: 510-03-22)**, Update the cost of repairs for the Servant's quarters, Roy has **completed** this part of the action. The remainder of this action – Updating the cost of repairing the Milk House became a new Action Item. **(Action Item: 557-11-22)**
 - iii) **(Action Item: 529-07-22)**, Send Barbara the names of the Small Organizations Group, names of the contact persons, phone numbers and email addresses. This action was **Completed**.
 - iv) **(Action Item: 530-07-22)**, Give Barbara the dates when the Maryland Farm & Harvest episode filmed at Goshen Farm will air. This action was **Completed**.
 - v) **(Action Item: 536-08-22)**, Investigate lighting fixtures for the port-a-pot before next year's Summer Concert Series begins. This action was **Completed**.
 - vi) **(Action Item: 546-10-22)**, Write and deliver thank you letter and \$150.00 donation check to Gloria Dei! Lutheran Church. This action was **Completed**.
 - vii) **(Action Item: 550-10-22)**, Complete Maryland Day participator application for Chesapeake Crossroads Heritage Area. This action was **Completed**.
 - viii) **(Action Item: 551-10-22)**, Set up Eventbrite sign up to limit the number of guests for two sessions for Maryland Day at Goshen Farm. This action was **Completed**.

- ix) **(Action Item: 552-10-22)**, Price out lumber, inform the Board, and purchase for two new sections of fencing for the Sharing Garden. This action was **Completed**.
- x) **(Action Item 554-11-22)**, Discussion with Stef Schwenk regarding the \$2,368.00 donation from the St. Johns Block Party towards the Nature Play Space (NPS) and why it needs to be deposited into GFPS checking and tracked in our accounting system. This action was **Completed**.
- xi) **(Action Item: 555-11-22)**, Send out the sample electronic ballot again so the Board can look it over and do a test ballot. This action was **Completed**.
- xii) **(Action Item: 556-11-22)**, Send Barbara an updated list of contact information for the CCHA Small Organizations Group. This action was **Completed**.
- xiii) **(Action Item: 558-11-22)**, Draft a letter of apology regarding the breakdown of communications regarding the Colonial Kitchen Garden (CKG) and send out to the Maddox family. This action was **Completed**.
- xiv) As relates to **(Action Item: 533-08-22)**, Linda expressed a concern about using Rodeo on the cattails in the pond. She has read that “Rodeo” has an ingredient that will kill the bees when they get pollen from the cattail blossoms. Roy has not used Rodeo yet as it should be used in the spring. Roy will do more investigating on this product before using.

10) Old Business

- a) Plans for Annual Membership Meeting including electronic ballot for Board and Budget.
 - i) Lou asked Erik how he will set up a hybrid Annual Meeting. Erik will bring 2 laptops, speakers, and two cameras.
 - ii) We can do a Closed Session in the CSCIA office.
 - iii) Sharon asked if Erik would run the Closed Session. He agreed to run this.
- b) Purchase of the four signs
 - i) The Board previously had discussed buying and installing four (4) signs at the path entrances to Goshen Farm encouraging those who walk onto Goshen Farm but are not Members, join. These signs include a QR code that would take a visitor to the website, “Become a Member” page. Roy priced out four signs at \$30.00 per sign for a total of \$120.00. **Roy Benner made a motion that he be allowed to purchase four (4) aluminum signs for \$120.00. Bob Nestruck seconded, and the motion carried.**

11) New Business

- a) Plans for the Milk House.
 - i) Lou asked if Becky can again send Lou the names of Members who expressed an interest and have experience in building/repairing structures on their Membership forms. **(Action Item: 562-12-22) Becky suggested contacting Member Peter Johnson.** Lou went on to discuss disassembling the Milk House and storing this material as suggested by engineer, Peter McConaughy.
 - ii) Roy suggested that instead of taking the Milk House apart, we jack up one side of the foundation and pour or build a new foundation and then do the same on the other side of the foundation.
 - iii) Roy also suggested we buy a larger tarp to completely cover the Milk House roof.
 - iv) Further discussion on this project ensued.

- v) Lou will contact Peter McConaughy and let him know that the sense of the Board is that we try to repair the Milk House, ask Peter for the names of some companies that can do this foundation work, share the photographs that we took with these companies and get a cost for doing this work. We can't apply for grants until we know the cost of this foundation work.
- vi) Lou asked that we table this discussion until the February Meeting. The Board also agreed that Roy can buy a new tarp for the Milk House roof.
- b) Thank you gift for Sharon Smith, QuickBooks certified advisor
 - i) Lou asked for a motion to purchase a gift card with amount for Sharon Smith.
 - (1) **Sharon Biondi made a motion to purchase a \$250.00 gift card for Lowe's for Sharon Smith. Becky Benner seconded. Discussion ensued. Sharon withdrew the motion. Becky agreed.**
 - (2) **Becky made a motion that we purchase a \$150.00 gift card from HomeGoods and a \$150.00 gift card from Lowe's totaling \$300.00 for Sharon Smith's years of professional expertise. Terry Brandon seconded. The motion carried.**
 - (3) Christy will pick up the two gift cards for \$150.00 each. Lou will create a certificate and Sharon Biondi will write a Thank You Letter to Sharon Smith.
(Action Item:563-12-22)
- c) Tee shirt and sweatshirt orders for 2023
 - i) Lou reviewed the present t-shirt and sweatshirt inventory for the Board. Barbara will work up an order for the additional t-shirts and sweatshirts. Lou will send her a copy of the current inventory. Barb will send out what she will order and get input and approval from the Board. Then she will send in the order to Charitees. **(Action Item: 564-12-22)**
- d) Update Recurring Actions
 - i) Sharon and Christy will update Recurring Actions when they meet next week for the Budget.
- e) Upcoming workshop
 - i) Lou asked Erik to take over the Meeting so he can make a motion. **Lou Biondi made a motion regarding a Board Excellence Workshop, January 31, 2023. Lou Biondi asked that the Board Authorize the \$150.00 fee payment for three (3) Board Members to attend. Linda Páez seconded. The motion carried.** Lou will send in the registration with those interested. The deadline for the application is January 17th.
- f) Becky brought up that we had an audit done several years ago by Fred Miller. We should do an audit in 2023. Christy will find an auditor to recommend to the Board.
(Action Item: 565-12-22)
- 12) . New Action Items were not reviewed.
- 13) Final comments from the floor
 - a) Barb brought up some research that she just did regarding John Watts. John Watts had a son named Henson Watts who was born in 1886. Bob will research John Watts and Henson Watts to see if there is a connection with the Henson who was enslaved at Goshen Farm.

14) Adjournment:

- a) **Becky Benner moved to adjourn, seconded by Bob Nestruck and the motion carried.
The Meeting adjourned at 9:40 pm.**

ACTIONS					
Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)			Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE		
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan.	?	08-21-13	Working	General terms
207-12-15	Develop and execute well plan.	Building Chair, Roy,	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.
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 _____. (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 Media 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.	?	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.
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 Member 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.
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.
537-09-22	Install the railing and steps on both sides of railing on 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.
548-10-22	Discuss inclusion of funds for maintaining the Nature Play Space in the 2023 GFPS Budget.	GFPS Board	12/06/22	Working	Suggested by Erik Wallace. Roy will make a decision on amount to add to his Grounds Budget to be approved at the February 15 th Board Meeting.
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.
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.
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.
560-12-22	Reach out to Jane Cox to seek permission for the Goshen Farm book committee to contact Heather Hersts regarding the "run-a-way slave notice" from Henry Tydings that Jane forwarded to Lou Biondi via email.	Lou	1/30/23	Working	Goshen Farm Book Committee would like to further research this notice and would like to contact Heather Hersts.
561-12-22	Contact the Jazz Perpetrators regarding the Java & Jazz/Tea & Tunes event, March 12, 2023.	Lou	1/30/23	Working	Check on availability to play J&J/T&T.
562-12-22	Send Lou the names of Members who expressed an interest and have experience in building/repairing structures on their Membership forms.	Becky	1/30/22	Working	Gathering information and possible volunteers for repairing the Milk House in 2023.
563-12-22	Pick up the two gift cards for \$150.00 each from HomeGoods and Lowe's. Lou will create a certificate and Sharon Biondi will write a Thank you Letter to Sharon Smith.	Christy Lou Sharon	1/30/23	Working	Thank you for assisting Treasurer with updating QuickBooks Chart of Accounts and inputting financial data over several years.
564-12-22	Send out recommended T-shirt and sweatshirt order, get input from the Board and send in the order to Charitees.	Barbara	1/15/23	Working	Adding to current inventory of T-shirts and sweatshirts
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/30/23	Working	

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, 2021, and 2022
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	March or April 2025		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 March, 2022 for \$63.51. Automatic payment
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. ,Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.98. Automatic Payment
Annually	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98 Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBEO)	Treasurer	End of every month		\$6.999/ google account paid through our GFPS checking account. Treasurer monitors this. Billed \$69.96 for 10 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach and Building and Maintenance). Last bill was November 1, 2022. \$69.96 Automatic Payment (Payment should increase to \$75.99 when email accounts are finalized.)
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer AACPS Copies to Superintendent, AACPS, and all AA County School Board Members.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted.
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 by the Treasurer as part of our State Tax Return preparation
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020 and 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. Renewal application sent November 2022.
Bi-annually Quarterly	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 Quarterly (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, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/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, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/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 Dates for payments for both policies vary each year. Total Annual insurance premiums: \$2,222.00

Bi-annually	Change batteries on security sensors on Farm House doors	Building & Maintenance Chair)	Change in January and June	Bldg. Chair researching new security system	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 Servant's 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. Lou Biondi is currently paying this bill and wants the Treasurer to change to automatic payment.
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 so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account in 2022.
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.

COMPLETED ACTIONS					
002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys; Keys tested
006-02-10	Response to General Services re: bond extension	Patty	Unknown	OBE	renewed
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03-10	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04-10	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chrmn. from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallagher re: CSCIA Bd. Liaison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 th
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010.
024-06-10	Review website for section for membership and pay online	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay online CTE
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12''by 12' minimum needed
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held; path coordinates identified

009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby
026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason, Barb		CTD	Electric must be permitted, installed, and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up Facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationery and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts

058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not-for-profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you, Letter Naval Academy Garden Club, for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT–Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.
118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved
115-07-13	Draw up an agreement that can be used with outside interests who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement

121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD, and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will need titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE. On hold currently
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above. On hold currently
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15-11	working	Heat pump vs. window ac and baseboard heat On hold currently
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold currently
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change

143-05-14	Purchase blank certificates and complete one for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 th Open House
103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Ad hoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky, and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet for facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24

	support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract				Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees
177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2017	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	OBE	Many organizations have lost funding
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	CTD	So new signs to not have to be made every year for events 9 new signs ordered by Barb
189-04-15	Research gravel for driveway	Roy	5-30-15	CTD	2 loads of Gravel will cost about \$454 and about \$200 for grading.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	CTD	Board decided that there are no guarantees...
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	CTD	Update website and give Roy a copy for his records Sent to website in August
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio (with John's help)	12-15-14	OBE	So, Board knows what to look for when inspecting house
168-11-14	Meet with engineer Michael Dowling (recommended by Jane Cox) to evaluate strengthening downstairs support walls	Lou, Michael	01-15-15	CTD	ASAP To facilitate group tours
182-03-15	Lou will contact Mike Maggio to get a prioritized list of maintenance tasks for the Main House	Lou/Mike	04-30-15	OBE	Main House has ongoing maintenance issues
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	CTD	Needed for restoration plan
192-07-15	Create prioritized list of large immediate needs and e-mail to Lou	Chairs	8-15-15	CTD	Need ASAP for Lou to discuss and Board to vote on at the August Meeting.
193-07-15	Inventory supplies left from 2014 Harvest Dinner and send list to Terry	Barb	8-15-15	CTD	Need by planning meeting 7/11/15
194-07-15	Send Michael Buchet a list of Corporate Sponsors and Friends of Goshen for the Power Point presentation he is creating	Sharon	8-15-15	CTD	Power Point is on-going. Will need when we look at Grants and presenting to other groups. Sharon reworking Corporate Sponsor levels so will need to change list for Michael Buchet.

156-08-14	Review By-laws to check tracking of donations for specific use requests	Joe	09-31-14	CTD	Would like to keep funds "general"
158-08-14	Remove hardware from existing shutters and dispose of shutters	Lou, Mike, Roy	09-15-14	CTD	Can use hardware on new shutters and this will also make room in the storage facility
164-10-14	Determine arcs on Main House for mounting new cameras (8 cameras), Get Wi-Fi from BoE and then write a proposal for security system.	Lou, Michael Buchet, Doug McClelland	11-05-14	CTD	Additional security coverage
185-03-15	Complete a list of "needs" and approximate costs for GFPS	Terry, Lou	04-30-15	CTD	Terry created this list and brought to Board for comment in November 2015.
191-06-15	Get bids from contractors for taking down the Maple tree next to the Main House	Roy	7-30-15	CTD	This tree lost a limb last summer and caused approx... \$1 0,000 in damage to roof and upstairs. and the roots are starting to undermine the foundation of the house. Tree taken down by Richard's Tree Service in October, 2015
196-08-15	Create "critical path" chart for Phantom Ball	Barbara	10-15-15	CTD	Need dates by which certain things must be done for this event to happen
197-08-15	E-mail an inquiry of about 20-30 boxes stored in the enclosed porch to Mike Maggio	Sharon	07-31-15	CTD	Need this space for storage. Boxes removed by member
198-09-15	Contact Jim McCrea to set up presentation to Annapolis Rotary Club	Terry	10-31-15	CTD	Possible grant opportunity Presentation date is 2/2/16
199-09-15	Add Change batteries on sensors for house cameras to Recurring Actions	Sharon	10-31-15	CTD	Change in January and June
202-11-15	Contact Mike Maggio to ascertain if any of the construction equipment on the enclosed porch belongs to him	Lou	12-20-15	CTD	Need to clear space on porch for classroom. All building supplies on porch belong to GFPS.
171-12-14	Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911	Roy	01-31-15	CTD	Roy will decide the number of posters and locations to post
186-03-15	Lou will request a formal bid for the window manufactured in PA and donated by Mike Maggio	Lou/Mike	04-30-15	OBE	Satisfies our two-bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15) In Board discussions Mike stated that the value of the window was \$1,200.00, including installation
201-10-15	Research cost and transport of additional storage unit	Roy	12-15-15	CTD	Doug McClelland will assist
204-12-15	Prepare presentation for Annapolis Rotary Club (Feb. 2, 2016)	Terry, Roy	01-20-16	CTD	Aligning their goals and GFPS goals and needs Successful presentation on February 2 nd , 2016
205-12-15	Contact Jazz Bands for playing sessions at Java and Jazz	Lou	01-25-16	CTD	Need bands set so can determine hours for event for sign board.
212-12-15	Convert Farm House porch to meeting room/classroom	Roy, Terry	01-31-16	CTD	For meetings and educational programs
215-01-16	Contact Karen Bailey about making ID cards for new Board Members	Lou	02-15-16	CTD	Karen has made these in the past and they look professional
104-10-12	Lou will contact A. A .Cares about putting a video of GFPS on their website	Lou	12-30-12	OBE	Lou will video tape Barb talking about GFPS. There has been a leadership change at A.A.Cares so this is postponed indefinitely.
195-07-15	Research Goshen Farm address	Roy	08-15-15	CTD	Relates to records for old septic system at Public Works
203-11-15	Compile a list of local wedding planners, pick a date, and invite them to Goshen Farm	Lou	12-20-15	OBE	It was decided that some priority projects such as the well need to be completed before investigating this.

210-12-15	Develop a specific wedding venue plan	Lou, Terry	03-01-16	OBE	Revisit this action in a year
217-03-16	Send Dave McCormick contact information for Sherwin Williams Store #3335	Sharon	03-15-16	CTD	Dave can discuss appropriate paint of exterior of Caretaker Cottage with contact
218-03-16	Send Board Members directions for setting up g-mail accounts which tie in to contacts listed on GFPS Website for Board Members	Lou	03-20-16	CTD	Will make transitions easier as these g-mail accounts will transfer to new Board Members as Board Members change.
220-03-16	Send out needs list to Board Members for Spring Open House on April 23 rd	Lou	04-01-16	CTD	This allows us to make sure everything is covered for the event.
224-04-16	Michael Buchet and Linda Beck will get a final receipt (minus tax) for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting	M. Buchet and Linda Beck	5-31-16	CTD	If the total is \$100.00 or more, this would qualify them as Friends of Goshen Farm – level to be determined by total donation
228-04-16	Locate permission form to be used for intern interviewing various people for her project on the history of GFPS, Inc. Send this to the President Biondi.	Becky	06-01-16	CTD	Those being interviewed will need to sign off on this form.
173-12-14	Install flag pole to display Shaw Flag at Farm	Roy	03-01-15	CTD	In Roy's Master Grounds Plan. Completed on Flag Day, June 14, 2016
216-02-16	Contact Broadneck Asbury Methodist Church and Cape Methodist Church to find out if their choir performs at functions outside of the church	Terry	03-15-16	CTD	Cape Methodist Church choir agreed to perform at the Fall 2016 Open House, and possibly Spring 2017 Open House. Move this to the Fall Open House Committee for completion.
219-03-16	Acquire a 4-drawer metal file cabinet	Roy	04-15-16	CTD	Need for important documents for the Society –to be kept at the Farm. Rose Mary Stocker donated 2 vertical and 2 horizontal file cabinets
233-05-16	Send Kate Mahood pertinent documents relevant to first meeting of the GFPS Strategic Plan Committee and cc members of this committee.	Lou	6-10-16	CTD	Examples of documents are Mission Statement, Master Plan, BoE Lease, Grounds Master Plan, By-laws, ...
238-06-16	Submit MSEA 150 th Anniversary Grant application for 5 picnic tables	Sharon	03-31-16	CTD	Completed grant application, Rec'd notification on 5/16/16 that we were awarded the grant for \$500.00 and rec's check on 6/17/16
239-06-16	Submit Constellation Energy Grant Application for driveway diverter structures.	Lou	05-15-16	CTD	Completed grant application on 5/11/16 and was awarded grant on 06/12/16
165-11-14	Reinstall plywood faux window in shut window and tighten screws in plywood on window on east side and check all faux windows for tightened screws	Dave	06-14-16	CTD	Security / weather protection
181-03-15	Lou will contact (meet) Dave Sloskey to move location of new Electrical Panel to the Meeting Room and label.	Dave	04-30-15	CTD	Dave has completed moving the electrical panel to the Meeting Room.
200-10-15	Request all e-mail lists for GFPS from Color Fire	Lou	12-15-15	CTD	So, we can compare with what we think we have and need to know if they have home addresses for contact list for 2015 and 2016. Lou has updated Member List.
214-12-15	Plan segue from Color Fire redesign to GFPS maintenance of website	Lou	04-15-16	CTD	Color Fire will give some maintenance help after May 1, 2016. GFPS will be responsible for writing updates and articles for Color Fire to post and Mail Chimp blasts. Member, Jim Barcliff has volunteered to assist with website.
223-04-16	Dave McCormick will get a final receipt (minus tax) on discounted paint from Sherwin Williams and send copies to	Dave	5-31-16	CTD	If the discount is valued at \$500.00 or more, Sherwin Williams would qualify as a Corporate Sponsor and the donation

	the treasurer and secretary				amount should be entered in our financial report
227-04-16	Dave will create a form for groups coming up to Goshen Farm for classes to complete for our records. He will send this out to the Board. After completing, Lou will convert to a fillable PDF.	Dave and Roy	6-15-16	CTD	Help us keep better records of who has come to the Farm and when. Dave created a fillable form and sent out to the Board.
141-05-14	Create a library of financial forms using Google Docs. (i.e., fillable donation sheet)	Lou	06-18-14	CTD	New Chairs and officers should be invited to the Drop Box Google after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box
222-04-16	Lou will set up a meeting with Cathy Vitale to discuss issue of MOU with AA County BOE	Lou	5-31-16	OBE	County Council Member Ed Reilly has agreed to assist with MOU and BoE
234- 05-16	Establish a Fall Open House Planning Committee for fall 2016 event	Lou	07-15-16	CTD	If Open House Event is going to continue to grow, we need a committee to handle tasks involved.
240-07-16	Contact Dave Brunner for technical assistance in purchasing and installing updated security system for the Farm House	Dave	09-30-16	CTD	Mr. Brunner gave tech support to the CSCIA and has agreed to help GFPS. Gave us a proposal.
242-07-16	Contact electrician, Dave Sloskey about wiring the Meeting Room and installing 1 -3 switches on the "kitchen" wall as one comes into the house from side door to turn on temporary lighting throughout the Farm House	Dave	09-01-16	CTD	Ideally, this would be completed before the Fall Open House on September 17th. Dave will be giving us a proposal/bid.
246-08-16	Send Linda Beck a copy of the sale items inventory spreadsheets	Lou	08-31-16	OBE	Treasurer does not need this as part of new Quick Books change-over
225-04-16	Pick up donated electrical supplies from John Nolan	Roy	5-31-16	OBE	John gave GFPS some equipment but as we have not begun working on the electrical project for the Farm House, we were unable to provide a definitive list.
231-05-16	Send thank you letters to EDC and Aggregate Industries for the millings delivered and put down on Goshen Farm's driveway. Roy will also check to see if either or both companies would like Corporate Sponsorships for this donation of millings and provide receipt with value of donation.	Roy	6-30-16	CTD	It would have cost GFPS tens of thousands of dollars if we had to purchase these milling to improve our driveway.
235-06-16	Get bids for septic evaluations for Tenant and Farm House	Dave	10-31-16	CTD	Will know if we can use present septic system for toilet facilities plan. Dave has 1 bid and as we have not heard back from the other contractor, GFPS will go with this bid. Dave will schedule the work.
244-08-16	Send Dave information and drawings regarding parts of the old septic systems for the Farm House and Caretaker Cottage that Roy and Dan Tester have discovered over the last several years	Roy	08-20-16	CTD	Having this information could save time and money when contractors come out to locate and inspect the original septic systems
249-10-16	Write up descriptions of the responsibilities of the Communication Committee and the Events Committee and send out to the Board.	Lou	11-16-16	CTD	Important information to have for recruiting help for these committees prior to the January 2017 Annual Meeting and election
250-11-16	Contact Pat Ferguson about setting up a meeting for Color Fire presentation with the Irish Restaurant Group	Bob	12-15-16	CTD	May impact our level of service from Colorfire for our website
221-03-16	Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system	Roy	04-30-16	OBE	If original septic system can be located, then Board can find out if it can be used under current P and Z rules. Contracted to have septic investigated – 03/2017
247-09-16	Dave will do temporary repairs to the Bilco cellar door, email Jane Cox regarding replacing the door in the spring	Dave	11-31-16	OBE	Current door has rusty area that is letting moisture into the cellar. Dave will buy the metal Bilco doors and replace with

	and contact CAT North regarding building a Bilco equivalent door for GFPS.				assistance per conversation with Jane Cox.
252-12-16	Send Jim Barcliff an e-mail with a list of questions regarding pictures and descriptive summaries for posting on website.	Lou	01-15-17	CTD	Board members wending Jim posts will all know parameters of these posts.
253-12-16	Send pictures of constructed Bilco doors to Dave McCormick for consideration	Roy	01-15-17	CTD	A decision needs to be made to buy or build Bilco doors
254-12-16	Contact MD Hall for the Performing Arts and Chesapeake Arts Center to discuss addendum to all three leases with BoE and set up a meeting.	Lou	01-15-17	CTD	Relates to timeline for these organization to respond to the BoE on lease addendum
255-01-17	Notify Lou when Silver Maple split wood is ready for sale so he can send out a blast from Color Fire	Roy	01-30-17	CTD	The blast will give Roy's and Terry's e-mails for contact to make arrangements. Several members are buying the wood.
256-01-17	Contact DNR to book 2 Scales and Tails or Birds of Prey presentations for April 22, 2017 Spring Open House	Becky	01-30-17	CTD	Would relieve volunteers from planning and manning an activity for Open House. Shows booked for 12:30 -3:30 PM
257-01-17	Contact Maureen Thomas from the Capital and Sandra Olivetti Martin of Bay Weekly about covering AACC's "Campus That Cares Week" for the workday at Goshen Farm the week of April 25, 2017 (one day at GF)	Lou	01-30-17	CTD	Coverage would be good for AACC and Goshen Farm
248-10-16	Contact BoE President Kobelack regarding dates and scope for an Open House type visit for the BoE Members. After getting this information, create a description of the Open House (and possible dates) to be approved by the GFPS Board.	Lou	12-15-16	CTD	Possible breakfast at a local restaurant followed by the BoE's tour, and power point presentation at the Farm... Date is April 5th with May 3rd as a rain date.
259-02-17	Contact Geo-caching website to ask that they take Goshen Farm down as a geo-cache site due to liability issues	Terry and Bob	03-01-17	CTD	Allowing geo-caching creates a liability issue as potential geo-cachers are not members or guests. Notified by geo-caching site that notice has been taken down for Goshen Farm.
236-06-16	Contact graphic artist members to see if willing to create flyers and posters for events. If so, send names and contact information to Lou	Roy	08-31-16	OBE	Will then use Color Fires' help with more technical tasks.
243-07-16	Create a "Help Wanted" poster for recruiting new Board Members	Terry	10-01-16	CTD	This could be sent out to all members and possibly staff in the schools that have used Goshen Farm as an educational resource.
251-11-16	Contact Beekeepers, Jenni, and Mary to discuss reasons for moving the Apiary and possible new location and then move Apiary if appropriate.	Bob	12-15-16	CTD	Bee hives have not been thriving. It was decided to move the Apiary. Roy has cleared the space and should be moved before April 6th to accommodate new colonies.
263-03-17	Change Garden rental on GFPS Website to show closed for spring 2017	Lou	04-01-17	CTD	Plots are rented but members can put their name on a waiting list.
266-03-17	Mail Chimp message regarding visitors to Goshen Farm taking all trash with them and not dumping "doggy poop bags" into port-a-pot	Lou	04-01-17	CTD	"Doggy poop bags" causing problems for Statewide Septic's pump when cleaning port-o-pot.
245-08-16	Create an accident form from the questions that our Carrier, Erie Insurance requires to be answered in the event of an injury.	Lou	08-31-16	CTD	Lou completed a form using the questions from our liability insurance carrier. Becky would like more information included on the form. Accident Report Form is kept with First Aid Kit at the Farm House.
267-04-17	Review link (that bob Nestruck emailed to Board) on security system, write questions concerning and email to Dave before next meeting on May 17, 2017	Board	05-15-17	CTD	Decision to purchase security system was made and the system purchased.
241-07-16	Create a list of GFPS projects that need funding to hand out	Terry with input	08-15-16	CTD	Terry will create a list of projects and send out to Board for

	and announce at upcoming events	from Board			input. Final handout needs to be ready prior to August 27th Wine Tasting Event for printing and it was suggested that some projects listed should have graphics.
258-02-17	Purchase Bilco cellar doors and install.	Dave	04-01-17	CTD	Dave will let Board know when we have the doors to set up a work team for installation. Roy installed the Bilco Doors in June
268-04-17	Move \$2,000.00 from checking to savings for 2 window donations	Linda	05-01-17	CTD	Preserve these stipulated donations for windows and installation (Buchet and Brandon families). Brando Family window constructed but not installed. Buchet Family window not constructed or installed.
271-05-17	Contact CAT North to request printing 400 copies of Goshen Farm Activity Book designed by PVA Intern, Emily Miller during 2016-2017 school year.	Lou	08,09 -17	CTD	CAT North has agreed to print the activity book but was completed too late in spring 2017 to be printed before school year ended.
273-05-17	Direct Jim Barcliff (Web Assistant) to put new tabs on the GFPS website for a map and directions to Goshen Farm proper and a contact person and e-mail address: info@goshenfarm.org .	Lou	06-30-17	CTD	Will facilitate locating Goshen Farm property for guests coming to GFPS events and activities.
274-05-17	Set up volunteer training required by AACPS for GFPS volunteers involved with students attending educational activities at Goshen Farm and inform GFPS Board and other volunteers of the date, location, and time of training.	Roy/Terry	06-30-17	CTD	Michelle Weisgerber (BHS) is the point contact for this training.
211-12-15	Contract VOIP, buy and install new security camera system	Dave	03-25-16	CTD	Lou getting estimates from internet providers to present to Board. Installation completed by Bob in May 2017.
229-05-16	Research night vision camera that operates off Wi-Fi and report back to the board.	Bob	6-15-16	CTD	Locate at the garden to observe animal that is digging up garden plots
261-03-17	Contact Dave Sloskey to investigate motion activated spot light on Farm House that stays on most of the time.	Dave	05-01-17	CTD	Long term problem with this one spotlight. Dave adjusted the timer early July 2017.
270-05-17	Create a detailed summary of Fall Open House planning and execution and send via e-mail to Terry and Bob.	Lou	06-30-17	CTD	Terry will take lead on this event, and Bob will assist.
272-05-17	Send Secretary form titles and numbers for State Tax filings (exempt status) and the due dates of these forms to add to Recurring Actions List.	Linda	06-30-17	CTD	Some of the required forms are delinquent and placing this information on the Recurring Action List will prevent this from occurring in the future. Linda Beck, Treasurer, suggested that we make the due dates for all forms done annually, January so the Treasurer can start the process earlier and be aware of the various forms needed.
277-07-17	Contact Annapolis Accounting to get copies of Federal Tax Filings for 2011-2016	Linda	08-15-17	CTD	Do not have copies for Treasurer's records
278-07-17	Put updated Goshen Farm concert series in article for July/August Caper and send information out to Board.	Lou	07-23-17	CTD	Scott is finalizing bands for certain dates.
279-07-17	Check on technical steps for "Sharing" GFPS Facebook posts on I live in Cape St. Claire, I live in Revel Downs, and I live on the Broadneck Facebook pages and get to Leigh on this. Add Leigh as an Administrator to GFPS Facebook page.	Lou	7-25-17	CTD	Leigh has tried several ways to do this with a GFPS Facebook post without success.
280-07-17	Reorganize Recurring Actions chart and send to Sharon for inclusion in Minutes.	Lou	08-01-17	CTD	Columns need titles and other issues on the chart...
282-07-17	Check with a prosecutor for wording on Facebook post regarding recent vandalism of Sean Powers Eagle Scout	Leigh	08-01-17	CTD	Need to know what is acceptable as far as the law is concerned.

	Service Project				
232-05-16	Develop a Strategic Plan	Strategic Plan Committee	9-01-16	CTD	Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet
260-03-17	Contact accountant, Chris Batista regarding tax deductible status for purchase of Pasta Dinner tickets. Is this ticket purchase all or partially tax deductible?	Linda	05-01-17	CTD	Related to GFPS move to New Chart of Accounts The value of the meal equals the cost of the ticket – no tax deduction
276-07-17	Contact CAT North in early September to request printing of GFPS Activity Book	Lou	09-08-17	CTD	CAT North starts classes on September 5, 2017. CAT N would not print booklet due to section on the Henson/Hall Slave Garden
283-07-17	Send out publicity site contact information in a PDF format by email to Communications Chair, Leigh Neugebauer.	Lou/Becky	08-03-17	CTD	Becky is doing these announcements now and Leigh will take this over as Communications Chair. Leigh will contact Becky for her list of media contacts as well.
287-08-17	Contact donors of third storage container for letter estimating value of this donation.	Roy	09-30-17	CTD	Value of this donation may make this family eligible for a "Friend of Goshen Farm" donor. Lou sent donor information on value and where to send her letter requesting donor status. No response
291-09-17	Send out Strategic Plan, version 9 to the Board for Review		11-15-17	CTD	Should be finalized for January 2018 Membership Meeting
292-09-17	Reserve CSCIA sign board for GFPS 2018 Events	Becky	01-30-17	CTD	
265-03-17	Write paragraph encouraging CSC residents to join GFPS and post in "I live in CSC", "I live on the Broadneck", ETC. Facebook	Lou	05-01-17	CTD	Improve membership ratio...
286-08-17	Have well water tested by a water testing company.	Roy	09-30-17	CTD	Dave gave Roy information on companies that do this testing.
290-09-17	Research contractors that inspect/ install lightning rods	Roy	11-15-17	CTD	Farm House in jeopardy of lightning strike
294-10-17	Find out how many gigabytes of pictures GFPS has, find out the cost of storing these pictures on Goggle Drive and put pictures onto Google Drive.	Lou	01-30-17	CTD	Insure future access to GFPS history. Increase Google Drive storage of 30 gigabytes by 100 gigabytes (130 total) buy for a fee of \$19.99/year.
297-10-17	Send out comments on GFPS Insurance Policy related to outdated information and other policy questions.	Becky	01-30-17	CTD	May need to update some information. Gave CNR Insurance latest membership numbers and Board Members.
230-05-16	Research router boosters to extend the Wi-Fi signal to other parts of the grounds.	Bob	6-15-16	CTD	Wi-Fi signal is weak at the garden, hoop house and beyond. Bob moved the antenna to a higher location
269-04-17	Review Chart of Accounts presented by Michael Buchet and send comments or questions to Michael via email.	Board	05-15-17	CTD	Michael Buchet and Linda Beck moving toward QuickBooks with nonprofit module accounting system to begin January 2018.
281-07-17	Set up meeting with Secretary, Membership Chair and Treasurer to meet to standardize our reporting spreadsheets for QuickBooks.	Sharon, Becky, and Linda	08-25-17	CTD	Need consistency for getting information in and out easily for reporting.
293-09-17	Research credit card applications and requirements for 501 (C)(3) organizations. Check with First National Bank and Google as possibilities for credit card.	Bob	01-30-17	CTD	May require phone number. FNB sent the Treasurer a debit card but still waiting for PIN number (Lou will inquire with FNB) Cleared with FNB for electronic banking so no need for credit card.
299-11-17	Write a proposal for lightning rod system for Farm House	Roy	01-30-17	CTD	Roy will look at the bids and write a proposal based on best quote and quality of system. Chose Paxson Lightning Rods, Inc. bid for installation in March.
300-11-17	Contact FNB regarding GFPS making direct payments from our checking account for a credit card payment. Lou will contact Google to ascertain if Google's credit card plan will	Linda Lou	01-30-17	CTD	Results from these inquiries will assist GFPS decision to acquire a credit card. FNB is making direct payment on some of our account billings.

	accept direct payment from GFPS's checking account.				
262-03-17	Investigate feasibility of grant for archeological dig	Terry	06-01-17	OBE	Related to e-mail from Nancy Bourgeois on SERC archeological dig grant. Grant was not funded.
264-03-17	Update Mail Chimp List	Becky	05-01-17	CTD	Use raffle stubs to add names, etc.
296-10-17	Contact Paul Bunting for help with key fob programming and possibly temporary electrical positioning for alarm and security systems.	Dave/Bob	12-30-17	CTD	Needs an electrician for permanent solution. Bob reported the Key Fobs are working.
305-02-18	Create Thank you letter and Certificate and send to the Irish Restaurant Company for donations from Galway Bay Restaurant for donations to the Fall Harvest Dinner Event	Lou	02-30-18	CTD	Gave Galway Bay a certificate of appreciation last year for their donations at the Board dinner there. Sent thank you letter and certificate in March.
306-02-18	Create a system to track the number of students coming to Goshen Farm (weekly, monthly, annually)	Terry, Roy, Bob	03-30-18	CTD	Several ideas were discussed at this meeting, but Terry, Bob and Roy need to decide and implement. Will need numbers for the lease renewal proposal. (See February Minutes for possible options.) Terry is including activities and numbers of students in his monthly reports.
307-02-18	Edit the Event Reconciliation Sheet and add a box for initial cash from the bank for the event. Put the edited form on Google Docs and remove the old form.	Lou	03-30-18	CTD	The funds put in the cash box from the bank should be removed from the proceeds of the event before counting the proceeds. This cash should be on a different deposit sheet from the proceeds deposit sheet for easier accounting.
308-02-18	Send Michael Buchet the emails related to Jon Tung's inspection and follow-up emails related to getting the report from Jon Tung.	Dave	03-30-18	CTD	The inspection was in August 2017 and GFPS still has not gotten a report. Contract was not signed. Rectified.
313-02-18	Contact Jane Cox or Kate Mahood regarding using encapsulating paint in the Farm House.	Dave	03-30-18	CTD	Dave would like to set a date for this work and get volunteers to do the cleaning and painting ASAP. Jane Cox approved.
314-02-18	Put blank map of the Sharing Garden up on website.	Bob	05-30-18	CTD	Requested by Roy.
315-02-18	Research CD (6-month, 12 month and 18-month rates) and amounts required with various local banks and send email to the Board with results.	Lou, Becky, Michael	03-30-18	CTD	Create "Ladder CD's" for GFPS funds to earn more interest than we now receive from savings/checking accounts. Not viable option now due to current interest rates.
317-03-18	Complete an inventory of GFPS Shirts by size, purchase price and sale price.	Sharon	04-30-18	CTD	For new QuickBooks accounting system as an 'Asset'
323-03-18	Email Terry for JPEG version of Sharing Garden Map for the GFPS website.	Lou	04-10-18	CTD	Roy and Bob can refer potential Sharing Gardeners to the website to identify plots available for rent.
320-03-18	Send an apologetic letter to Jon Tung clarifying contractual arrangement for their initial inspection of the Farm House	Lou	04-22-18	CTD	Have not received an invoice or report from Jon Tung's inspection on August 2017.
321-03-18	Email AACBoE letter absolving them of the responsibility of maintaining the wildlife pond and water piping system for 10 and 20 years respectively and setting up an escrow fund for any liability for NRCS grant reimbursement under the Natural Resources Conservation Service Grant (EQIP 2014 7943B1918ORR)	Lou	04-04-18	OBE	BoE approved the project but has concerns about maintenance and penalty clauses in the grant contract. Natural Resources Conservation Service removed liability for maintaining the pond and water piping system for 10 and 20 years, respectively.
237-06-16	Contact various small museums to inquire about the management software they use (particularly interested in Past Perfect)	Roy and Becky	08-31-16	OBE	Researching a better software for all GFPS needs GFPS using Quick Books for Non-profits
284-08-17	Contact engineer, John Tung and County Archeologist, Jane Cox (AA Co. Planning and Zoning, Dept. of Cultural Resources) after structural report is completed and received by GFPS. This contact preferably would be done via	Dave, Lou	09-30-17	OBE	In addition to the structural report, John Tung stated there will be questions concerning what parts of the Farm House must be historically preserved and to what period. GFPS is working towards a more definitive estimate of cost for stabilization and

	conference call between John Tung, Jane Cox, Dave McCormick, and those Board Members involved with the Farm House remediation.				renovation of the Farm House (possibly in stages).
301-11-17	Send Board and members who attended the chaperone training, the directions for completing AACPS Chaperone Application on line.	Becky	01-30-17	CTD	Completed applications will generate background checks.
302-11-17	Send Board pertinent sections of the book, The Ghosts of Anne Arundel Community College and Surrounding Area that refer to Goshen Farm for feedback. Depending on Board feedback, email author, Sean Kapfhammer and insist that certain portions of the book related to Goshen Farm be removed from the upcoming 2nd printing. Post a disclaimer on local Face Book pages regarding Goshen Farm and this book.	Lou	12-30-17	OBE	Parts of this book related to Goshen Farm are inaccurate and were printed without permission from GFPS.
318-03-18	Look for old colored pictures of the room of the Farm House to identify colors for paint matching after paint encapsulation project.	Scott	04-30-18	CTD	May repaint rooms after paint encapsulation project. Scott did not locate colored photos.
322-03-18	Set up dedicated account for Farm House Preservation and Restoration for \$15,000.00. Move \$15,000.00 to FNB Savings and track in QuickBooks.	Linda	04-06-18	CTD	Will be tracked through QuickBooks by Treasurer. \$15,000 moved on May 09, 2018; posted on 5/10/2018 to Savings . Moving of 25% of net income annually (after federal tax return is filed and accepted.) Will be placed in Recurring Actions.
325-04-18	Schedule meeting to discuss problems with and solutions for educational programs after the current school year ends	Lou, Terry, Becky, Roy, and Bob	06-30-18	CTD	Problems relate to scope of projects designed by GFPS and follow through with teachers and other discussed issues.
331-05-18	Contact CSCES Principal, Ms. Lancaster regarding cancelled 4th grade field trip and Certificate of Appreciation for teacher, Ms. Velozo.	Lou	06-10-18	CTD	Important for public relations and future activities with CSCES
146-06-14	Update Committee Responsibilities	Michael	07-15-14	OBE	With written input from committee chairs
336-06-18	Research areas for the MHT Non -Capital Grant Program	Terry	09-09-18	CTD	GFPS must submit grant idea description by 9/9/18 Terry decided that the areas available for the MHT Non- Capital Grant Program were not a good fit for GFPS at this time.
339-07-18	Research requirements for Fire Extinguishers (such as frequency of inspections) with Fire Department.	Roy	10-30-18	CTD	GF has 5 extinguishers but no building and maintenance chair to check these. Will need a service to do this. T & S Fire Protection Company of Glen Burnie will check extinguishers each August.
316-03-18	Give feedback, suggestions, questions, etc. on Guidelines for Committee Chairs draft presented at March Meeting by Michael Buchet.	Board	04-30-18	CTD	Ad hoc committee formed with Michael B as Chair to begin rewriting guidelines and responsibilities.
328-04-18	Create GFPS ID for Leigh Neugebauer. Test Dave McCormick's keys and if they work, give them to Michael Buchet.	Lou Roy	06-30-18	CTD	Standard issue for new GFPS Chairs or officers in February. Michael Buchet now has set of keys and key fob.
332-06-18	Discuss responsibility with Leigh regarding print media and on-line calendars for events. Contact Shannon at Color Fire and give her a schedule for sending out Mail Chimp notices for each Summer Concert in our concert series.	Lou	09-30-18	CTD	Leigh Neugebauer is unable to continue Communication Chair responsibilities currently. Lou will send out Mail Chimp notices reminding members and others on the list of each concert scheduled
340-08-18	Contact Fortress Company and order 3 more security key fobs. Activate fobs as needed.	Lou, Bob	9-30-18	CTD	Bob will activate these key fobs as needed.

324-03-18	Prepare final report for Four Rivers Garden Club on the Pollinator Garden and Monarch Butterfly Way station.	Roy	03-01-19	CTD	Rec'd. \$800.00 Grant from Four Rivers Garden Club in March 2018. Final report due 03-01-19.
178-12-14	Have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited for Power Point Presentation.	Roy and Michael	07-15-17	OBE	Michael Buchet needs this for the Power Point slide show he is creating for GFPS. Research has netted no aerial plan
206-12-15	Create a toilet facilities plan.	Lou, Roy and, Building Chair	09-01-16	OBE	Grant needed for this project. *combine Action Items 206,285,and 289
289-09-17	Price out three -bathroom facility options (bathroom tied into Tenant House, bathroom plan designed by Teresa Todd, portable bathroom trailer (rent)	Building Chair	11-15-17	OBE	* combine Action Items 206, 285, and 289
295-10-17	Edit Goshen Farm drone video using Micro Soft Movie Maker	Roy	01-30-17	OBE	Finished video was not viable
341-09-18	Contact Christy Roberts regarding creating Master Calendar for website off-line for GFPS Board's review	Lou	10-30-18	OBE	Will be able to post 2019 events and other activities such as monthly meetings and Annual Meeting. Christie Roberts can no longer donate time for website assistance to GFPS.
345-10-18	Contact Alex Szachnowicz at AACPS to inquire about their "dog at large" policy on school property and share with GFPS Board.	Lou	11-15-18	CTD	GFPS needs a policy based on law and AACPS Policy. Alex Szachnowicz informed Lou that the AACPS follows Animal Control policy for "Dogs at Large".
343-10-18	Give Shannon at Color Fire 2019 Event dates so she can locate artwork to post for each event well in advance. Contact Jim Barcliff, web manager, to post the new 2019 dates under "Events" on the website.	Lou	12-15-18	CTD	It will help to get events' info. out early for communications, outreach to community and members.
346-11-18	Create policy regarding plot clean-up for Sharing Garden Members.	Bob	01-31-19	CTD	To allow time for Gardeners' input, final policy will probably not go into effect until December 2019. We are waiting for Jim Barcliff to put this final policy on the GFPS website.
349-12-18	Contact Google to see if we can activate automatic payment through GFPS Checking account for \$5.00 monthly charge for goshenfarm.org active email addresses.	Lou	01-31-19	CTD	Lou Biondi pays these fees to Google. GFPS will be invoiced monthly for the active goshenfarm.org emails and Google will be automatically paid from our GFPS account when Linda receives the invoice on-line and authorizes payment.
344-10-18	Contact CNR-First Insurance Company to check on liability for Bee Hives for selling honey from GFPS Apiary and fire extinguishers required for Farm House.	Lou	11-15-18	CTD	Sold approx. 34 jars of honey in 2018 (24, 8 oz. jars and 10, 16 oz. jars). Michael Buchet questioned whether 2 extinguishers were enough for Farm House. CNR stated that we can sell honey if it is labeled "Honey from Goshen Farm Beehives" or "Produced from hives at Goshen Farm". CNR accepts the County Fire Code for number of extinguishers in the Farm House. T&R Fire Protection of Glen Bernie approved number of and location of Fire extinguishers in the Farm House
347-11-18	Get 3 bids from contractors for excavating Wildlife Pond and report to the Board.	Roy	01-31-19	CTD	Board will then vote on authorization for the excavating based on the bids and Roy's recommendation. All 3 contractors' bids greatly exceeded the anticipated projected cost. Will look at other options.
309-02-18	Contact electrician, Dave Sloskey and give him a date to come to the Farm House to relocate the router and install outlets in each room and attic.	Roy	03-30-18	CTD	We are still having problems with certain outlets not being independent of the main switch. As a result, certain aspects of the security system are shut off depending on where they are plugged in. Dave came on April 14th but still has 2 outlets to install.
310-02-18	Research our band width to see if we have enough power to	Bob	04-30-18	CTD	Security cameras working now after plugged into new upstairs

	live stream our security live video to other locations.				outlet but still needs to test live streaming.
342-10-18	Create Board ID template prior to finalizing Board Members after GFPS January Annual Meeting and election.	Lou	12-15-18	CTD	Photo, name, and position can be added to ID card after January Annual GFPS Meeting
353-03-19	Contact Dirk Schwenk regarding GFPS liability with expanding the present wildlife pond.	Lou	05-30-19	CTD	Dirk Schwenk is a lawyer who has volunteered to give GFPS legal advice gratis. In an email to Lou Biondi dated May 18, 2018 Dirk stated that GFPS has no liability.
354-03-19	Re-contact CNR Insurance regarding GFPS liability for bee hives at Goshen Farm.	Lou	04-30-19	CTD	Lou contacted CNR in November. As MD Law no longer has the "Attractive Nuisance" clause included, GFPS has no liability for the bee hives.
356-05-19	Contact Barbara Morgan regarding person she knew who showed an interest in Building & Maintenance Chair	Sharon	06-30-19	CTD	Person who showed an interest was invited to come to the Spring Open House. He did not come.
355-05-19	Contact Scott Powers regarding writing history articles for GFPS Caper article	Michael	06-30-19	CTD	Scott agreed to write a history column each month to be added to what Lou Biondi is writing about current GFPS information articles.
358-06-19	Set up meeting to review NRCS Contract and required documents for the Roof Runoff, Underground Drainage and Wildlife Pond Project	Roy and Michael	07-15-19	CTD	Michael Buchet and Lou Biondi copied NRCS contract information provided by Ms. Heydsha Cordera Rodriguez to establish that all needed forms and documents required for this NRCS contract is completed. Ms. Rodriguez will provide digital copy of this paperwork and the letter regarding the DUNS. Lou Biondi received digital copy of paperwork and letter regarding DUNS from Ms. Rodriguez.
337-07-18	Send for certification for the Monarch Waystation from the State of Maryland and certification from BayWise Master Gardeners for the Pollinator Garden and the Monarch Waystation.	Roy	10-30-18	CTD	Having these certifications will benefit GFPS.
360-07-19	Send Erik Wallace all Draft Committee Guidelines for his information.	Michael	07-30-19	CTD	Erik Wallace may assume a Committee Chair position but would like to base his decision on reviewing all the GFPS Committee Guidelines (recently revised in 2019).
363-07-19	Contact Scott Powers to coordinate GFPS history columns in Caper.	Lou	08-15-19	CTD	Should be an email to Scott with topics, length, and monthly Caper Deadline. Lou will coordinate with Scott for Lou to include his own material for current GFPS topics in monthly articles.
327-04-18	Email Jeanne Ward regarding donation of time for STP archaeological dig related to wildlife pond, Pollinator Garden and Monarch Waystation projects	Sharon/ Roy	06-01-18	OBE	Jeanne Ward would qualify as a Friend of Goshen Farm. Jeanne Ward did not respond to requests from Roy Benner for her report or the invoice for her donated time for the STP archaeological dig.
357-06-19	Compile brainstormed ideas into a cogent list to be used for future write-ups regarding increasing GFPS Board Member and Member recruitment	Barbara Morgan	07-15-19	CTD	List received on September 18th and emailed to Board two weeks later.
362-07-19	Have Richard's Tree Care and Sawyer Tree Service survey trees on both side of Goshen Farm driveway regarding dangerous tree limbs and trees and get estimates for remediation of this issue.	Roy	09-30-19	CTD	Grounds Chair and volunteers continue to clean up limbs along driveway that fall during storms and high winds. Rec'd estimate from Richard's Tree Care with 50% discount. Sawyer Tree Service has temporarily business due to Mr. Sawyers' recent injury.
365-08-19	Research the annual "Maryland Personal Property Return", D11766862.	Michael and Linda	09-21-19	CTD	Is this required for GFPS by the State of Maryland? Annapolis Accounting has done this return as part of our Federal and State Tax Return preparation.

366-08-19	Ask T&S Fire Protection Company of Glen Burnie if GFPS needs monthly checks by GFPS on the fire extinguishers in addition to T&S yearly check.	Roy	09-21-19	CTD	Roy will see T&S in August for yearly check of fire extinguishers. If we need to do monthly checks this will go onto Recurring Actions Chart. Roy was told by T&S that we do not need to check the fire extinguishers monthly.
326-04-18	Train Garden Chair Bob Nestruck on creating and sending out Mail Chimp notices for Sharing Gardeners.	Lou/Bob	06-01-18	OBE	Will make Garden Chair's job of notifying gardeners of events or volunteer issues. Bob Nestruck decided he is comfortable sending emails from his Garden email list when he needs to recruit help. If he wants help from the general membership, he will contact Lou Biondi for a Mail Chimp notice from Color Fire.
367-08-19	Set a date for GFPS Strategy Plan Ad hoc meeting for AA Co. School Board lease negotiations and budget for GFPS Board testimony at a School Board Meeting.	Lou (GFPS Board)	09-30-19	CTD	Develop GFPS Board agreed upon talking points when testifying before BoE. Minutes of this Special Board Meeting of October 4, 2019 state the changes that the Board will seek in the new Lease for 2020.
368-09-19	Request letter or email from Ms. Rodriguez, Natural Resources Conservation Services (NRCS), stating all paperwork for grant reimbursement is complete.	Michael Buchet	09-30-19	CTD	Stated at the September 18, 2019 Board Meeting by Vice President, Michael Buchet. Ms. Rodriguez notified Michael Buchet that she will send completed paperwork soon. GFPS must send this signed off paperwork to the BoE. Treasurer, Linda Beck received the reimbursement check from NRCS for \$2,561.92.
370-09-19	Email Scott Powers to ask about thank you letters to bands who participated in the 2019 Acoustic Concert Series. Would need each band's contact information to send these letters.	Sharon Biondi	11-01-19	CTD	In 2018, Scott stated that we did not need to send thank you letters to the bands. Request made but have not received information from Scott Powers as of 10 -16 -19.
372-09-19	Order Wine Glass(es) for Val Sullivan's Retirement Party on October 5, 2019	Sharon Biondi	09-30-19	CTD	Two wine glasses with personal messages were presented to Val Sullivan and her friend at the Retirement Party on 10/05/19.
311-02-18	Write our Annual Report to the BoE (2015, 2016, 2017, and 2018) and send out to Board for review. This may be included in our lease renewal proposal.	Lou	04-30-18	CTD	Draft should be completed by October 16, 2019 Board Meeting for approval. Finalized in November. Copy sent certified mail to Superintendent, Dr. Arlotto and copies distributed to BoE President and BoE Members. One copy kept for GFPS files.
359-07-19	Check out Farm House Security Alarm	Roy and Erik Wallace	08-08-19	CTD	The alarm continues to go off and must be manually shut down. Should be remedied by the August 9, Summer Concert. Bob reported adjustments were made and seems to be working.
375-11-19	Create cover letter for Dr. Arlotto regarding GFPS Annual Report(s) and additional "cc" copies for the BoE. Send copy of the Annual report(s) to Superintendent, Dr. Arlotto by certified mail and hand deliver to the BoE President and Members.	Roy	12-01-19	CTD	Certified mail copy to Superintendent as per our BoE Lease Agreement and copies to the BoE for their edification. Important for upcoming BoE Lease negotiations.
376-11-19	Check out brand of sealant, cost/can, coverage and temperature when may be applied to guttering.	Roy	12-30-19	CTD	GFPS needs this information to set up two days for the gutters to be rinsed out and dry and sealant to be applied. If we can use Richard's tree Care bucket truck for this job, contact Christy Folderauer.
378-11-19	Contact Erik Wallace to determine if he feels qualified to check out issues with our Farm House Security System and is willing to do so.	Michael	12-18-19	CTD	There were other people mentioned who might check out our system during the November Meeting. Bob reported that system cameras were redirected. The security system is as

					good as it will be without upgrades of cameras and additional cameras added or buy another security system.
304-01-18	Research legal issues related to GFPS holding weddings before we advertise that we can be used as a wedding venue. Put these legal issues in bullet points and send to the Board for future discussion at a meeting.	Michael	04-30-18	OBE	Was in the 01-10-18 Board Meeting minutes but not placed as an action. (Using Goshen Farm as a rental venue is premature currently.)
329-04-18	Put Contract Resolution requiring "...contracts that result in a performance and financial responsibility for GFPS must be approved by the Board and signed by the President and one other Officer..." in January 2020 Annual Meeting Agenda for vote by membership on By-Law addition.	Lou	12-15-18	CTD	Needs to be voted on at 2020 Annual GFPS Meeting to become permanent part of By-Laws. See April 18, 2018 GFPS Board Meeting for exact wording of the Resolution. Approved at the January 15, 2020 Annual Meeting.
373-10-19	Compose and send thank you letters to the Furgurson Family, The Irish Restaurant Group and Gloria Dei! Lutheran Church (including a donation check for \$150.00 for use of the church) for their part in a successful Garden Event Harvest Past Dinner on October 12, 2019.	Bob Nestruck	11-30-19	CTD	Becky sent Bob the thank you letter she drafted in 2018 for this event as an example.
374-10-19	Revise the Reconciliation Sheet for the Harvest Pasta Dinner (including donations and donation value, increase in number of bags of meatballs needed [4]; number of volunteers needed, water at the beverage table, etc.)	Bob Nestruck	11-30-19	CTD	Lou Biondi sent out the Java and Jazz/Tea and Tunes Reconciliation Sheet to the Board in an email as an example of what needs to be included.
382-12-19	Set several dates for GFPS Board and the Furgurson Family to go to Galway Bay Restaurant as a thank you for their work at the Harvest Pasta Dinner. (This action originated at the November 2019 Board Meeting)	Bob	01-15-20	CTD	We have done this thank you dinner for the past three years. Dined at Galway Bay on March 5, 2020.
383-12-19	Send email to Carrie Sheppard regarding visit to Goshen Farm regarding Tinkergarten and possible subsequent presentation of proposal to GFPS at the February Board Meeting.	Michael	01-15-20	OBE	Board felt that Carrie Sheppard and her teacher need more information about Goshen Farm and the Board needs more information about Tinkergarten before a formal proposal is submitted for Tinkergarten. Carrie Sheppard never responded to M. Buchet's email.
226-04-16	Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored	Roy and Lou	5-31-16	OBE	Need to know for upcoming painting projects. Decided at May 2020 Board Meeting that paint was no longer viable.
334-06-18	Set up meeting (Ad hoc committee) with Dr. Parker to discuss her ideas for a business relationship between Parker Place and GFPS, membership, and our limitations as a 501 c3	Roy	08-30-18	OBE	We have no membership category for a business desiring to use our facilities for clients.
377-11-19	Write thank you letter to Tracy Smith for all her dedication and hard work on the Henson-Hall Slave Garden. Lou will create a certificate.	Roy, Lou	12-18-19	CTD	Letter to be approved at the December Board Meeting. Letter and certificate presented to Tracy Smith by Roy Benner.
380-12-19	Research Drop Box for including the GFPS Strategic Plan and Draft Committee Guidelines by Members who wish to review prior to 2020 Annual Membership Meeting	Lou	01-05-20	OBE	Final "draft" version of the Guidelines was not completed in time for the 2020 Annual Meeting due to problems with editing.
384-02-20	Send Michael name, number, and email of accountant that she recommended at the February Board Meeting	Becky	04-30-20	CTD	Michael suggested that we need an accountant familiar with QuickBooks for Nonprofits
386-02-20	Get administrative information on website (2019 Minutes, Friends of Goshen Farm and Corporate Sponsor updates)	Lou and Sharon	04-30-2020	CTD	Jim Barcliff is no longer updating our website. Communications Chair, Barbara Morgan and Shannon Beauchamp of Color Fire are now working together on website

					updates.
388-02-20	Order 4 key fobs for Farm House security system.	Lou	03-30-20	CTD	Lou ordered 4 new key fobs and put them in the Farm House office. Bob will activate two and give to Roy and Erik.
389-05-20	Contact Shannon Beauchamp at Color Fire to add drop down button under "Donations" for Matching Grant Donations on GFPS Website	Barbara	6-15-20	CTD	Need this specified when we get reports from Pay Pal regarding donations. Drop down button installed.
369-09-19	Contact members James Graham, Patrick Marsh regarding Building and Maintenance Chair. It was suggested that VP, Michael Buchet call James Graham about this position as Mr. Graham has not responded to emails from Michael.	Michael Buchet	10-30-19	OBE	It was suggested that perhaps James Graham, Patrick Marsh, and Peter Johnson could co-chair Building and Maintenance Committee. Patrick Marsh has declined.
312-02-18	Develop and Finalize Committee Guidelines and Responsibilities.	Michael, Lou	05-30-19	CTD	Ad hoc committee formed under Chair, Michael Buchet (Draft approved at December 2019 Board Meeting)
387-02-20	Send out copy of email received from BoE lawyer, Darren Burns regarding GFPS lease renegotiations.	Lou	03-30-20	CTD	This renegotiation could be on the BoE agenda the 2nd week of April
390-05-20	Price out electric twinkle lights and solar ground lights for adding additional lighting at Summer Concerts.	Barb	6-30-20	OBE	Concerts need better lighting for people leaving and for ambiance. All Summer Concerts cancelled due to Covid-19 Pandemic.
392-06-20	Contact CNR Insurance about refund for our General Liability Policy that expires in November 2020.	Lou	7-15-20	CTD	Have new replacement policy with Selective Insurance that was effective 5/22/20. CNR will send refund check in July 2020.
393-06-20	Contact Nicole Liening, Safety & Insurance Manager, AACPS and clarify their coverage.	Lou	7-30-20	CTD	Clarifying liability coverage for students not covered by AACPS "fieldtrip" liability Insurance. Lou rec'd email from Lamartine at BoE stating. Students not included in BoE liability insurance should become GFPS Members, so they are covered by our Selective Liability Insurance. (i.e., interns from AACCC) He also stated that this does not conflict with our BoE Lease language.
285-08-17	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system. A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer. Price out the three-bathroom facility options.	Building Chair	10-15-17	OBE	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or kruef@aacps.org *combine Action Items 206,285, and 289 04-17-19 Board Meeting, Michael Buchet suggested that we contact State Wide Septic to cost out an upgraded and handicapped accessible port-a-pot for Large events and Summer Acoustic Concert Series. With GFPS efforts concentrated on repairing the underpinnings of the Farm House and the State of Maryland Matching Grant for this project, a toilet facilities plan is far into the future and can be revisited at a future date with a new Action Item.
298-10-17	Get at least two estimates for a used mower to replace the Gravely Mower to present to the Board.	Roy	01-30-17	CTD	The Gravely Mower is 36 years old and is constantly breaking down and repairs have become costly. After researching quality used mowers without success, Grounds Chair Roy Benner got two estimates on new Tractor Mowers for the Boards decision.
351-02-19	Add renewal of Dun and Bradstreet (D&B) password which must be updated every 90 days.	Sharon	03-31-19	OBE	Michael and Linda are looking into what caused password problems with D&B which then caused our SAM account to be deactivated. Renewal and updating passwords should be a responsibility of either the Treasurer or the Secretary. D&B is

					no longer needed.
352-02-19	Add renewal of System for Award Management (SAM) Account to Recurring Actions.	Sharon	03-31-19	OBE	Renewing and updating SAM should be the responsibility of the Treasurer or the Secretary. Not needed at this time. If need later will create a new account.
364-07-19	Create a Google Email (goshenfarm.org) and Google Cloud tutorial for Board Members' use. Lou will send the Board an email asking who needs this tutorial and what specific problems Board Members are experiencing with both before creating the tutorial.	Lou	10-01-19	CTD	Using the goshenfarm.org email service is causing Board members who have subscribed problems on a weekly basis. Also, Board Members are having issues trying to retrieve and add items to the Google Cloud. President Biondi sent out Google links for tutorials for email and Google cloud.
361-07-19	As regards GFPS DUNS number, research what is required to activate password for future GFPS contracts and to have this for grant research (a requirement for Federal Agencies and private grant benefactors).	Lou and Michael	09-30-19	OBE	GFPS has a DUNS number, but the last time Board Members tried to access, they could not gain access. GFPS may need to acquire a phone number other than a Board Member's personal number as in the past. Vonage is a possibility. Not needed at this time. (8/19/20)
371-09-19	Create Presentation to Board on goshenfarm.org Gmail	Lou Biondi	11-15-19	OBE	Suggested by Michael Buchet as Board Members using Gmail are having problems (especially regarding retrieving emails that are on "threads"). Michael will also "test" the "mail" button on Windows 10. Board Members can use Google Tutorials links sent out by President Biondi.
394-06-20	Contact Lou Facciponi, of Moran regarding coverage for the interns from AACCC.	Lou	7-30-20	CTD	If not covered by Selective Insurance, then GFPS needs to explore other coverage options. All persons working on projects at Goshen Farm (not part of AACPS Programs with Teacher present) must become Members to be covered under our Selective Liability Insurance.
397-06-20	Assign members to define and develop guidelines for what we need in contracts, payment schedules and developing proposals. Send out email of names for this Ad hoc Committee.	Lou	7-30-20	CTD	GFPS needs a policy and guidelines for proposals and contract development (including contractor payment guidelines, schedules and cancelling contracts). Ad hoc Committee: Lou, Michael, Becky, and Christy.
395-06-20	Contact Lou Facciponi regarding coverage for students from AACPS who are covered by AACPS Liability Insurance – our vulnerability to be sued by their parents in the event of an accident/injury.	Lou	7-30-20	CTD	Michael does not feel AACPS insurance protects us from parents suing GFPS. Under the AACPS Liability Plan for students and under the Selective Liability Insurance for GFPS parents can sue but the claim is forwarded to the appropriate insurance plan for settlement.
396-06-20	Contact Josh Whitehead from The Baltimore Council of Boy Scouts to ask about insurance "riders" for Eagle Scout Projects, etc.	Erik	7-30-20	CTD	Concerns about Eagle Scout projects and other scout events at Goshen Farm. Boy and Girl Scouts applying for Eagle Scout Projects at Goshen Farm must sign up for the Baltimore Council of Boy Scouts' Insurance "rider" when getting approval for their Eagle Scout projects.
402-08-20	Contact Shannon Beauchamp Lepthien from Color Fire to find out why the cost of renewal of SSL (security) on website – Go Daddy, went from \$119.98/annually to \$159.98. Is this accurate?	Lou	8-30-20	CTD	Showed up in the April 2020 Financial Report. Verified by President Biondi -Cost of SSI (security) increased to \$159.98 annually.
403-08-20	Clarify multiple payments over April and May for Statewide Septic, Broadstripe and need more information on two payments to Cape Ace Hardware in May and June.	Christy	8-30-20	CTD	Becky questioned these payments in April and May Financial Report at the August 19 Board Meeting. Treasurer made multiple payments in one month as we were late on payment. Cape Ace invoice verified by Treasurer.
408-08-20	Compare Matching Grant Donations Secretary has	Sharon	9-15-29	CTD	The donation button on the GFPS website through Pay Pal did

	documentation for with Pay Pal list of donations, etc. that Michael Buchet sent out in August. Make a list of those donations that are not marked "grant donations" and send Michael a list (and documentation if needed).				not register "Matching Grant Donations" as opposed to regular donations. Sharon phoned and emailed those donors to ask the intent of their donation.
409-08-20	Send Becky the YouTube link of the video Lou was featured in by Magothy River Association on the history of Goshen Farm. Send Becky the PDF of the Goshen Farm Coloring and Activity Book. These will be submitted to Eve Case, AACPS Social Studies Coordinator for the 2020 Virtual AACPS Social Studies 3rd Annual Community Expo.	Lou, Becky	8-16-20	CTD	Due to Eve Case on 08/21/20.
381-12-19	Contact Color Fire to inquire whether the "Voice Over Internet Protocol" number system is no longer active and whether it can be reactivated.	Lou	01-31-20	CTD	We have this number (443-420-8999) posted at Goshen Farm for emergencies, but it is nonfunctioning. Color Fire ended this service.
391-05-20	Inspect gutters (to determine which sealant needs to be applied), set dates for washing and then sealing, and contact Christy from Richard's Tree Care for Bucket Truck availability for these two activities.	Roy, Christy	7-15-20	CTD	Need to maintain gutters so GFPS does not have to replace gutters. Roy cleaned and sealed the gutters around the entire Farm House in October 10/2020.
401-07-20	Work with Shannon Beauchamp Lepthien from Color Fire to review "items" embedded in GFPS Website. Those that are obsolete need to be removed so the Matching Grant button can be made an "item" for tracking purposes. (ASAP)	Barbara	8-15-20	CTD	Barbara will share the list of "items" that Shannon will send her (screen shot?) with help from the Board to determine which "items" can be removed ASAP. Lou reviewed buttons with Shannon Lepthien.
406-08-20	Talk to Robert Ehm about adding AASPS as a co-insured to our Selective Liability Insurance Policy. Selective will send GFPS a copy of this addition and Lou will send the policy with the addition to Bruce Lamartin, BoE	Christy, Lou	10-15-20	CTD	Requested by AACPS.
414-09-20	Review what information has already been gathered on Contract Negotiation, Cancellation, etc. form an Ad-hoc Committee on Contracts and email Members who have volunteered.	Lou	11-15-20	CTD	Becky and Michael have gathered preliminary data on contracts. Lou and Christy have also volunteered for this Ad-hoc Committee
415-09-20	Pick at date (Saturday or Sunday) for use of Richard's Tree Care Bucket Truck, call for volunteers willing to climb into bucket to clean gutters and notify Christy of this date in advance.	Lou	11-01-20	OBE	Need advance notice for Christy and operator. Roy completed gutter cleaning and sealing without the bucket truck.
419-09-20	Cost out wood and option of Trex material tops for repair of picnic tables	Roy	10-21-20	CTD	Roy will present estimate at October Meeting
379-12-19	Redo draft Committee Guidelines using upgraded Microsoft Word (with Becky's edits). Merged this action with 385-02-20: Send out most recent draft Committee Guidelines to Board. Becky will use this version to edit. Final approval of edited "Draft" by the Board.	Becky, Michael	01-30-19 03-30-20	CTD CTD CTD	Michael will email his last edition of Committee Guidelines to Becky. Becky will edit for grammar and consistency and present to the Board at the June or July Board Meeting for approval. Completed 10/17/20. As these Guidelines are a work in progress, we will use Becky's edited version as the final "draft" for Society use. Board voted to approve the final "draft" of Committee Guidelines at the Dec. 21, 2020 Board Meeting.
400-07-20	Contact 5th grade teacher regarding creating a virtual class on the history of Goshen Farm.	Terry	8-15-20	OBE	For 2020-2021 School year opening virtually for the first semester due to COVID-19 pandemic. Teacher did not respond to Terry's emails.
412-09-20	Send Becky documentation of Noreen Bowdoin's PayPal	Michael, Becky,	10-20-20	CTD	Membership was purchased to rent a garden plot – no plots

	Membership Payment. Christy can then send refund check.	and Christy			available in 2020. Refund check for Membership fee sent to Noreen Bowdoin.
413-09-20	Prepare Board approved Contract signing and additions Resolution change to GFPS By-laws to present in January 2021 GFPS Annual Membership Meeting for vote.	Lou	11-10-20	CTD	Meeting on January 20, 2021 In person or virtual depending on CDC recommendations on COVID-19. Addition Resolution was approved by Board with a "one-word" change at the 12/21/20 Meeting.
416-09-20	Write up and pictures of new Gravely Mower for Mail Chimp blast. Write up should include what is required to maintain GF grounds. Send to Lou and he will send to Communications Chair.	Roy and Becky	10-15-20	CTD	This was requested at the August 19th Meeting by Lou and made an action after the September Meeting as Lou has not received this write-up. Communications Chair, Barbara Morgan included an article and pictures of the new Gravely Mower in her November 17, 2020 Quarterly Newsletter.
417-09-20	Research AA County Parks and Recreation's website as regards use of AACPS school property for groups and the reservation process.	Lou	12-15-20	CTD	Erik discovered this reservation process on the AA County Parks and Rec. website. Lou went on website and determined GFPS could not comply with AA County Parks and Recreation's requirements at this time.
418-09-20	Write and send \$150.00 donation check to Gloria Dei! Lutheran Church.	Christy	10-15-20	CTD	"Good Will" donation for the past use of their Fellowship Hall for 7 years. Harvest Pasta Dinner cancelled. Donation delivered to Gloria Dei!
422-10-20	Write Larry Jennings a thank you letter for his work on plantings around the Shallow Water Wildlife Pond funded with the Unity Gardens Grant.	Lou	11-15-20	CTD	Roy will provide detail for the letter. Letter sent in November.
423-10-20	Check for valid names on the Cape Ace Hardware GFPS Account.	Lou	11-15-20	CTD	Those authorized for the account are Roy, Terry, Bob, Sharon, and Lou
407-08-20	Send Sharon amount and payment schedule for second Selective Insurance Policy – My 102 844-500, NFP Management Liability Policy for Recurring Actions.	Christy	8-30-20	CTD	GFPS has had problems with Selective not sending hard copy bill to our mailing address.
421-10-20	Send Ad hoc Committee on Contracts an email to set up first virtual meeting.	Lou	12-30-20	Duplicate of 429-12-20	Members: Lou, Becky, and Christy
425-12-20	The Board, if they have budget items to include in the 2021 GFPS budget, should send them to Christy and the Board for review and inclusion in the 2021 GFPS Budget.	Board Members	01-15-21	CTD	Treasurer will need this information promptly to create 2021 GFPS Budget by January 20, 2021 Annual Membership Meeting on 01-20-21 for vote.
303-01-18	Create a form in Microsoft Word for reporting to the Treasurer what money is received or spent by the Board and in what account it will be reported that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Premier for Nonprofits	Christy and Barbara	01-30-18	CTD	Initially, Board needs to know exactly what information is needed for the Treasurer and in what account it should be classified for entries into the new accounting system. This will guide the Board for reporting expenses and income to the Treasurer. Treasurer, Christy Folderauer stated that she has an existing form that works.
426-12-20	Approach Home Schooled groups and verify that they are Members. Also gather information from talking with these groups for a possible Caper Article regarding their experience. Give this feedback to Barbara for a possible Caper article.	Terry, Roy	02-28-21	Working CTD	Important to verify GFPS Membership for liability purposes. Gathering feedback will be ongoing. Barbara Morgan interviewed Home-schooling family for the March Newsletter. Create a new Action Item for approaching persons at the Farm and verifying Membership (440-03-21)
427-12-20	Send Board, Communications Chair and Event's Chair dates in March and/or April for a "Work day(s)" at the Farm.	Roy	02-28-21	CTD	Barbara may be able to get these dates in the Caper and Erik could set up "Sign-up Genius" to recruit and keep number of volunteers to a safe number due to COVID-19 concerns. April 10, 2021 (RD April 11)
433-02-21	Lou will write this COVID-19 Policy up in rough draft form	Lou, Barbara	03-15-21	CTD	Lou wrote up the policy agreed upon by the Board.

	and send out to the Board for corrections and additions. When approved by the Board, we will make copies to hand out, put on the bulletin boards and on the website.				Barbara Morgan had COVID-19 Policy posted on the GFPS website and Roy Benner posted it on GFPS bulletin Board.
434-02-21	Contact Stu Bailey, band leader and Karen Bailey regarding Galway Bay's fundraising practices. Lou will get back to the Board on this alternative for Java & Jazz/Tea & Tunes.	Lou	02-28-21	CTD	Also explore other options to replace this fundraiser changed due to COVID-19. Lou has set up a replacement fundraiser with Broadneck Grill on April 28, 2021, 5-9pm..
410-09-20	Set up virtual session with Linda Walsh, Walsh & Associates and Officers to go over her proposal to GFPS for accounting services. The open-ended nature of the Walsh proposal and costs makes it difficult to budget accounting services in the GFPS 2021 Budget.	Erik, Christy	10-30-20	OBE	Erik, Lou, Sharon, and Christy need to be included. (This action has been postponed due to current budget decisions for 2021.)
411-09-20	Address specific issues or concerns with the "Temporary Policy for Money Movement and Distribution" and come to October Meeting prepared to amend this policy if appropriate.	Erik, Christy, Board	10-20-20	CTD	Lou suggested this to Erik due to his concerns with parts of this temporary policy. This policy was terminated by an approved motion at the March 17, 2021 Board Meeting
398-07-20	Contact engineer Dave Wallace and Architectural Designer, Amy Taylor again requesting formal contracts and information on Load-bearing limits for people and furniture (phone, email and possibly a virtual meeting with Michael Lou and Roy). Included in this contact with Dave Wallace, PE should be a final scale drawing of the excavation of the Goshen Farm basement (needed to view and repair the damaged beams and joists), to be signed off on by Dave Wallace, PE.	Lou to set up the virtual meeting (Lou and Roy attend)	8-15-20	OBE	We have been waiting over a year for these contracts which are critical for moving forward with the State Matching Grant. Michael may have to write up what was discussed at the January 2020 meeting – what was discussed with regards to excavating the basement and send write-up to Lou Biondi and Dave Wallace, PE. Lou Biondi wrote up notes from the meeting with PE, Dave Wallace and then emailed and called Mr. Wallace. There was no response. GFPS will seek new contractors and engineers for the Foundation Stabilization.
428-12-20	Create a Certificate of Appreciation for his work on the Shallow Water Wildlife Pond Garden Grant to Larry Jennings and present to Larry at the January 2021 Annual Membership Meeting.	Lou	01-20-21	CTD	Larry's efforts on this Unity Gardens Grant should be recognized! This certificate was presented to Larry Jennings at the "virtual" Spring Open House on April 24, 2021.
431-02-21	Put together a proposal for live-streamed Open House, scheduled for April 24, 2021	Erik	03-30-21	CTD	Spring Open House needs to be considered for live-streamed presentations. Held "virtually" on 04-24-21
435-02-21	Research and to apply for a credit or debit card for GFPS to pay recurring payments approved in the GFPS Budget and expenditures specifically authorized by at the Board.	s Christy	03/31/21	CTD	Christy applied for a debit card from FNB, received the card in GFPS name and her name, and has used the card to pay 3 GFPS bills in April 2021.
438-03-21	Send Treasurer Christy Folderauer and QuickBooks Assistant, Sharon Smith a complete Financial Report Packet (October 31, 2020)	r Sharon Biondi	03-20-21	CTD	Packet emailed 3/20/21. Meeting on feedback on that Financial Report and format going forward was held on April 15, 2021.
439-03-21	Create a procedure for dealing with persons who come to the Farm but are not GFPS Members	Board	5-01-21	CTD	Terry, Roy, and Bob have seen various persons at the Farm but are not comfortable asking if they are Members. This is a liability issue. Board Members who see a person who may or not be a Member will give them the Handout explaining Goshen Farm and encouraging them to become a Member.
440-03-21	Write up ½ page handout explaining about GFPS, its goals, the cost of maintaining the Farm and that Members and their guests are welcome at the Farm.	Lou	04-30-21	CTD	This handout is an interim procedure when a Board Member(s) observes persons on the Farm grounds and do not know if they are Members. They should ask if Members and if not give them this handout to read (Encourage them to become Members).
333-06-18	Research construction companies who will give us proposals	Lou	10-30-18	CTD	Jon Tung (recommended by Jane Cox) never responded with a

	for stabilizing the Farm House foundation				plan after he inspected the Farm House in June 2017. No response from Jon Tung. Working with Engineer, Dave Wallace on this Action Item (10/19) No response from Dave Wallace after he inspected the Farm House and requested GFPS hire Amy Taylor for Scale Drawing of the Farm House (1 year+). Lou scheduled Worcester Eisenbrandt, Inc., and Lynbrook of Annapolis Inc. to assess the foundation repair. Waiting for proposals.
404-08-20	Develop a policy for Boy and Girl Scouts working on projects and students working independently on projects at Goshen Farm. Erik will write up the policy for Board approval. Becky will write up policy for GFPS Membership requirement for students working in Service-Learning Program and present for Board approval.	(with help from Erik, Roy Becky, and Terry	9-30-20	CTD	Roy and Terry supervise independent students (Service-Learning program and Community Service Hours Program, etc.), Roy supervises Eagle Scout Projects and Erik has been involved with Eagle Scout Projects. Becky Benner with input from several Board Members created a Packet: Service Project Guidelines, Service Project Application and Service Project Consultations/Review that encompasses all categories of Service Projects at Goshen Farm.
447-04-21	Inquire if Terry's church, Broadneck Evangelical Presbyterian would print the Goshen Farm Children's Activity Book	Terry	05-15-21	CTD	Need 100 copies.
452-05-21	Check availability for use of the CSCIA Clubhouse Main Room for GFPS Monthly Meetings starting in June 2021. Check availability of Broadneck Evangelical Presbyterian Church for GFPS Monthly Meetings starting in June, 2121	Terry Becky	05-30-32	CTD	The "Sense of the Board" is that Members are not yet comfortable meeting in small inside rooms such as the Cox Room at the CSCIA Clubhouse.
453-05-21	Research Maryland State Charities and Legal Services on line to get a complete list of all the forms that 501c3 corporations need to file for the state. Secretary will add or modify Recurring Actions after receiving verification from the Treasurer. (dicharity_sos@maryland.gov or call 410-974-5534)	Sharon Christy Lou	06-15-21	CTD	Becky indicated that she believes there is a form or forms that GFPS still needs to file for 2021 as she has filed these forms for the CSC Garden Club, a 501c3 organization. The Annual Financial Report for Charities is due in June annually (August at the latest) if a charity receives \$25,000.00 or more. There may be more forms to file if we reach the \$25,000 threshold.
424-12-20	Resend corrections to Amy Taylor's scale drawings of the Farm House and Lou will contact Amy Taylor to discuss corrections.	Lou	01-15-21	OBE	Need corrections to complete 2020 Capital Grant Application. After numerous emails and phone calls with no response from Amy Taylor, GFPS will use the corrected version (2) Scale Drawings for the MD Capital Grant filing. \$100.00 was held back from final bill payment by Board to Amy Taylor until corrections were completed.
443-04-21	Replace two broken water "bibs" (nozzles) in the Sharing Garden.	Bob	06-01-21	CTD	Gardeners have complained that the nozzles do not work. Tracy Smith has lent a nozzle to the Garden but does not leave it permanently. Erik Wallace bought two new nozzles and replaced them. The Board would like Garden Chair, Bob Nestruck to purchase a spare nozzle and keep in the Garden Shed. New Rain Nozzles and nozzles are now in the Garden near spigots.
444-04-21	Get an additional quote from a pest control company for comparison to Economy Pest Control, Inc. proposal. (Second quote was from Ehrlich Pest Control.)	Linda Paez	05-18-21	CTD	Linda feels that we need more than one quote before we decide on a pest control contract. Board reviewed both quotes but decided to go with engineer's recommendation to use Bora Care treatment on Farm House.
445-04-21	Continue to discuss a "Memorial" to John "Danny" Tester's		06-18-21	CTD	Potential "Memorials" discussed by daughters and Board:

	daughters, Amye, and Joy.				Family decided to dedicate a tree in the Memorial Grove with a plaque. Purchase a picnic table (Roy purchased for \$159- will be reimbursed by Treasurer and hold a memorial Service at the Farm on 09/25/21 or 10/02/21. Family's friends and relatives donated \$880.00 in Memory of "Danny" Tester (\$250.00 has been identified as Maryland Capital Grant donation; remainder in General fund)s.
450-05-21	Develop proposal for the Children's Nature Center to submit to Chesapeake Bay Trust Mini Environmental Education Grant.	Schwenk Jessica Smith with help from Terry and his committee of Member volunteers	06-30-21	OBE	Included in the development of this proposal, consideration needs to be given to : How would this be maintained, How would the project be funded, etc. Grant proposal was not completed and submitted by July 31, 2021 due to limited time.
454-06-21	Send Christy the list of Financial Reports that were not approved for 2020 and 2021.	Lou	08-15-21	CTD	Need to have copies of each month's Financial Report. Christy will generate Reports for each of these months. Sent 7/2/21
456-06-21	Set date for informal Board Meeting at Goshen Farm to discuss the period to which the Goshen Farm House should be restored.		07-10-21	CTD	Need this decision for Lynwood of Annapolis to proceed with their proposal for stabilizing the Farm House foundation. Meeting held on July 12th.
446-04-21	Research types of additional Membership Categories. Added: Becky will send Board an email of her categories under consideration. Board will send Becky their suggestions for additional categories.	Becky Board	07-15-21	CTD	Additional Membership Categories are relevant to the Use and/or Rental of Goshen Farm Committee's work. Becky's list was Student, Limited Use, Nonprofit, Commercial and Corporation
441-03-21	Create a plan for a Goshen Farm Nature Play Space and email the plan to the Board for discussion.	y, Becky Roy, Stef Schwenk and Jessica Smith	05-01-21	CTD	Idea introduced by Terry at the March Meeting. Stef and Jessica did a presentation on the GF Nature Play Space on June 16, 2021. No formal plan was submitted Plan submitted on (/12/2021. Discussed at Board Meeting on 9/15/2021. Board agreed to move ahead. Some aspects need clarification, i.e., Zip line.
457-07-21	Order 2 "Cancelled" banners from Tommy Bowers to put on both sides of the Free Concert Tonight sign at the bottom of the driveway	Becky	07-30-21	CTD	To put over Summer Concert signs when weather requires last minute cancellation of a concert.
458-07-21	Contact contractor Dave Weir regarding the Bora Care application, ask about the sealing of the Farm House from weather. Have Dave Weir come up to the Farm and work up an estimate of cost for both issues.	Lou	08-30-21	CTD	Bora Cara and Dave Weir recommended by John Gaver, Construction Superintendent, Lynbrook of Annapolis. Weir's phone #: 301-481-5124 Have description of work from Mr. Weir and rough estimate created by Lou Biondi
459-07-21	Contact Shannon at Color Fire Media to create a way for Barb to send out cancellation MailChimp message immediately after decision to cancel	Barb	08-30-21	CTD	Shannon is off on Fridays when GFPS holds Summer concerts therefore no way to send out MailChimp when concerts are cancelled at the last minute. Barb Morgan has password and can create emergency MailChimp messages.
461-08-21	Add signs that have a dog in a circle with a diagonal line through the dog to the Sharing Garden and the Henson-Hall Slave Gardens.		09-01-21	CTD	In addition to the No Dogs Allowed signs Roy has installed. Roy installed symbol signs on gates.
462-08-21	Send out a Facebook post stating that dogs should be on leashes and no dogs are allowed in the Sharing Garden and Henson-Hall Slave Garden.	Barbara	09-01-21	CTD	Doing this due to cameras catching persons with an unleashed dog in both Gardens. Barbara sent out Facebook post regarding no dogs in Gardens. Well received – 300 likes.
	Erik suggested that he work with Rose Mary to find several people to shoot videos of the various Presenters so that we	and Rose Mary	09-15-21	OBE	We could post these Facebook Live videos during the Fall Open House.

	can post them (during the event?). Erik will see if he can get several set-ups for these volunteers to use.				Not enough Volunteers at event to make this happen
350-02-19	Contact Google to activate automatic payment through GFPS Checking account for \$19.95 annual charge for 100 gigabytes of additional storage.	Christy	04-31-19	CTD	Lou is currently paying this bill. Billed each December. Lou contacted Google. And they will not accept a check for payment. Treasurer set up a debit card to pay this bill automatically from FNB.
436-02-21	Research and develop a policy on GFPS use of videos produced at Goshen Farm with students. This policy needs to be in writing.	Terry	05-31-21	OBE	Terry has run into problems with permission to share videos (on YouTube or elsewhere) produced by students at the Farm. Students working on creating videos at the Farm for use by educational groups are GFPS Members. No videos were made in 2020 or 2021 due to COVID-19.
405-08-20	Create an Ad hoc Committee to develop policy for “use and/or rental of Goshen Farm”. Create Camping Guidelines for Members camping at Goshen Farm. Check with Selective about appropriately safe locations for camping guidelines. Camping Guidelines should be included in this use/rental policy after approval by BoE Attorney, Darren Burns as part of this policy construction and the GFPS Board. Research, develop and include a COVID-19 policy. Research and develop a COVID waiver in anticipation of “outside” groups requesting use/rental of Goshen Farm for activities. The waiver should be reviewed by the Board and then Attorney Dirk Schwenk. Develop Service Project Guidelines (should address all groups) Develop Service Project Application. Develop policy for the “rental” of Goshen Farm by outside individuals, groups, and organizations. Set up virtual Ad hoc Committee meetings for completing the above tasks.		10-30-20	CTD CTD CTD CTD CTD CTD CTD	Ad hoc Committee Members established at Sept. Meeting: Lou, Michael, Roy, Erik, and Becky Becky has completed researching and developing guidelines for camping. Guidelines need to be sent to BoE Attorney Darren Burns for final approval. Terry requested that the Board craft a COVID-19 Policy. Becky has completed COVID-19 Waiver – approved at the Dec. 16, 2020 Board Meeting. Develop Service Project Guidelines Becky has sent Board the draft. Becky has sent Board the draft. Requests to rent GF for weddings, etc. have been denied by GFPS Board until we have a Rental Policy. Lou will send out dates for AD hoc Members to consider.
448-05-21	Create a Facebook Group or Page for the Sharing Gardeners.	Barbara	07-31-21	CTD	Barbara Morgan created a Sharing Gardener Facebook Page in October, 2021.
463-08-21	Regarding cancelling the Harvest Pasta Dinner: Contact Pat Furgurson to make sure he has not contacted the Irish Restaurant Company and contact Gloria Dei! to let them know we are cancelling the dinner and deliver the \$150 donation check. Bob will also send a letter to Michael Galway and Anthony Clarke, co-owners of the Irish Restaurant Company to thank them for their years of support for Goshen Farm and let them know we have cancelled the Harvest Pasta Dinner due to COVID-19 and the Delta Variant	Bob	09-15-21	CTD	Due to the Fall Harvest Pasta Dinner cancellation Bob contacted Pat Furgurson. Lou will write letter to Gloria Dei! Lutheran Church and include \$150.00 check donation from GFPS. Bib will write letter to Irish Restaurant Group co-owners.
467-09-21	Roy will contact the Mallons to discuss the plaque dedication in the Memorial Grove for Danny Tester and get back to Lou with an agreed upon time for the dedication.	Roy	10-01-21	CTD	Celebration of Life scheduled for October 2, 2021 from 2 - 6 pm.
208-12-15	Develop a plan for Farm House foundation remediation	Building Chair, Lou,	03-15-16	CTD	GFPS filed for and received a \$60,00.00 Matching Grant from

		Roy			the 2020 MD Capital Projects Program. Engineer, Peter McConaughy, historic restoration certified, has done an inspection of the Farm House and Foundation, and is writing up the plan for repairing the foundation top down. Matching requirement eliminated by MD Legislature in 2021 due to COVID-19 Epidemic. Rec'd notice from Alexis Dukes of DGS on 10/22/21 that GFPS has until June of 2027 to use \$60,000.00 in grant funds.
471-10-21	Ask Shannon if we can Link Weather Underground on our website. Research the cost of a Weather Underground Account.	Barb and Bob	01-15-22	CTD	Part of Weather Station at Sharing Garden Shannon stated that Color Fire Media can put a link for "Weather Underground" on the website. Bob reported that a "Weather Underground" account is free. "
472-10-21	Notify the Gardeners on the new Sharing Garden Facebook Page and through an email that Goshen Farm has a "carry in-carry out" policy and they need to take discarded Gardening items home to dispose of.	Bob	12-15-21	CTD	Should be done now as Gardeners are still cleaning out their plots (and getting rid of stuff).Bob put on Garden Facebook Page.
479-11-21	Get the price for increase in traps and frequency of filling from Economy Pest Control and report back to the Board for consideration.		12-15-21	CTD	Reduce rodent infestation Best estimate was from Economy Pest Control, \$65.00/month. Board will continue with Economy Pest Control.
473-10-21	Talk to Leslie at the Improvement Association to ask if we can put a deposit on the Clubhouse for Wine Tasting/Silent Auction event.	Becky	11-15-21	CTD	Board discussed possibility of holding this event at the Farm but there are many obstacles to overcome. Leslie put GFPS Wine Tasting/ Silent Auction on calendar for CSCIA Clubhouse rental but did not require a deposit until we decide on location.
482-11-21	Reach out to the group, Giving Tuesday.org to investigate whether GFPS is on their list of charities and how this program works.	Bara	12-15-21	CTD	GFPS wants to participate in Giving Tuesday. After Barbara contacted Giving Tuesday.org, Board decided that we do not want to pursue Giving Tuesday -receipt doesn't indicate where the donation is directed.
348-11-18	Revise the Recurring Action Chart to better reflect due dates. For the interim, Sharon will insert month and year for those recurring actions that are not due annually	Lou	01-31-19	OBE	Lou will send out the PDF for Recurring Actions so the Board can make recommendations. Board is satisfied with present Recurring Actions Chart. No changes made.
420-09-20	Create plan with steps describing how Chairs can request volunteers and get this request out to President, Events Chair and Communications Chair.	Lou	10-21-20	Working	Could be a flow chart for Chairs. Should include date, work to be completed, number of volunteers needed, specific skill sets needed, tools needed, etc. with enough notice to send out by Communication Chair in Mail Chimp or Caper (deadline is 3rd of the month). Erik Wallace needs to be informed to set up Sign-up Genius. Completed and sent out to Board on 11/12/21.
449-05-21	Work with Terry (and other Board Members if requested) on putting dates on the Google Calendar to avoid scheduling conflicts.	Lou and Terry	05-30-21	CTD	Lou will have to test this process before he trains Terry, Board Members using their own email provider will have to ask Lou to sign them up for google.org email to use the Google calendar.
465-08-21	Reach out to Joan Machinchick, our previous GFPS Membership Chair to see if she has the original pictures from Bea Griffith. If not, Barbara will contact Bea Griffith to see if she has the original photographs.	Barbara	10-30-21	CTD	Need these to scan to 1200 DPI for Goshen Farm Album suggested by Willie Graham. Neither Bea Griffith nor Joan Machinchick has additional or original photos in their possession. Bea sent Joan and Barbara Morgan what she had. They were copied and returned to Bea or she copied them herself and sent them to GFPS.I

476-10-21	Order Plaque for Cape Ace Hardware – Melissa Wade owner.	Lou	12-15-21	CTD	Another photo opportunity is presentation of the plaque. Plaque ordered, received ,and will be presented at the Spring Open House on 4/23/22.
480-11-21	Contact PayPal to see if GFPS can get a report on the Giving Fund that gives the names of donors.	Christy	12-30-21	CTD	Need donor information for Nature Play Space and potential future fundraisers Giving Fund does not give a report with where donations are directed. Won't use Giving Fund in the future.
481-11-21	Speak with Stefanie Schwenk, planner, and coordinator of the Nature Play Space project, regarding keeping track of all donations to the project and reporting these to the Treasurer.	Roy and Becky	12-15-21	CTD	Necessary for Treasurer to track incoming funds for the Nature Play Space (NPS). Stef Schwenk is receiving and tracking donations. Donations all come through PayPal and checks identified with NPS.
477-10-21	Price out both ideas for a new Concert Stage and get a decision so that Roy could include the cost of this stage in his 2022 Grounds Budget (needs to be decided before the Treasurer creates the 2022 GFPS Budget for the Annual Meeting).	Roy and Scott	12-15-21	CTD	Roy is investigating overseas container or wooden structure for new concert stage. Price out complete. Bd. Decided too expensive at this time so will build a simple 12' by 12' platform stage.
488-02-22	Terry stated that the budget he previously worked up for the 2021 MHAA grant (which GFPS was not awarded) has the information on materials and cost of repairing the Servant's Quarters and the Milk House. He will send this information out to the Board.	Terry	03-15-22	CTD	Board may have to do the repairs and GFPS absorb the cost of these repairs. Member, Mr. Samos has volunteered to do some of the carpentry. We may contact Bayview Builders for assistance on repairs. Have the cedar shingles to repair both roofs.
491-02-22	Lou stated that those who do not have a GFPS .org email set up, contact him and he will set these accounts up with Google. (Terry, Rose Mary, and Linda).	Terry, Rose Mary, and Linda (Lou)	04-15-22	CTD	Those Members without a Google goshen farm.org email set up, cannot access the Google Calendar to see or add dates. Terry now has Google education @goshenfarm.org email account set up.
487-12-21	Get a detailed estimate of cost for a dendrochronology report on the 1783 section of the Goshen Farm House by contacting Michael Worthington (recommended by historic preservationist, Willie Graham).	Lou	04-30-22	CTD	Board may feel this report is too costly at this time. Michael Worthington gave Lou Biondi an estimate of \$6,000.00. Bd. Decided not at this time.
492-02-22	Contact Scott to let him know what the Board decided regarding construction of the Summer Concert stage (and recheck dimensions).	Erik	03-30-22	CTD	Roy recommended we check out our 12' x 12' pop-up to make sure it can be used over the new stage which will be 12' x 12'. Scott recommended 12' by 8' but Board went with 12' by 12'.
494-02-22	Contact Broadneck Library to see if they will participate in Spring Open House.	Becky	02-28-22	CTD	Branch Manager, Heather Ravanbakhsh Lou reminded those who are working on getting exhibitors for the Spring Open House, communicate with Chair, Rose Mary Stocker, and Erik. Events Chair.
493-02-22	Create a handout for Maryland Day advertising Annapolis Restaurant Week and encouraging visitors to support The Irish Restaurant Company's restaurants such as Galway Bay as they have supported Goshen Farm.	Lou	03-10-22	OBE	Becky and Lou also asked that the Board support Irish Restaurant Company during Restaurant Week. (March 20 – 27)
464-08-21	Contact Karen Bailey to discuss a fundraiser with Irish Restaurant Company similar to what we did last year with the carry-out dinners from Galway Bay, but this time see if we can do this at Brian Boru in Severna Park	Lou	09-30-21	OBE	Delayed until 2022.
475-10-21	Investigate Charities and other companies to order t-shirts, review the inventory, add men's dark green t-shirts, women's dark green t-shirts (large, X-large), dark brown	Lou	01-15-22	CTD	Need increased inventory for Java and Jazz, Spring Open House, etc.

	sweatshirts, and hats and come up with an order and cost. Report this to the Board.				
483-12-21	Contact Shannon at Color Fire Media, find out what the security breach involved, whether Color Fire Media fixed this problem, and what GFPS must do, such as setting a new password.	Barbara	01-15-22	CTD	Barb will report results to Board.
489-02-21	Barbara will send out the draft of Ann Brice Worthington's book on the history of the Brice family and Goshen Farm to the Board	Barbara	03-30-22	CTD	The book is yet untitled. Barb and Scott have been editing sections as Ann writes them.
490-02-22	Bob will contact CSCES Kindergarten teacher Trevor Brinson regarding intentions to use CSCES Kindergarten plot in 2022	Bob	03-01-22	CTD	They students did not use this plot due to COVID PANDEMIC in 2020 and 2021. CSCES PTO paid for the plot rental in 2022.
496-02-22	Contact the AACC Art Professor to discuss exhibiting paintings his class painted at Goshen Farm. Contact Tim Tumelty, AACC to see if he would be an exhibitor with his drone exhibit. Both exhibitors needed for Spring Open House.	Terry	03-01-22	OBE	Terry needs to report result of both inquiries to Rose Mary Stocker, Chair of Spring Open House and Events Chair, Erik Wallace.
497-02-22	Contact Magoth River Association (MRA) regarding being an exhibitor at Spring Open House, April 23, 2022.	Lou	03-01-22	OBE	MRA has exhibited at previous Open Houses.
498-02-22	Send out some dates for a Saturday "Clean-up" Day and a sign-up schedule with what needs to be done prior to Maryland Day, March 26th.	Lou	04-28-22	CTD	House and grounds need to be tidied up for both Maryland Day and Spring Open House.
499-03-22	Erik will check the batteries in the walkie talkie before Spring Open House.	Erik	04-20-22	CTD	Batteries may need to be replaced again for Goshen Farm Family Fun Day on Saturday, May 14th, and Saturday May 21st..st
500-03-22	Stacy Roth will send Lou the finalized flyer for Goshen Farm Family Fun Days for Barbara Morgan to send to Color Fire for the website.	Stacy Roth, Lou, and Barbara	04-20-22	CTD	Event managed by Stacy Roth Signature Program facilitator (May 14th and May 21st)
501-03-22	Send Stacy the map that Rose Mary created for the Open Houses that shows all of the main points of interest at the Farm.	Rose Mary	04-01-22	OBE	Stacy may use the map Rosemary created for Goshen Farm Family Fun Days.
504-03-22	Contact bee keepers who will work at the Farm to "man" the Apiary for Goshen Farm Family Fun Days.	Erik	04-15-22	CTD	Event dates: May14th (raindate May 15th) and 21st (raindate May 22nd) Time 10am-12 and 1pm-3pm
505-03-22	Request a "One Day Rider" from Jill Stillwell's Girl Scout Troop for the Archery Event on April 24th at Goshen Farm from 10am -3pm.	Roy	04-15-22	CTD	Jill Stillwell originally requested two dates: April 2nd and April 24th but changed to only April 24th.
506-03-22	Investigate whether scouts can be recruited for children's activities.at Spring Open House.	Erik	04-10-22	OBE	Sharon let Erik know that there are children's activity kits in the upstairs room of the Farm House (with the doll house).
507-03-22	Build a platform to sit the grill on in the corner of the fenced in yard.	Roy	04-10-22	CTD	The platform can be wooden or brick. Roy may ask Evan Semos to help as he needs Service Hours. Roy chose brick.
508-03-22	Contact Superior Suppliers regarding donation of shingles for the Tenant House.	Linda	04-15-22	CTD	There may be enough cedar shingles to roof the Milk House and the Servant's Quarters. Superior does not donate shingles now.
509-03-22	Cost out 12'by 12' stage materials and 12' by 8' stage materials including screws and nails.	Lou	04-30-22	CTD	Stage needs to be completed by June 17th Summer Concert date.
512-03-22	With Board input, create the plaque wording and then order the plaque for Beatrice C. Griffith from Victory Awards.	Lou and Board	05-01-22	CTD	Beatrice Griffith's family is aware of GFPS's plan to honor Bea with a plaque in the Memorial Grove.

516-04-22	Becky will send Erik information on Tasty Toucan Ice cream and Erik will follow up on this for the Summer Acoustic Concerts.	Becky and Erik	05/31/22	CTD	Tasty Toucan Ice Cream cart would be a hit at the 5 Summer Concerts held at Goshen Farm.
517-04-22	Add pollinator or rain garden in front of Tenant House to Eagle Scout potential projects list.	Roy	05/15/22	CTD	Linda Paez suggested a pollinator garden in front of the Tenant House. Becky thought this would be a good Eagle Scout Project. Roy thinks a rain garden would slow down run-off in that area.
469-09-21	Erik will talk with Scott to discuss Board's discussion of assigning tasks for the Summer Concert Series and the Membership Appreciation Concert and bring this up at the May 2022 Board Meeting for assignments to tasks.	Erik, Scott, and Barb	11-30-21 – 05-21	CTD	Plan needs to be in place prior to start of Concert Series. Need POC person with Farm House key and knows where stuff is stored. Need to use Signup Genius to recruit volunteers.
513-04-22	Notify Board when 2020 Capital Grant donations reported at the April Board Meeting are moved from FNB checking account to FNB Savings account for Farm House First Floor Stabilization.	Christy	05-20-22	CTD	ASAP Christy moved \$37,542.81 to FNB savings account and into Farmhouse First Floor Stabilization account in QuickBooks.
514-04-22	Move the game camera from the Historic Timeline Trail and if working, install near storage containers.	Roy	05-15-22	CTD	Older children have been seen playing on top of storage containers. They refused requests from two Members to get down. Bill Doyen reported this incident to the police after he witnessed the boys on the containers.
515-04-22	Complete weeding around Oak Trees in Memorial Grove.	Board and Volunteers	05/31/22	CTD	Weeding needs to be completed before Beatrice Griffith's ceremony placing her plaque in the Memorial Grove.
518-05-22	Send Becky the password and user name for PayPal and same for the square if the square gives names of those who charged Memberships or Sharing Garden plots.	Lou	05/20/22	CTD	Will get needed info faster. The Square does not give names on the reports so would be of no help to Membership Chair, Becky Benner.
520-05-22	Review ALL forms related to "Use" of Goshen Farm for correctness and consistency.	Lou	06/20/22	CTD	With all of the changes needs to be thorough.
521-05-22	Go to Johnson Lumber and negotiate for better price (501c3, working with Bayview Builders, etc.) order lumber for the concert stage and try to get free delivery..	Lou	06/10/22	CTD	Suggested by Bruce Dowling.
519-05-22	Include Rose Mary's "thank you" paragraph from her May Report in the August Caper.	Barb	07/01/22	CTD	Well stated.
474-10-21	Develop and improve a Vendor Agreement for participants at Goshen Farm events.	Lou	01-15-22	CTD	Lou could ask Mary Lamb for a copy of the vendor agreement used for the Strawberry Festival as a template.
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou	05-30-11	OBE	135-03-14 was folded into this action...Lou has been investigating grant opportunities and completing grant applications as he is made aware. Development Committee needs a schedule of recurring grant opportunities. Lou has been unable to research grants and monitor the two grant GFPS currently has.
288-09-17	Inquire from Lowe's Grant department if their grant can be used for both permanent bathrooms and temporary bathroom facilities (such as bathroom trailers).	Lou, Building Chair	11-15-17	OBE	Lowes is no longer offering open applications for grants.
460-07-21	Obtain the name and contact information of the person in charge of the intern program at the Computer Science Department at AATCC.	Linda	09-15-21	Completed	May have an intern that can assist GFPS with its history taxonomy and getting information on the Google Drive.

468-09-21	Complete the RFP for sealing the Goshen Farm House and Bora Care treatment and distribute.	Lou	10-15-21	Completed	Becky, Roy, and Erik volunteered to review the draft RFP
484-12-21	Award Contract for Sealing the Goshen Farm House	Lou	02-28-22	Completed	After Board reviews bids. Lou received an email from Alexis Dukes, Public Works, stating that we can do this contract as "sole source". Board made a motion to take David Weir's contract and approve as "sole source" and the motion carried.
522-05-22	Research 20-21 bundles of cedar shingles in the Tenant House to find out square foot coverage.v	Roy	06/20/22	Completed	Depending on coverage, these could be used for Tenant House and if not enough then Milk House and or/Servant's quarters. Coverage is 160 sq. feet.
523-05-22	Get the submittal date and other pertinent information for Bay Weekly and send to Barb Morgan	Becky	06/30/22	Completed	Bay Weekly is a good local magazine for advertising GFPS events.
525-06-22	Ask ACAAC for an extension on the grant for writing and publishing the new Goshen Farm book. Try to get at least a 3- month extension.	Lou	06/20/22	Completed	The Goshen Book Committee is behind schedule and needs more time to complete research. AACAC granted a 3 month extension. (Sept. 30th 2022)
526-06-22	Send out Procurement Policy to the Board.to review for discussion on need to set up an "emergency fund" at the July Board Meeting.	Lou	06/30/22	Completed	Emergencies such as replacing the well pump (\$1,200.00) can come up and need to know where in the budget these expenses can be paid.
527-06-22	Email Erik regarding the Board's concern that several beekeeping assistants are not GFPS Members.	Lou	06/30/22	Completed	Board concerned about liability issue...
470-10-21	Research what newspapers might be able to run articles on the Hoop House, hydroponic farming, and vegetable donations to local groups and if not, send Lou an email and he will do the research.	Barb	02-15-22	CTD	The hydroponic conversion in the Hoop House will not yield vegetables for weeks. Terry was contacted by The Capital, gave them information and is waiting for a response.
478-11-21	Research the additional cost from QuickBooks for on-line information access.	Christy	01-15-22	OBE	Board could go on-line to review QuickBooks Financial Report. Research showed the cost is prohibitive (license cost and \$70/user).s
528-07-22	Send out the language from the motion at the March 18, 2018 Board Meeting regarding this 25% set aside and use of these funds.	Sharon	07-15-22	CTD	For clarification
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	CTD	Will help the Board to create the RFP.
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. Send final draft to the Board.	Lou and Board	09/15/22	CTD	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 then what we have already discussed in our planning.	Lou	09/31/22	CTD	The Servant's Quarters and Milk House have additional damage not included in our original cost of repairs. Received write-up from McConaughy on repairs to both buildings on October 26, 2022. Cost for inspection and write-up was \$1,000.00.
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	CTD	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, , Goshen Farm 1853 – 1935: the Tydings-Brice Family, A History and Extended Memoir.	Lou	9/01/22	CTD	When the book is published , The book will be sold at GFPS events and the profit from these sales will go to GFPS.

542-09-22	Research and develop an electronic site for 2023 Annual Membership Meeting ballot voting to fill GFPS vacancies.	Barbara	10/30/22	CTD	Present method using email functions poorly. Barbara chose Survey Legend for voting on line.
543-09-22	Contact and ask if Tracy Smith is willing to run for the GFPS Board in 2023...	Bob	10/15/22	CTD	Tracy Smith declined
544-09-22	Send MailChimp request to Gardeners to consider running for the GFPS Board in the 2023 election.	Barbara	10/15/22	OBE	Need newer Members to step up! Barbara feels that this request to run for the Board is on the website, in the quarterly GFPS Newsletter and in the Caper Article, there is no need to send out emails to Gardeners.
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	CTD	Linda is trying to increase partnership between GFPS and AACC. Linda is getting a list of plants from Tracy Smith. She will down load pictures of plants and send to Barbara to create a slide show. Who will present? TBD.
213-12-15	Convert room 1-G to a meeting room.	Building Chair, Lou	06-01-16	OBE	Most work can be done with volunteers. Area is needed for storage.
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	CTD	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. Christy sent a completed Financial Report in September 2022. All Board Members reviewed and found it to be complete. Becky Benner stated that she needed some "tweaking" for information she needs as Membership Chair and she will address this information with the Treasurer.
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	CTD	Barb has contact information for Bea's sons, Ben Griffith, and Clarke Griffith. She has reached out but has not had a response. Clarke Griffith stated that they had no additional pictures or documents regarding Goshen Farm.
541-09-22	Contact Dona Duran about Broadneck Grill holding a% of one day sales fundraiser for GFPS.	Lou	10/10/22	CTD	This would help offset the loss of revenue from cancelled Fall Harvest Pasta Dinner. Broadneck Grill has no openings for 2022 fundraisers.
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	CTD	Roy has observed items laying on the ground that were not put away by children in the NPS. Steph Schwenk has made and posted signs at NPS.
553-10-22	Contact Bill Szczytko for recommendations on GFPS purchasing a Windows laptop computer with solid-state disc and send recommendation(s) to Treasurer.	Roy	11/15/22	CTD	Needed to complete Monthly Financial Reports. Treasurer bought new laptop for \$499.00 based on Bill's recommendation.
335-06-18	Contact the Soil Conservation District (SCD) for the name of a forester who can create a Forest Management Plan.	Roy	09-30-18	CTD	Roy is concerned about the number of trees that are down and those that are in danger of falling. Roy has a name of a forester from the SCD and the names of several foresters he has found.
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	Roy Lou	05-01-22	Servant's Quarter update of pricing CTD	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. Milkhouse update of repair cost pricing made a new (Action Item: 557-11-22) .

	McConaughy.				
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. The Membership was sent the date and time to view this episode. Goshen Farm was not identified by name in this episode.
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	CTD	CCHA, Small Organizations Group are willing to advertise other Small Organization Group events.
536-08-22	Investigate lighting fixtures for the port-a-pot before next year's Summer Concert Series begins.	Erik	03/15/23	CTD	Theft of port-a-pot lights has been an ongoing problem during the Summer Concert Series. Erik purchased inexpensive battery-operated lights.
546-10-22	Write and deliver thank you letter, and \$150.00 donation check to Gloria Dei! Lutheran Church	Bob	11/25/22	CTD	The 2022 Harvest Pasta dinner was cancelled but GFPS wants to donate the cost of the hall.
550-10-22	Complete Maryland Day participator application for Chesapeake Crossroads Heritage Area.	Erik	12/01/22	CTD	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	CTD	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	CTD	It was suggested that the lumber could be painted on November 16th by BHS students visiting the Farm. Bayview Builders is permitting Bob to use their account at Lowes to purchase lumber at their discounted price. Bob will purchase and pay for the lumber at Lowes, give Bayview Builders the receipt marked "paid", and keep a copy for his records.
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	CTD	Important to track as the NPS is part of Goshen Farm though planned and cost fundraised by Member Stef Schwenk and her committee. Roy met with Dirk and Stef Schwenk and they gave him the check for \$2,368.00 for deposit to GFPS for the NPS fund.
555-11-22	Send out via MailChimp the sample electronic ballot (Survey Legend) again so Board can look it over and do a test ballot.	Barbara	11/20/22	CTD	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	CTD	GFPS will try "cross advertising" with CCHA Small Group Organization Historic sites.
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.
