

Goshen Farm Preservation Society Board Meeting,  
February 15, 2023

The February 15, 2023, Meeting was held via Zoom.

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Sharon Biondi
<b>Date:</b>	February 15, 2023	<b>Time: 7:30 PM</b>	7:30 PM
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Christy Folderauer, Rose Mary Stocker, Bob Nestruck and Sharon Biondi		
<b>Members/ Guests Attending:</b>	Louis Biondi and Shannon Beauchamp Lepthien		

- 1) Call to Order and welcome of Board Members.
  - a) President Erik Wallace called the February 15, 2023, Board Meeting to order at 7:30 PM. The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
  - a) Erik welcomed the Board Members to the Meeting.
- 3) Erik requested changes or additions to the agenda from Board Members.
  - a) Becky requested we add dinner at Galway Bay Irish Pub during Annapolis Restaurant Week, February 25<sup>th</sup> – March 5<sup>th</sup>. Added to New Business, item l.
  - b) Becky Benner requested we add to our Agenda Committee Reports, the Security Committee and Volunteer Coordination. Though these two standing committees chairs are vacant, they should be represented on the list of committees on the Agenda. Added to New Business, item k.
  - c) Becky requested we form an ad-hoc committee to address changes to the current GFPS By-laws that she has been reviewing and to which she has made rough draft changes. Added to New Business, item m.
  - d) President Wallace informed the Board that Chesapeake Crossroads Heritage Area (CCHA) sent out a request for Member sites regarding Appendix C which is creating a five-year plan. The five-year plan is due in a month. Erik asked that we talk about this and form a group to create a five-year plan for GFPS to submit. Added to New Business, item n.
- 4) Review of Minutes
  - a) Review of Minutes from the December 21, 2022 regular Board Meeting
    - i) **Becky Benner made a motion that we accept the December 21, 2022 regular Board Meeting Minutes with one correction. Bob Nestruck seconded, and the motion carried.**
- 5) President’s Report–Erik Wallace (Report as submitted)

- i) Erik discussed the addition of the five-year plan requested from CCHA to his report. Creating this plan will make CCHA aware of projects and goals before GFPS and hopefully encourage grants and other assistance from CCHA. Terry Brandon mentioned that this will help GFPS with updating our own Master Plan for improvements to the Farm.
- 6) Vice President's Report - Barbara Morgan ( Report as submitted.)
  - a) Barbara reported that the T-shirts order has come in, she is sorting these and will add to our inventory. She has also submitted the bill to the Treasurer for payment. T-shirts will be available to sell for Java & Jazz/Tea & Tunes, and other upcoming events.
- 7) Treasurer's Report - Christy Folderauer (Explanatory Report submitted)
  - a) Christy reported that she is unable to get into QuickBooks as we have to renew this version. Christy will look into TechSoup for options to purchase the proper QuickBooks version. Erik will add this to the New Business for discussion.
- 8) Committee Reports
  - a) Building & Maintenance - Lou Biondi (Report as submitted)
    - i) Lou had one addition to his report. He received a form to fill out for CCHA from President Wallace. Lou will send this to Erik and let him review before Erik sends this to CCHA.
    - ii) Lou also communicated with Frank Tewey, new CSCIA Town Manager, to go over the security at the Farm and Frank will make recommendations. They will meet tomorrow at the Farm.
      - (1) Becky asked if he could talk to Frank about using exterior cameras instead of the "weather resistant" interior cameras that we are using now (with the protective hoods). Bob stated that exterior cameras were very expensive. Discussion ensued.
    - iii) Becky stated that Lou had put fillable forms and GFPS policies up on Google Drive. When Becky reviewed these, she found that some were not the "last" approved version of some of these forms and policies. She will send Lou a list of the questionable versions so he can check and then take the old forms down and put up the approved final versions on Google Drive. **((Action Item: 566-02-23))**
    - iv) Becky asked Lou if when he does the draft RFP for the 2020 Capital Grants Project, will he be getting input from the Board of Directors? He stated that he would.
    - v) Erik asked for the date and time for meeting with Grant Cunningham at Goshen Farm. Lou responded, March 6<sup>th</sup> at 10 am.
  - b) Communications – Barbara Morgan (Report as submitted)
    - i) Barbara turned her reporting over to Shannon Beauchamp Lepthien to see if she had anything to add on Communications.
      - (1) Shannon asked the Board if they had made a decision on the GFPS website redesign presentation by Color Fire Media. Erik stated that this will be discussed during old business.
  - c) Educational Outreach Committee - Terry Brandon (Report as submitted)
    - i) Terry had nothing additional to add to his report. He hopes that Color Fire Media can get the Event Use Application and Agreement on the website soon.
  - d) Events – Barbara Morgan (Report as submitted)

- i) Barbara Morgan has agreed to serve as Events Chair if the Board approves at tonight's Meeting. Christy Folderauer will assist Barbara as co-chair.
- ii) Barbara reported that she and Christy will not be at the Spring Open House, April 15th. They will assist with the preparation for Open House if a Spring Open House Chair is identified. Barbara will reach out to Rose Mary Stocker to see if she will coordinate the event and Pam Schuller has agreed to help at Open House. Barbara will keep Becky, Rose Mary, and Pam in the email loop regarding Spring Open House planning.
- iii) Becky stated that she has communicated with three vendors that GFPS has used in the past for Open Houses. The Broadneck Library and Raptor's Eye are available but the Roving Ranger is not available.
- iv) Becky had a question about the Wine Tasting/Raffle event. On the website it is listed a date to be determined. Sharon and Lou agreed to chair the event. The date they chose was Sunday, August 27<sup>th</sup>. There were back and forth emails about the Wine Tasting with Barbara. Barbara suggested that we hold the Wine Tasting at the Farm. Lou stated that it would be difficult to hold it at the Farm due to so many logistical issues such as weather. Lou also said that we could also do the Wine Tasting event on Saturday the 26<sup>th</sup> if that is what the Board decides and the CSCIA Signboard and CSCIA Club House are available.
- e) Financial Development - Vacant
- f) Garden - Bob Nestruck (Report as submitted)
  - i) Becky asked Bob about what parts of the fence sections he is replacing. He stated that some of the cross boards are fine and some of the posts are still sound. He will be replacing parts of sections that are rotten or broken.
  - ii) Sharon asked Bob if he and Member Billie Grant were ready to train the Gardeners on composting in the newly organized composting system. He stated that most gardeners are not working their plots at this time so there is no new material going into the compost piles.
- g) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that he has met with two new Eagle Scout candidates, Andrew Trehey is going to do a musical station at the Nature Play Space. Austin Robichaud is still deciding what his project will be.
  - ii) Roy continues to meet regularly with the five Scouts regarding their on-going projects.
  - iii) Roy has spent many hours removing a cherry tree stump from next to the servant's Quarters. Richard's Tree Care will grind down the stump. Then Roy can start repairing the Servant's Quarters.
  - iv) Erik also brought up the Tree-of-Heaven that Richard's Tree Care removed from the area near the picnic tables. This tree has been dropping enormous numbers of branches and twigs for many years and Roy is glad to see it gone. Thank you, Christy, and Richard's Tree Care!
  - v) Erik asked if there was a recording of Grant Cunningham's presentation on his Paper, "Historic Structure Investigation: The Goshen Farm House, Cape St. Claire,

Maryland”. Lou will search for a link in his email. If Grant sent him the link, then Lou will send out to the Board. **(Action Item: 567-02-23)**

- 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 working on revisions to the By-laws.
  - ii) Becky mentioned that she went to the CSCIA Board of Governors Meeting on Monday night and Charlie Corliss was there. Charlie and his wife Jessie are part of a Blue Grass band that played at one of our Summer concerts in 2022. Charlie was doing a presentation to the CSCIA Board and he said, “We love Goshen Farm!” Then when Becky was giving her report on upcoming Goshen Farm events, Beau Breeden, President of the CSCIA Board of Governors, said, “If you haven’t been to Goshen Farm, you need to!” Beau went on to give a little history of Goshen Farm and the work done and continuing to be done to save this historic property.
  - iii) GFPS has 156 Membership Units for 2023. Note: Members who join in September through December are carried over into the next year.
- j) Members At-Large
  - i) Member At-Large - Linda Páez (Report as submitted)
    - (1) Linda signed into the Zoom meeting late and Erik asked if she had anything to add to her written report.
      - (a) Linda reported that she heard from Mark Semos this morning regarding the work on the Tenant House. Rich Lang, Director of Construction, Bayview Builders, is fully supporting the repair work. Mark Semos and Bruce Dowling feel that now with Rich’s support, the work will go faster and siding will go up on the Tenant House soon.
      - (b) Sharon asked if Linda had heard back from AACC regarding a student doing a reenactment of reading Richard Gardiner’s will. Linda stated that she had already let the Board know that unless GFPS had an intern program with pay for the student, AACC could not help us.
      - (c) Lou had volunteered to do the reenactment if we needed him and there followed a discussion about locating period clothing for Lou. Linda suggested contacting the Paca House but these outfits would have to be purchased. Rose Mary suggested contacting Colonial Players. Rose Mary will check with Colonial Players regarding borrowing period clothing and get back to Sharon and Lou.
  - ii) Member-At-Large – Rose Mary Stocker (No Report submitted)
    - (1) Rose Mary apologized for getting on to the Meeting late and stated she had nothing to report at this time.
    - (2) Barbara asked Rose Mary if she was willing to Chair the Spring Open House. After some discussion it was decided that a committee would be formed with Rose Mary, Barbara, Christy, Pam Schuller, and Becky to share and coordinate

the event. Rose also stated that she would look for several additional Members to assist.

9) Review of Action Items and Recurring Action Items

- a) Action Items and Recurring Action Items were reviewed.
- b) Becky brought up **(Action Item: 113-07-13)**, Update the Business Plan for the BoE and align with the Strategic Plan. Though GFPS has no “Five-year Plan”, working on the Five-year Plan for CCHA could “dovetail” with the above-mentioned plans (from 2007) and be completed together. Erik also stated that Grant Cunningham’s *Historic Structure Investigation; The Goshen Farm House, Cape St. Claire, Maryland*, speaks to recommended renovation projects for the Farm House in the future. This investigation report completed in 2022 will be helpful in laying out one aspect of our Five-year Plan for CCHA, our Strategic Plan update, and our Business Plan update. Roy stated that the Master Plan he created in 2011 could be brought in for more information. The CCHA Five-Year Plan will be added to this action.
  - i) As relates to **(Action Item: 455-06-21)**, Get an estimate from Dave Sloskey for installing a new circuit to accommodate the electrical box for bands playing at the Farm, Sharon asked Erik if he would contact Scott Powers to remind him of this action.
  - ii) As regards **(Action Item: 437-02-21)**, Meet with Shannon Beauchamp Lepthien of Color Fire Media to update website, Sharon reminded the Board that Shannon’s plan was approved at the December 21, 2022 Board Meeting and Color Fire Media can move forward with the update. Becky had a question about errors or outdated information. Shannon stated that once she has changed the format of the website, Becky can send her a list of changes or corrections.
  - iii) **(Action Item: 533-08-22)**, The product “Rodeo” will be used to remove most of the cattails from the Shallow Water Wildlife Pond. Roy researched the safety of its use and it is safe for the bees as it kills only emergent plants. Roy will also post tape and signs (provided by Richard’s Tree Care) around the pond after he sprays. This action was **Completed**.
  - iv) **(Action Item: 538-09-22)**, Buy and post four signs encouraging Nonmembers who frequent the Farm to become Members. Including a QR code will take people to Membership payment on the GFPS website. Simple wording: “Become a Member!”, should be included. This action was **Completed**.
  - v) **(Action Item: 545-10-22 )**, Send thank you letter to the Irish Restaurant Company. This action was **Completed**.
  - vi) **(Action Item: 548-10-22)**, Discuss inclusion of funds for maintaining the Nature Play Space (NPS) in the GFPS 2023 Budget. This action was **Completed**. Roy mentioned that he was researching buying a used sail for a sun shade in the NPS. Rose Mary has a neighbor who may be able to find used sails. She will email Roy his contact information. **(Action Item: 568-02-23)**
  - vii) **(Action Item: 557-11-22)**, The decision was made to repair the Milk House This action was **Completed**. A new Action Item was created to research the steps for and cost of repairing the Milk House. **(Action Item: 568-02-23)**

- viii) **(Action Item: 559-11-22)**, Contact Fran Bents and discuss whether she and volunteers plan on maintaining the Colonial Kitchen (CKG). This action was **Completed**.
- ix) **(Action Item: 560-12-22)**, Reach out to Jane Cox to seek permission for the Goshen Farm Book committee to contact Heather Herst regarding the “run-a-way slave notice” posted by Henry Tydings. This action was **Completed**.
- x) **(Action Item: 561-12-22)**, Contact The Jazz Perpetrators regarding availability for Java & Jazz / Tea & Tunes event on March 12, 2023. This action was **Completed**.
- xi) **(Action Item: 563-12-22)**, Buy two gift cards for \$150.00 each from HomeGoods and Lowes. Lou will create a certificate and Sharon Biondi will write a thank you note to Sharon Smith. This action was **Completed**.
- xii) **(Action Item 564-12-22)**, Send out recommended T-shirt and sweatshirt order, get input from the Board and send the order to Charitees. This action was **Completed**.

#### 10) Old Business

- a) Plans for the Milk House. (Secretary will leave this discussion in as was discussed again.)
  - 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) Further discussion on this project ensued. It was decided that we not disassemble the Milk House.
  - iv) 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. New **(Action Item: 569-02-23)**
  - v) Roy also suggested we buy a larger tarp to completely cover the Milk House roof. The Board agreed that Roy can buy a new tarp for the Milk House roof.
- b) Becky stated that Preservation Maryland has grants available that we may want to consider for repairing the Milk House. Application for this will have to wait until we have a plan and the cost for repairs.

#### 11) New Business

- a) President Wallace is in the process of updating Board and Chair information after our January Election of Officers and verbal commitments from Chairs to serve for 2023.
  - i) Erik is revising the Contact Information for the GFPS Board of Directors and Committee Chairs Chart to reflect officers and chairs serving in multiple roles. Members should know that these positions really need another chair person. He also wants the Chart to reflect the vacancies. Last, he needs to list the appropriate

- contact information and change the GFPS.org email addresses. Then he will send out the updated chart to the Board. Last, he will make sure that the website reflects the corrected Officer names and contact information.
- ii) President Wallace stated that he is resigning his position as Events Chair, leaving that position open. Barbara Morgan has expressed her desire to serve as Events Chair with Christy Folderauer as Co-chair.
- (1) Erik asked for a motion from the Floor.
- (a) **Becky Benner made a motion to nominate Barbara Morgan as Events Chair. Roy Benner seconded. The motion carried.**
- (b) **Becky Benner made a motion that Christy Folderauer be nominated for Co-chair for the Events Committee. Bob Nestruck seconded. The motion carried.**
- iii) Barbara Morgan stated she is resigning from her position as Communications Chair, leaving that position vacant. Shannon Beauchamp Lepthien has expressed a willingness to serve in this position.
- (1) Erik asked for a motion from the floor.
- (a) **Barbara Morgan made a motion to nominate Shannon Beauchamp Lepthien as Communications Chair. Seconded by Christy Folderauer.** Discussion regarding whether Shannon is also willing to be on the Board of Directors. Shannon stated that she was. **The motion carried.**
- (b) **Sharon Biondi made a motion that Shannon Beauchamp Lepthien be appointed to the Board for a one-year term and stand for election at the next Annual Election. Bob Nestruck seconded the motion.** Discussion ensued. Becky stated that in the past we have required a resume from individuals who are interested in joining the Board. Shannon has been managing our website and sending out MailChimp messages, advertising events on our website and more for the past eight years. The Board therefore knows she is qualified to fill this chair and no resume is required. **The motion carried.**
- iv) Roy asked if he is sending out an email, should he send it out to the Board and include a chair member who is not on the Board. Erik suggested that we all have two lists; one for just Board Members and one for others who should get the email.
- v) Terry discussed recruiting Members for the Board. He believes that we have an array of talented Members that we are not reaching regarding our vacancies. He suggested that Becky should assign each Board Member a member's name to call or personally meet with to discuss serving on the Board.
- (a) Shannon suggested that we do a MailChimp campaign to reach Members as they join. She could set this up as an automatic MailChimp. It should be personalized and welcoming in its wording and give them some information about Goshen Farm.
- (b) Sharon reminded the Board, that with Shannon joining the Board, we now have one vacancy on the Board (13 total positions). If there was favorable reaction to the above recruiting campaign, then only one person could be appointed to the Board, the others would be chairs but not on the Board.

- (c) Erik stated that we might want to raise the number of Board Members to 15 when we change the By-laws and vote on this at the next Annual Membership Meeting.
- b) Farm House and Farm property security system
  - (a) Lou is still researching options and cost for this so this discussion will be held until the March 15<sup>th</sup> Board Meeting.
- c) Review of GFPS Event Use Applications and Agreements requests
  - i) Broadneck Baptist Church Annual Music & Arts Camp, July 9, 2023 – July 14, 2023 from 8:30 AM to 12:30 PM
    - (1) Terry did a brief overview before Board discussion.
    - (2) Becky asked how many GFPS Board Members or Members would need to be present. Terry stated that at this last event there were three or four GFPS Members present.
    - (3) **Terry Brandon made a motion that the Board accept this application from the Broadneck Baptist Church to hold their Annual Music & Arts Camp from July 9, 2023 – July 14, 2023 from 8:30 AM – 12:30 PM. Roy Benner seconded and the motion carried.**
    - (4) Sharon noted that this application was not signed by either the contact person or the Educational Outreach Chair. Erik will work with Terry to get these signatures and request an Insurance Declaration Page covering the event. Erik will investigate a way to embed a link for signatures on the Event Use Application and Agreement form (possibly using Adobe Acrobat). **(Action Item: 570-02-23)**
  - ii) Broadneck High School’s application for three days of AVID Field trips, April 11, 2023 – April 14, 2023. Morning session is 9:15 AM - 11 AM and second session is 12:30 PM -2:00 PM approval was postponed until Terry attends the Zoom Meeting at BHS.
  - iii) Broadneck High School’s application for “Green Buddies” activity on April 28, 2023 from 11:15 AM – 1:45 PM was postponed for the same reason as above.
- d) The importance of all Board Members having gmail.org email addresses
  - i) Erik encouraged Board Members who do not have a Gmail account, work with Erik or Barbara to sign up for one. He and Barbara will work with Members new to this Gmail account to become comfortable with using it. This is important for security and continuity for GFPS.
- e) Issues with QuickBooks
  - i) Christy stated that during the recording of January transactions, a message window popped up stating there were problems with the data files and requested to rebuild company files. Sharon Smith and Christy followed instructions to see if they were able to continue, however, the same message box popped up in the middle of the screen creating difficulties completing transactions. Christy noted that when the new computer was purchased, she and Sharon Smith transferred the QuickBooks version purchased through TechSoup set up on Michael Buchet’s computer to the new computer. Christy will not be able to continue working on the prior version of QuickBooks.
  - ii) Christy reported on two options:



- (1) Update to new version currently requiring yearly updating at a rate of \$799/year – approximately \$67/month.
- (2) Switch over to the online version of QuickBooks which has a current yearly fee of about \$400 – approximately \$34/month.
- iii) Discussion ensued.
  - (1) There was discussion about contacting TechSoup to see if we were still registered with them as a 501(c)(3). If so, we may be able to get what is needed at a discount.
  - (2) Barb gave Christy the contact information. Christy will contact, make sure they have the version she needs and get back to the Board. Christy and Erik went on to the TechSoup website to look at the versions and prices. It was decided that we should not delay the discussion and purchase until the March Board Meeting.
    - (a) Becky Benner made a motion that Sharon Smith and Christy Folderauer research TechSoup Premier Edition for Nonprofits with a cap of up to \$850.00/year and purchase this software. Bob Nestruck seconded. The motion carried.**
- f) Discussion of Events process
  - i) Christy stated that she and Barbara are going to review event planning, execution of events, and streamline the process to make sure that everything flows properly. During an event, they will put a sheet in the cash box with notes on what to do with transactions and categorizing these transactions. They want workers to put a sticky note on everything (name, what the transaction is for, etc.).
- g) Milk House
  - i) **Roy Benner made a motion to purchase a heavy-duty tarp from Home Depot for the Milk House at a cost of \$119.00. Bob Nestruck seconded and the motion carried.**
- h) Donation possibility.
  - i) Roy received an email from Barbara Schrieffer. Barbara and her brother Harry offered to donate a refurbished Victorian Pump Organ that was made in Scotland in 1890. Discussion ensued. It was decided by the Board that we cannot accept this donation but another historic site might be interested. Roy will write a response letter thanking the Schrieffer’s for their offer of the Pump Organ, suggest they offer the organ to another heritage site and give them the contact information for CCHA to pursue this. **(Action Item: 571-02-23)**
- i) Annapolis Composting Proposal
  - i) Annapolis Composting would like to place a 64-gallon container at Goshen Farm for their customers to drop off “Kitchen Waste”. Discussion ensued. It was decided that Roy and Terry need to do more research on this proposal including having a discussion about Annapolis Composting picking up waste after our Open Houses and Summer Concerts. **(Action Item: 572-02-23)**
- j) Place PDF Forms for use on website

- i) Becky wants to review GFPS forms on Google Drive to make sure we have the latest approved edition on the Google Drive before transferring the forms to the website. She and Lou will review these. **(Action Item 573-02-23)**
  - k) Standing Committees
    - i) Erik will add Security, Volunteer Coordination and Financial Development to his Agenda to make sure that all standing committees in our GFPS By-laws are reflected in the Agenda.
  - l) Annapolis Restaurant Week
    - i) Becky discussed that in past years Board Members (and spouses) have gone to dinner as a group at Galway Bay Irish Pub during Restaurant Week (February 25<sup>th</sup> – March 5<sup>th</sup>) as a thank you for their support and generous donations to our Harvest Pasta Dinner event. Discussion ensued. It was decided that Wednesday, March 1<sup>st</sup> at 5:30 PM would work for most Board Members. Sharon will send out an email to determine how many will be attending and then make reservations for March 1<sup>st</sup> at 5:30 PM.
  - m) By-laws updating
    - i) Becky suggested setting up an ad-hoc committee to work on updating the GFPS By-laws that she has been reviewing. Becky will send out her changes and additions and the committee will meet in person or virtually to make decisions on the changes and report back to the Board. Becky suggested that this committee meet every month. In addition to Becky, Sharon Biondi, Shannon, and Barbara volunteered to be on the Ad-hoc By-laws Review committee.
  - n) CCHA Five-Year Plan
    - i) Erik would like to form a group to work on the CCHA Five-Year Plan.
    - ii) Erik will contact Lou to get relevant documents such as the GFPS Strategic Plan and Grant Cunningham’s Historic Structure Investigation paper (mentioned earlier). In this Five-Year Plan, CCHA is looking for projected Capital and Noncapital projects. He asked Board Members to think about projects that should be included in the plan and have suggestions for the March 15<sup>th</sup> Board Meeting.
  - o) Website redesign
    - i) Shannon will proceed with the website redesign. She found the email Barbara sent her telling her that the Board approved moving ahead with the redesign at the December 21, 2022 Board Meeting. Shannon will complete the reconfiguration changes to the website and send the changes out to the Board to review.
    - ii) Christy asked if on the website under Membership, could Corporate Sponsor be added to that drop down. Barbara clarified that this would fall under the “donation” category. Shannon stated that the Membership drop down box is set up through PayPal, as is the donation drop-down box and that Christy would need to work with PayPal to add another donation category to the drop-down box. Shannon will also investigate how this can be made easier for “user experience”.
  - p) Roy asked about the President’s Annual Report to the BoE. Although Lou is no longer President, he offered to do this report and is already working on this.
- 12) . New Action Items were not reviewed.

13) Final comments from the floor

- a) Roy asked if the issue of Dirk Schwenk becoming a Board Member had been addressed. Dirk received one write-in vote on the election Ballot. Erik and Barbara have discussed this possibility. Either Erik or Barbara will contact Dirk Schwenk regarding his intention when he wrote his name on the e-ballot and report back to the Board.
- b) Terry had sent out an email regarding his contact with Neighborhood Sun Solar that has programs for nonprofits but he did not hear back from Board Members. Discussion ensued. GFPS is paying \$119/month to BG&E now. This program allows a nonprofit to buy into a solar array and save on electricity. Additionally, if a GFPS Member signs up with the company, then GFPS will get a bonus of \$100.00. Terry asked those Board Members interested in learning more, to contact him and he will set up a virtual meeting with Neighborhood Sun Solar.
- c) Christy stated that the Sales and Use Tax Certificate came in. Christy delivered copies to some Board Members. Erik will put a copy on the Google Drive.
- d) Becky mentioned that we cannot use this card unless we set up a Nonprofit "tax exempt" registration with each store or business.
- e) Linda reminded the Board that this Saturday, February 18<sup>th</sup>, she will be taking a small group from the Captain Avery Museum around the Farm. They will start at 10 AM. Roy, Bob, and Terry will be attending.

14) Adjournment:

- a) **Becky Benner moved to adjourn, seconded by Linda Páez and the motion carried. The Meeting adjourned at 10:25 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. Create a Five-Year Plan for Chesapeake Crossroads Heritage Area (CCHA) Work on all of the above plans at the same time.	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan when it creates the Five-Year Plan for CCHA. CCHA Plan Due in April, 2023
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 the President. (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. The Board approved Color Fire Media's plan for updating the website. The Board will continue to review progress and updates.	Shannon, Barbara, and Board	02-28-21	Working	Reviews will occur at these meetings, and future meetings for the website redesign. Actual edits and updates will be done by Shannon as time allows and as <b>updates are needed</b> . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda 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
524-06-22	Guidance on adding compost to the newly organized compost bins as well	Bob and Billie	08/30/22	Working	Billie Grant has cleaned up, organized, and is turning

	as a request for volunteers could be written up by Member Billie Grant and posted on the Sharing Garden Facebook page. Bob will be responsible for posting.	Grant			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.
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.
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.
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.
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.
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/30/23	Working	
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
567-02-23	Send out to the Board the link to Grant Cunningham's virtual presentation.	Lou	3/04/23	Working	The Board will be visiting the Farm House on March 6 <sup>th</sup> at 10 AM to ask questions of Grant on his recommendations for repairs of the Farm House.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	
569-02-23	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,	Lou	03/15/23	Working	Getting input from Peter McConaughy will direct research for <b>(Action Item: 568-02-23)</b> .
570-02-23	Investigate embedding a link with Adobe Acrobat for signatures on GFPS forms that require signature(s).	Erik	04/15/23	Working	Particularly important for Event Use Application and Agreement Form.
571-02-23	Write a response letter thanking the Schrieffer's for their offer of the Pump Organ, suggest they offer the organ to another heritage site and give them the contact information for CCHA to pursue this.	Roy	03/15/23	Working	Lovely offer but GFPS has no where to safely store this organ.
572-02-23	Do research on Annapolis Composting's proposal including having a discussion about Annapolis Composting picking up waste after our Open Houses and Summer Concerts.	Roy and Terry	03/30/23	Working	Board discussed pros and cons of this proposal.
573-02-23	Review GFPS forms on Google Drive to make sure we have the latest approved edition on the Google Drive before transferring the forms to the website.	Becky and Lou	03/30/23	Working	After the forms are reviewed, incorrect versions will be deleted, the correct version approved by the Board can go back up on Google Drive and later onto the website.

## RECURRING ACTIONS

RECURRING ACTIONS					
	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 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. <b>Automatic payment</b>
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. <b>Automatic Payment</b>
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 <b>Automatic Payment</b>
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$6.99/ 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 & Building and Maintenance). Last bill was November 1, 2022. \$69.96 <b>Automatic Payment (Payment should increase to \$75.99 when email accounts are finalized.)</b>
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 <b>less than \$25,000.00</b> . 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: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise <b>\$25,000 or more</b> . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2022		Received new Certification in September 2017. Valid until September 30, 2022. <b>State does not send out a reminder. Renewal application sent November 2022.</b>
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 <b>Due June 27<sup>th</sup>, \$390.00 and October 27<sup>th</sup>, \$388.00 (Total cost: \$774.00/year)</b> .	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 <b>Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)</b>	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , Fax: 410-544-6834  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		<b>The State does not send out a reminder;</b> only a late notice
Every 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the Farm House and Garden Shed.
Annually	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in 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 <sup>th</sup>	\$19.99	President will receive a notice via email from Google. <b>Lou Biondi is currently paying this bill and wants the Treasurer to change to automatic payment.</b>
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After-Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		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.