

Goshen Farm Preservation Society Board Meeting,  
March 15, 2023

February 15, 2023, and March 15, 2023 Meetings were 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>	March 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, Shannon Beauchamp Lepthien, Rose Mary Stocker, Bob Nestruck and Sharon Biondi		
<b>Members/ Guests Attending:</b>	Louis Biondi		

- 1) Call to Order and welcome of Board Members.
  - a) President Erik Wallace called the March 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 and Building and Maintenance Chair, Lou Biondi, to the Meeting.
- 3) Erik requested changes or additions to the agenda from Board Members.
  - a) Roy added discussion on Gold Award Project completed by Corinne Bailey. This discussion is item l on his revised Agenda.
  - b) Becky added discussion on photographs of Board Members for website. This is item m on Erik’s revised Agenda.
- 4) Review of Minutes
  - a) Review of Minutes from the February 15, 2023 regular Board Meeting
    - i) Becky Benner made a motion that we accept the February 15, 2023 regular Board Meeting Minutes with corrections. Bob Nestruck seconded, and the motion carried.**
- 5) President’s Report – Erik Wallace (Report as submitted)
  - i) Erik discussed what we have compiled for 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.
  - ii) Erik also reported that he reached out to Scott Powers regarding electrical work discussed at previous Meetings. Erik will contact electricians Dave Sloskey and/or John Bell to come to the Farm and determine what will be required. Roy asked to be included in these meetings and planning. Erik agreed.
- 6) Vice President’s Report - Barbara Morgan ( Report as submitted.)
  - a) Barbara asked if there were any questions on her report. There were none.

- i) Barbara reminded Board Members to send Lou head shots for making ID cards if they have not yet done so.
- 7) Treasurer's Report - Christy Folderauer (Report as submitted)
- a) Christy reported that she completed this month's Financial Report on Sharon Smith's computer so that the Board would have the report.
  - b) The issue is that our newly purchased computer uses Windows 11. Our old QuickBooks version 19 uses Windows 10. When Christy looked at purchasing a newer version of QuickBooks, the cost was prohibitive. Christy then went to TechSoup for non-profits and the newest version they are offering is 21 which will not accept Windows 11. Our computer is in the shop so Windows 10 can be downloaded to it. This will allow Christy to use our current QuickBooks version until a decision is made to purchase QuickBooks newer version 21 through TechSoup or version 23 through QuickBooks. More discussion will occur at the next Meeting as Christy and Sharon Smith gather more information. Erik will add this to Old Business for the April Board Meeting.
  - c) The balance in the FNB checking account is \$50,157.21 and the balance in the FNB savings account is \$65,367.00. There is \$3,586.72 in our PayPal account that will be transferred.
  - d) Christy has reached out to several Certified Public Accountants (CPA) regarding an audit of GFPS financials. Christy will make a decision with Board approval after tax season. This will occur sometime in May.
  - e) As Co-chair of the Events Committee with Barbara Morgan, Christy gave additional information.
    - i) Any one who does an event and the Event Reconciliation Form, should not do any expense reimbursement requests until everything related to the event has been received and reconciled.
    - ii) As relates to the cash box for events, Christy suggested that instead of the Treasurer withdrawing cash just prior to each event, we have a designated amount in petty cash kept by the Treasurer, reported in the Event Reconciliation Form and returned to petty cash. For financial reporting this would eliminate withdrawing cash from the checking account prior to each event and then redepositing back into the checking account (all of which are separate transactions in QuickBooks). The petty cash will be reported and tracked on the Event Reconciliation Form. The amount to be kept in petty cash will be discussed under New Business, item m.
    - iii) Terry stated that he has not been tracking all expenditures against his Educational Outreach Committee budget. Christy stated that she will be doing quarterly reports for committee chairs who have their own budgets. Terry stated quarterly reports of projected budget versus actual expenditures would be helpful.
- 8) Committee Reports
- a) Building & Maintenance - Lou Biondi (Report as submitted)
    - i) Lou asked if there were questions on his report.
    - ii) Becky asked about Lou's research of the security system on page two. She stated that she did not get his final report and recommendations email that he sent out in March. Erik will send Becky and Roy this email.

- iii) Erik asked if that part of our Farm House First Floor Stabilization Project-, Closing the Envelope has been completed. Lou stated that David Weir has completed this phase. Lou added that after discussion with other Members, we may want to do the rest of the Farm House with 6 over 6 plexiglass windows and some with ventilation. Discussion ensued. Erik asked for a “sense of the Board” on replacing more of the plywood faux windows. The Board concurred. Becky asked if the expense would be covered under our present State Capital Grant fund. Lou stated that it would. Roy also suggested putting temporary locks on all of the windows. Erik suggested that Lou request a quote from Dave Weir for this additional work. **(Action Item: 574-03-23)**
  - (1) Shannon mentioned that her partner, Jason, has worked on building projects for the Historical Society of Annapolis through the U.S. Naval Academy. She asked that we please let her know if GFPS needs help on projects.
- b) Communications – Shannon Beauchamp Lepthien (Report as submitted)
  - i) Barbara stated that she will send Shannon information on the Spring Open House so that Shannon can begin putting communications together for the event.
  - ii) Shannon stated that she is spacing event communication on Facebook and on the “drop down box” and Home page on our website so that we don’t create “event fatigue”. All of our events for 2023 are listed on our website.
  - iii) Shannon has Kayak Raffle and ticket sales up on the website and will be sending our Facebook posts regarding the raffle tomorrow (March 16<sup>th</sup>).
  - iv) Becky asked about the Quarterly GFPS Newsletter. Shannon stated she plans on sending the newsletter out at the end of each quarter.
  - v) Terry asked Shannon about Programs listed on our website. Some programs such as the Enclave Program are no longer active. Shannon stated we can archive these programs. Other programs such as Environmental Literacy, Signature Program are continuous. Shannon stated that we can communicate information about these events through Facebook posts.
- c) Educational Outreach Committee - Terry Brandon (Report as submitted)
  - i) Terry stated his concern about recruiting enough volunteers to help with the Broadneck High School classes that have thus far been approved for 2023, and STEM night. Erik suggested that Terry send Shannon the information on both activities so that she can send out requests for volunteers. **(Action Item: 575-04-23)**
- d) Events – Barbara Morgan and Christy Folderauer (Report as submitted)
  - i) Barbara Morgan reported on the Java & Jazz/ Tea & Tunes Event held on March 12, 2023. The event netted \$1,197.00. We lost money on the beer sales, did not make as much income as previous times on the specialty coffee, and donations were down. Barb and Christy think we need to reassess this event for next year and raise prices.
  - ii) Barbara reported that Maryland Day, April 1st is not drawing a lot of attendance sign-ups. With Open House falling two weeks later on April 15th this may be putting a strain on attendance and volunteers needed to work at these events. Barb believes that we may decide to honor Maryland Day at our Spring Open House next year. Erik suggested that while we want to support Chesapeake Crossroads Heritage Area

(CCHA), we need to consider having one-time session available next year for our Maryland Day event or include in the Spring Open House as Barbara suggested. As relates to Maryland Day, Barbara will not use SignUpGenius for volunteers but will recruit from the Board. Also, she will make cookies for Maryland Day and not ask for Members to bake cookies as we will be asking for that for Spring Open House. The Open House committee consist of Barbara, Christy, Becky, Rose Mary and Pam Schuller.

- (1) Shannon suggested that we may not sell tickets through EventBrite next year as there are so few people attending.
- iii) Becky stated that she contacted Pat Daly with the AA County Waste Management Services. He will be at the Spring Open House for a limited amount of time to talk about recycling, waste management and waste production. Becky also clarified for Barbara that the Arundel Ambassador truck will be at the Open House to hand out information about local events, restaurants, hotels, etc.
- iv) Roy agreed to do the Farm House tours at Spring Open House.
- v) Barbara discussed the upcoming Wine Tasting event and date. Christy has offered a large tent but we need to set it up and check it out before a final decision on date and location is made. Barbara reminded the Board that we also have a concert on August 25<sup>th</sup> (day before tentative August 26<sup>th</sup> date for the Wine Tasting).
- e) Financial Development - Vacant
- f) Garden - Bob Nestruck (Report as submitted)
  - i) Becky asked Bob to clarify what he meant in his report about stabilizing fence posts for parts of the fence sections he is replacing in the Sharing Garden. Discussion ensued and suggestions were made to make this work possibly easier. Shannon again offered to get her partner to assist Bob with this task.
- g) Grounds – Roy Benner (Report as submitted)
  - i) Roy reported that Scout Neal O’Shea completed his project to build three picnic tables at Goshen Farm on March 5, 2023.
  - i) Some of the old picnic tables and benches are in bad shape. Scout Austin Robichaud will be rebuilding these rotting tables and benches using treated lumber.
  - ii) Roy continues to meet regularly with the seven other Eagle Scout candidates regarding their new or on-going projects.
  - iii) Roy thanked Christy and Richard’s Tree Care for grinding the stump that had grown into the Servant’s Quarters foundation. This allowed Roy to install new treated timber to serve as the foundation. Richard’s Tree Service also cut down a large poplar tree south and east of the Tenant House. He feels GFPS needs to do something special for Christy and Richard’s Tree Care!
    - (1) It was suggested by Shannon and Barbara that we do a Facebook post summarizing all of the projects that Richard’s Tree Service has done over the years saving GFPS tens of thousands of dollars. Barbara and Roy will send Shannon pictures of the most recent work. **(Action Item: 576-03-23)**
  - iv) Roy suggested that Saturday, April 8<sup>th</sup> as “Clean-up Day at the Farm” in preparation for Spring Open House. Roy will make a list of jobs to be done and send it to

Barbara. Bob will do the same for the Sharing Garden. Shannon will set up and send out a SignUpGenius for volunteers

- b) 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.
  - c) Membership - Becky Benner (Report as submitted)
    - i) Becky attended the CSCIA Board of Governors March Meeting and again President Beau Breeden talked about what a wonderful event Java & Jazz/Tea & Tunes was, how well attended it was and he encouraged the 12 Board Members and those attending the meeting to get to Goshen Farm and its events.
    - ii) GFPS has 168 Membership Units for 2023. Note: Members who join in September through December are carried over into the next year.
    - iii) Terry suggested that it would be helpful if GFPS reaches out to new Members to be more inclusive. Terry suggested that Becky send Board Members a list of new Members each month. Barbara stated that Little Green Light (LGL) has this Membership information, and this can be accessed by any Board Member who has registered. If a Board Member has not yet registered they should contact Barb and she will give them the information to sign up to LGL.
  - d) Members At-Large
    - i) Member At-Large - Linda Páez (Report as submitted)
      - (1) Erik asked Linda if she had anything to add to her written report.
        - (a) Linda reported that she heard from Mark Semos and they will be finishing the siding on the Tenant House this month.
        - (b) Linda represented GFPS at the Grasonville Community Center's Black History Month event on February 25<sup>th</sup>. Becky asked Linda if she had completed an Event Reconciliation Form for this Event. Linda stated that she turned in cash and receipts for the sales she made at this event to the Treasurer. Sharon stated that she did not think of this as an "event" because it was not a GFPS event but rather a community outreach opportunity and a chance to inform members of various historic groups about GFPS. (Unfortunately, Sharon was muted when she stated this.) The Treasurer stated that she will complete an Event Reconciliation Form. Sharon will send out an email to the Board for clarification on this issue.
    - ii) Member-At-Large – Rose Mary Stocker (No Report submitted)
      - (1) Rose Mary reported that she had reached out to Tim Tumelty, "The Drone Guy" presenter to see if he would participate in the Open House but she has not heard back from him. She will inform the planning committee if she gets a response.
- 9) Review of Action Items and Recurring Action Items
- a) Action Items and Recurring Action Items were reviewed.
    - i) As relates to **(Action Item: 567-02-23)**, Send out to the Board the link to Grant Cunningham's Presentation, Lou did not have a link to forward. This Action Item is **OBE**. Erik asked if Becky could write up her notes from the March 6<sup>th</sup> Meeting with

Grant Cunningham and send out to the Board when she has time to do this. **New (Action Item: 577-03-23)**

- ii) 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. Erik stated that I should take Scott Powers off this action as person responsible. Add electrician John Bell for an estimate of this work.
- iii) As regards **(Action Item: 570-02-23)**, Investigate embedding a link with Adobe Acrobat for signatures on GFPS forms that require signatures. This action Item is **OBE**.
- iv) As regards **(Action Item: 113-07-13)**, The Secretary will leave this action Item but remove the CCHA Five-Year Plan and create a new Action Item. **(Action Item: 578-03-23)** Create a Five-Year Plan for GFPS and send to CCHA by April 1, 2023.
- v) As regards **(Action Item 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 Benner sent this thank you and information through an email. This action is **CTD**.

#### 10) Old Business

- a) Plans for the Milk House. (Secretary will leave this discussion in Minutes as was discussed again.)
  - i) Lou asked if Becky could 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.
  - vi) 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.
- b) Financial Reporting issues
  - i) Christy covered financial reporting issues in her Treasurer's report.

#### 11) New Business

- a) Google Suite and movement to “Free / Non-profit” edition
  - i) Lou stated that he had gotten an email from Google stating that GFPS qualifies for Google Suite’s free non-profit edition. Lou will contact Google for technical assistance on how GFPS changes to this edition and protects our current emails and information (including what GFPS has saved to the Google Drive).
- b) Dirk Schwenk – New Board Member/Committee Chair (Security) - discussion and vote
  - i) Erik stated that he talked to Dirk Schwenk and Dirk is interested in joining the Board. Erik informed Dirk that there were two vacancies, Financial Development and Security. Dirk is interested in becoming Security Chair.
  - ii) Terry asked if Dirk would still be willing to give GFPS legal advice as he has done for several years. Erik believes that this assistance will continue. Further discussion ensued.
  - iii) It was decided that Dirk be invited to the April Board Meeting to discuss becoming Security Chair and have the Board vote on this appointment.
- c) Farm House and Farm property security system
  - (a) Erik brought up Lou’s report on his research on a security system so the Board could see the report and review.
  - (b) Lou suggested that some Board Members did not receive his review, that we need to study the document and that we postpone this issue. Erik and the Board agreed. Erik will postpone discussion until the April Board Meeting. Erik stated that if Board Members have questions after reviewing to send these in emails to Lou for clarification.
- d) Review of GFPS Event Use Applications and Agreements requests
  - i) Note: Envirothon Soil Pit Lesson with Dean Cowherd application submitted by Matt Bem, AACPS and scheduled for March 9, 2023 was cancelled.
  - ii) Broadneck Baptist Church Annual Music & Arts Camp, July 9, 2023 – July 14, 2023 from 8:30 AM to 12:30 PM
    - (1) The Broadneck Baptist Church Event Use application was approved at the March Board Meeting. GFPS is still waiting for a copy of their insurance Declaration Page and signatures on the application. Erik is working with Terry to get the signature on the application.
  - iii) BHS’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.
    - (1) There was a secondary issue with a group of volunteers, “Save the Trees”. This group has connected with Stacy Roth to come during the Avid Field trips to show the students how to remove invasive vines. Terry sent Membership forms to the three volunteers and they were unhappy about this aspect of coming to Goshen Farm. Erik stated that for insurance purposes, these volunteers need to become Members. Terry stated that the “Save the Trees” volunteers will all become Members before this event.

- (2) **Roy Benner made a motion to approve the Avid Field Trips and seconded by Shannon Beauchamp Lepthien. Discussion ensued about volunteers needed for all three days. The motion carried.**
  - (a) Shannon will send out notifications to Members to recruit volunteers for the Avid Field Trips.
- (3) Discussion ensued including Shannon’s suggestion of having the Event Use Applications on line with additional clarifying information included.
- iv) There was corresponding discussion of BHS’s application for Family Day on May 20<sup>th</sup>. Stacy Roth would like to have a food truck present to feed the students and guests. There were questions regarding what GFPS needs to be covered from liability with a food truck on premises. (GFPS Secretary has not received this Event Use Application.)
  - (1) Lou suggested that Erik send an email to Bruce LaMartin who is in charge of insurance for AACPS to say this is an AACPS event and confirm that the food truck is covered under the AACPS insurance. **(Action Item:578-03-23)**
  - (2) **Shannon Beauchamp Lepthien made a motion to accept the BHS Event Use Application for Family Day on May 20<sup>th</sup>. This was seconded by Linda Páez and the motion carried.**
- v) Broadneck High School’s application for “Green Buddies” activity on April 28, 2023 from 11:15 AM – 1:45 PM.
  - (1) **Sharon Biondi made a motion to approve the BHS “Green Buddies” Event Use Application for April 28, 2023 from 11:15 AM – 1:45 PM. Bob Nestruck seconded and the motion carried.**
- vi) Yoga at Goshen Farm, Ari Isaacman.
  - (1) Ari Isaacman reached out to Shannon regarding holding yoga classes at the Farm with a suggested donation of \$10 per participant to go to GFPS. Shannon suggested Ari fill out an Event Use Application form. Shannon suggested we hold off on this application until we have more information. This application was tabled until the April Meeting. Erik will invite her to attend early in the April Meeting Agenda.
- b) The importance of all Board Members having gmail.org email addresses
  - i) Erik believes that this issue has been adequately addressed.
- c) Taxes / submission deadline
  - (1) Christy reported that she has filed the 990 form and taxes are taken care of.
- d) Discussion of Events process
  - i) There was discussion regarding whether GFPS needs to buy an iPad to use with the Square for events. Shannon suggested we buy a refurbished iPad. Shannon will research purchasing an iPad or Android for future events. Shannon will be at the Open House and will bring her iPad to use at the sales table.
- e) Discussion of Neighborhood Sun
  - i) Terry stated that several Board Members attended a virtual meeting held by Neighborhood Sun to get information.



- (1) Linda Páez attended and felt that this was a good idea. Shannon felt that it was a winning relationship for GFPS. We receive \$100.00 for every Member who signs up, those Members also save money on their electricity and also keep their BG&E budget plan. Becky stated that when she called BG&E, they stated that the BG&E customer under Neighborhood Sun would not know how much they saved on electricity until the end of the year. Therefore Becky feels this joint venture is “iffy”. Christy feels each Board Member interested should research the impact on their personal situation. Terry feels we should move forward, sign an agreement and those Board Members who attended the virtual Meeting and other Board Members who did not attend can sign up if and when they feel comfortable doing so. Discussion ensued. Shannon feels that if there is a negative impact for a Member who signs up through GFPS, GFPS could be blamed.
- (a) Linda made a motion that the Board approve partnering with Neighborhood Sun. Terry seconded the motion. Discussion ensued. Sharon asked if we have to sign a contract. Terry stated that we did have to sign something in order to be a partner and this would be explained by Neighborhood Sun. Erik suggested that Terry have Neighborhood Sun send Terry the contract that we would be signing, Terry will forward the contract to the Board for review. **(Action Item: 579-03-23)** Barbara suggested that Terry ask Neighborhood Sun for several non-profits who are partners so we could contact them and discuss whether they are satisfied with their partnership. **(Action Item: 580-03-23)** The motion did not carry.
- f) Discussion of May Family Day Food Truck (Saturday, May 20, 2023 approximately 200 guests)
- i) This was adequately discussed and Erik will contact Bruce Lamartin, AACPS.
- g) Recruitment of Goshen Farm volunteers for CSCES STEM night (Tuesday, March 29<sup>th</sup>)
- i) Terry stated that he and Roy are attending. Linda volunteered. Shannon will send out requests to Members for volunteers.
- h) Gold Award Project
- i) In 2011, Girl Scout Corinne Bailey completed a Walking Trail of sites (present and some no longer present) at Goshen Farm with eleven stations as her Gold Star Project. Each station had a numbered post and a laminated description of the site. This project has fallen into disrepair though Roy fixed parts of the trail over the years. The material covered by this Gold Star Project has been corrected and greatly expanded with the new 24 QR Codes Eagle Scout Project completed in 2019. Roy wants to know if the Board wants to get a volunteer to repair the eleven posts and print new laminated sheets to attach or remove this well-traveled project? Discussion ensued regarding the posts being removed (or left in with numbers removed) and tying in with a QR Code to explain the original project. When a decision is made, Corrinne will be notified that GFPS will be retiring the project. Roy

will send Shannon pictures of the posts for a potential article about the project. Roy asked that a decision be tabled.

- i) Photograph of all BOD Members for the website (group or individual)
- i) Shannon suggested that we post individual photos of the Board rather than a group photo. Shannon will reach out to Lou for the photos he has received from Board Members ID cards. **(Action Item: 581-03-23)**
- j) Petty cash for cash box
  - i) Christy suggests that we have petty cash available for events rather than withdrawing cash from the checking account prior to an event and then redepositing the cash after the event (this causes additional work for the Treasurer's Financial Report). Discussion ensued. **Terry Brandon moved that we have a petty cash lock box with \$200.00 in small bills to be held by the Treasurer. Shannon seconded.** More discussion ensued. Becky asked about transparency and safety issues. This "in the cash box and returned to the cash lock box and Christy", will be reflected on the Event Reconciliation Form. Christy will keep this "cash lock box" and will bring to events. **The motion carried.**

12) . New Action Items were not reviewed.

13) Final comments from the floor

- a) Linda discussed her attendance and manning a booth (with some assistance from Barbara Morgan) at the Black History Month event celebrating Black Excellence at the Grasonville Community Center on February 25, 2023. This was an event where GFPS did not expect to make any money. We were there to share what Goshen Farm could offer in the way of Diversity, Equity, Inclusion and Accessibility (DEIA). We could attract people who are not currently active in GFPS, particularly nonwhite people in our community. The fact that we made some money at this event was great but this was not the purpose of attending. We have to keep in mind as a Board and Goshen Farm as an entity, that we need to be reaching out for more diversity than we have now. Attending this event was a step in that direction.

14) Adjournment:

- a) **Becky Benner moved to adjourn, seconded by Linda Páez and the motion carried. The Meeting adjourned at 10:30 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..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (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 electricians, Dave Sloskey and John Bell, for installing new circuit to accommodate electrical box for bands during Summer Concert Series.	Erik	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 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.	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.
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.
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> .
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.
574-03-23	Request a quote from Dave Weir for additional plexiglass windows and locks for all windows in the Farm House.	Lou	04/30/23	Working	Will let more light into areas that do not have windows. Part of "sealing the Farm House."
575-03-23	Terry to send Shannon the information on the BHS Avid Classes and the CSCES STEM night so that she can send out requests for volunteers.	Terry and Shannon	04/10/23	Working	Should be standard operating procedure for getting volunteers for Educational events.
576-03-23	Send Shannon pictures of the most recent work done by Christy and Richard's Tree Care for an article thanking them for years of service valued at tens of thousands of dollars..	Roy, Barbara and Shannon	5/31/23	Working	Richard's Tree Care has been donating work at the Farm since approximately 2010..
577-03-23	Write up notes from the March 6 <sup>th</sup> Meeting with Grant Cunningham at the Farm and send out to the Board.	Becky	06/30/23	Working	Erik's request
578-03-23	Complete Five-Year Plan requested by CCHA and submit.	Erik, Barbara, Lou	03/31/23	Working	May help in endeavors to get capital and noncapital grants.
578-03-23	Send an email to Bruce LaMartin who is in charge of insurance for AACPS to say Family Days is an AACPS event and confirm that the food truck included in this event is covered under the AACPS insurance.	Erik	04/20/23	Working	GFPS being cautious about liability issues
579-03-23	Have Neighborhood Sun send Terry the contract that we would be signing, Terry will forward the contract to the Board for review.	Terry	03/31/23	Working	Board needs to review the contract prior to signing and if necessary run by Legal Advisor, Dirk Schwenk.

580-03-23	Ask Neighborhood Sun for several non-profits who are partners so Board Members could contact them and discuss whether they are satisfied with their partnership.	Terry	03/31/23	Working	GFPS doing due diligence.
581-03-23	Reach out to Lou for the photos he has received from Board Members ID cards so Shannon can post Board Members photos on the website..	Shannon	03/31/23	Working	Shannon prefers individual photos to group photos for websites.

## 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.