

Goshen Farm Preservation Society Board Meeting,
April 19, 2023

February 15, 2023, March 15, 2023 and April 19, 2023 Meetings were held via Zoom.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Sharon Biondi
Date:	April 19, 2023	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Shannon Beauchamp Lepthien, Rose Mary Stocker, Bob Nestruck and Sharon Biondi		
Members/ Guests Attending:	Louis Biondi, Ari Isaacman, Pamela Smith-Purgason, and Dirk Schwenk		

- 1) Call to Order and welcome of Board Members.
 - a) President Erik Wallace called the April 19, 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, Building and Maintenance Chair, Lou Biondi, Ari Isaacman, Pamela Smith-Purgason and Dirk Schwenk to the Meeting.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) Becky added a discussion on Four Rivers Garden Club. This discussion is item f. under New Business.
 - b) Becky added a discussion on replacing the “Get Dirty – Eat Fresh” banner. Item g. under new Business.
 - c) Erik stated that he will adjust the Agenda to allow our two guests, Ari Isaacman and Pamela Smith-Purgason, to make their presentations to the Board.
- 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 March 19, 2023 regular Board Meeting Minutes as submitted. Bob Nestruck seconded, and the motion carried.**
- 5) President’s Report – Erik Wallace (Report as submitted)
 - i) Erik added to his report that Roy and he met with electrician John Bell to discuss adding additional outlets, etc. to accommodate the bands playing during the Summer Concert Series. John Bell will give us a quote for the work and the Board can review.
- 6) Vice President’s Report - Barbara Morgan (Report as submitted.)
 - a) Barbara asked if there were any questions on her report.
 - i) Barbara stated that Lou Biondi had sent her the ID card photos on the ID template for those who had sent their photo head shots to Lou. Barb reminded those who

have not sent these to Lou to please do so. Becky stated that she had bought laminating sheets and Barb could send these completed cards to Becky for laminating.

- ii) Shannon discussed getting the “matching” Grant Goal of \$60,000 up on the website as a “thermometer” showing where we were with the fundraising for the 2020 First Floor Stabilization State Capital Grant “match”. Shannon stated that she would get together with Barbara for information Shannon needs to complete this for the website.

7) Treasurer’s Report - Christy Folderauer (Report as submitted)

- a) Christy was unable to attend the meeting due to an emergency call to rescue owls in the Linthicum area. Erik asked if there were any questions on the Financial Report submitted.. Erik stated that the P&L Report was not included and Christy stated she would get that out to the Board in several weeks. Sharon will send out a reminder to Christy to send the P&L out to the entire Board.
- i) Becky did have a question but she will email her question to Christy for clarification.
- b) The balance in the FNB checking account is \$48,127.91 and the balance in the FNB savings account is \$65,375.05.

8) Ari Isaacman - Yoga at Goshen Farm proposal presentation

- a) Erik stated that Ari would need liability insurance that was reviewed and approved before classes could be held.
- b) Ari gave the Board a brief background on herself and her family.
- c) She has taught yoga for 12 years but is not currently teaching yoga classes. She is currently employed full-time employed and lives in Cape St. Claire. Friends have asked her to hold yoga classes in the Cape and while thinking about this she got the idea of holding classes at beautiful Goshen Farm. She is flexible with the number of days and hours that would be involved. She offered to charge her potential yoga students a \$10.00 donation fee for joining her class. This would not be mandatory and she would not handle this money herself. She suggested Saturday mornings at 9:30 AM to meet at the picnic tables area for 40 minutes during the summer. Ari is a GFPS Member, living near the Farm on Woodland Circle. Discussion ensued.
- i) Roy asked about what Ari would do when there is inclement weather. Ari stated that she would like her yoga class to be advertised on our website and the site would give those who sign up a cell phone number and/or email to contact Ari in case a class is cancelled. Barb suggested that one possibility is to use the GFPS Facebook page for cancellation notifications. Ari would need to contact the Communications Chair or Events Chair for these notifications to be sent out.
- ii) Terry asked Ari how long the yoga classes would last. For example would they be set up as ten-week segments or some other length of time. Ari has not made this decision and also stated that if GFPS wanted to do a trial period, she would be amenable to this. Ari added she could limit her students to GFPS Members only.
- iii) Dirk Schwenk suggested that putting a sign up at the Farm letting Members know that she is offering the class would increase interest.
- iv) Sharon stated that GFPS would have to coordinate with other events scheduled at the Farm (some on Saturdays).

- v) Erik stated that the Board will review Ari's proposal and get back to her with our decision.
- 9) Pamela Smith-Purgason - Amazing Heart Discovery Trail proposal presentation
- a) Pam gave the Board background information on herself. She is currently getting her Master's Degree in Public Health from the University of Maryland. Her "track" is on Physical Activity. She was a physical Education teacher and has a Kinesiology Degree from the University of Maryland.
 - b) What Pam is proposing is a test of a project she is doing for her PHD and for her internship. The project is physical activity intervention that combines cognitive content about the workings of the human heart. It combines cognitive content about human physiology with physical activity – in this case, hiking or walking. The content is aimed at elementary school children aged seven to seventeen. Children will be learning while having fun. The Amazing Heart Discovery Trail would involve seventeen double-sided signs that children will read as they progress along the trail and learn as they walk how the human heart works. There are also some self-tests along the way for the hikers and at the end of the trail there is a handout. The handout has a crossword puzzle on one side that reviews all of the concepts included and on the other side is a line drawing with instructions on how to color it. The handout includes a QR code the user (child or parent) would use to go to a survey with five questions, ask them if they enjoyed the experience and would they like a similar walk about other parts of the human body. Pam compared her "trail" to another concept called the StoryWalk. GFPS is familiar with this as the Broadneck Library has done the StoryWalk at two Open House events.
 - c) Pam is proposing to include the Amazing Heart Discovery trail at a Goshen Farm event. She and Roy have discussed the possibility of having this trail at the Goshen Farm Family Day event on May 20th. Stacy Roth, AACPS, is planning the Family Day event and loves the idea of including Pam's project for that event. Discussion ensued.
 - d) Pam will become a GFPS Member.
 - e) Terry suggested that she complete a Use Application form so the Board has all of these details. Shannon will email Pam the form to complete.
- 10) Dirk Schwenk – New Board/Committee Chair (Security) – Discussion and vote
- a) Erik introduced Dirk Schwenk to the Board. Dirk gave background information on himself. Dirk is a long time Member of GFPS, he has played at several Summer Concerts, he and his wife belong to the Sharing Garden, he is a lawyer for land use and riparian rights. He has given legal counsel to the GFPS Board. He now has time to serve on the GFPS Board and would be happy to help where he can and serve as Security Chair.
 - b) Sharon suggested that Erik send Dirk our Committee Chair Responsibility and Committee Chair Description packet so he can get the big picture and know what Security Chair entails. Erik will do so.
 - c) Erik opened the floor to questions from the Board.
 - i) Terry suggested that Dirk be given the contact information for the police officer who has Goshen Farm on his beat, Fire department, etc. Dirk stated he can contact Beau Breeden, President of the CSC Improvement Association Board of Governors for

much of this information. Becky also suggested Frank Tewey, CSCIA Town Manager as a resource.

- ii) **Barbara Morgan made a motion that we vote Dirk Schwenk to the Board as Security Chair. Bob Nestruck seconded. The motion carried.** (Dirk was officially on the Board of Directors when he did a write in on the January 2023 Election ballot as there were two vacancies but he needed to be voted for and approved for Security Chair.)

11) Committee Reports

- a) Communications – Shannon Beauchamp Lepthien(Report as submitted)
 - i) Shannon asked about the date for the Summer Concert Series Member Appreciation night. Will be decided at tonight’s Meeting.
 - ii) Shannon also asked about the Date for the Wine Tasting/Silent Auction event. Will be decided at tonight’s Meeting.
 - iii) Terry asked about Shannon sending out MailChimp messages for volunteers for educational events at the Farm. This occurred when we were also asking for volunteers for Spring Open House. Terry wanted to know if this was too much for our Members. Shannon agreed this could be confusing for Members as to what events they had signed up to help. It takes Shannon at least two days’ lead time to send out a MailChimp. She asked if a Board Member has preliminary information on an upcoming need for volunteers to let her know then and she could set it up and send out later.
- b) Building & Maintenance --- Lou Biondi (Report as submitted)
 - i) Lou had additions to his report.
 - (1) Lou contacted Shannon with regards to putting a calendar of GFPS events and activities on our website. Lou believes this was requested by Terry at a previous Board Meeting. The Board has our Google Calendar to reference but this will help visitors to our website view our activities more easily. Today Lou sent Shannon the list of free plug-ins that work with WordPress. He is hopeful this will allow Shannon to put up a calendar.
 - (2) Lou reported that he would send the application for running electricity to the Tenant House to BGE New Business and Construction Department on April 17th. He was unable to do so as he needed some information from the Treasurer and has not yet received this.
 - (3) Last Barbara let him know that his Maryland Day reenactment was for reading the will of Richard Gardiner. Lou will correct this in his report.
 - (4) Lou received questions from Becky and Bob regarding his security recommendations prior to this Meeting but he did not have several hours to research these questions before this Meeting. He recommends that we move forward with the internal security for the Farm House (included in his recommendations packet) at tonight’s Meeting.
 - (5) Erik stated that he had received the video of Grant Cunningham’s report. Lou sent this video out to the Board but Members were not able to download it. Erik has asked for “permission” and we can now view the video. Erik has also put it on Google Drive.

- (6) Lou will send Dirk his research on internal and external security systems and Becky and Bob's comments for Dirk's review.
 - (7) Becky asked Lou why he was researching and getting quotes on improving the driveway as the driveway was the Grounds Committee responsibility. Lou stated he did the research to provide Erik cost figures for the Five-Year Plan requested by the Chesapeake Crossroads Heritage Area (CCHA).
 - (8) Erik reported that CCHA has received the GFPS Five Year Plan and thanked us for getting it to them on time.
- c) Educational Outreach Committee -- Terry Brandon (Report as submitted)
 - i) Terry stated that he sent out a spreadsheet of all of the requests for use of the Farm. The requests are in different stages of approval. Erik stated that he would put these dates on Google Calendar. The number of requests to use Goshen Farm have "mushroomed" in recent months. Terry is somewhat unsure about how to handle this influx. Discussion ensued. We have a process for tracking and approving use requests. The important issue is making sure that all Use and Rental Applications forms come through the Monthly Board Meetings. This means that each Board Member who receives a verbal, email or other form of request (large or small number of guests) send out the application form to the requestor. When the application is received, send this application to Board Members so they are aware. The President can then get these on the agenda for approval (or no approval) at the next Board Meeting. The president can put all returned Use Applications on the GFPS Google Calendar so we can see the complete schedule ahead of time. Then the contact Board Member can begin informing the Communications Chair, with detailed information so that a future MailChimp message may be prepared in advance to recruit enough volunteers.
 - ii) Sharon asked that all initial Event Use Applications be sent to her and then send her the finalized approved version.
 - iii) Dirk Schwenk suggested that we have a Tree Chart or flow chart for these requested events. He suggested this be on May's Meeting Agenda. Dirk will create a preliminary chart for presentation.
 - iv) Becky will send corrections to Terry's spreadsheet of upcoming events to Erik.
 - d) Events – Barbara Morgan and Christy Folderauer (Report as submitted)
 - i) Barbara reported that we have sold 132 Kayak Raffle tickets.
 - ii) Barbara hopes we sell many kayak tickets at the Strawberry Festival on June 3rd. Dirk stated that his band is playing the Strawberry Festival and can do a shout out for Goshen Farm's raffle from his microphone.
 - e) Financial Development – Vacant
 - f) Garden -- Bob Nestruck (Report as submitted)
 - i) Bob reported that this past Sunday a group of Girl Scouts had a praying mantis nest and they released the baby mantises into the Sharing Garden.
 - g) Grounds – Roy Benner (Report as submitted)
 - i) Roy reported that Scout Neal O'Shea completed his Eagle Scout project to build three picnic tables at Goshen Farm on March 5, 2023. Neal had \$306.88 left from his project and donated this to Goshen Farm. Neal had created a GoFundMe page

to raise money for his project but used the Goshen Farm logo on this page. Discussion ensued about whether this was appropriate. The Board reached a consensus. Roy will contact Michael O'Shea (Neal's brother) to make sure he doesn't use the Goshen Farm logo for raising money for his project. Roy will also let potential Eagle Scout candidates know that they cannot use the Goshen Farm logo if they do a GoFundMe page to raise money for their Eagle Scout projects.

- ii) Roy continues to meet regularly with the seven other Eagle Scout candidates regarding their new or on-going projects.
 - h) History & Research - Scott Powers (No report submitted)
 - i) Scott continues to assist the Goshen Farm book committee gathering information and doing write-ups for the book. Scott has set up the dates and Bands for the Summer Concert Series. He is in and out of town due to the loss of family members.
 - i) Membership - Becky Benner (Report as submitted)
 - ii) Becky notified Erik and Barbara that the CSCIA Board of Governors requested Letters of support for the \$70,000 grant application that the Alliance for the Chesapeake Bay will be submitting on behalf of the CSCIA to the National Fish and Wildlife Foundations. Erik will be sending a Letter of Support from GFPS.
 - iii) GFPS has 182 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) 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 soon and Bayview Builders has agreed to roof the Tenant House!
 - ii) Member-At-Large – Rose Mary Stocker (No Report submitted)
- 12) Review of Action Items and Recurring Action Items
- a) Action Items and Recurring Action Items were reviewed.
 - i) As regards **(Action Item: 537-09-22)** Install railing and steps on both sides of slope to lower meadow. This Action Item was **OBE**. Roy has a scout who is willing to do this for his Eagle Scout Project.
 - ii) **(Action Item: 575-03-23)** Send Shannon the information on the BHS AVID classes and the CSCES Stem night so that she can send out requests for volunteers. Action is **completed**.
 - iii) **(Action Item: 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. Action is **Completed**.
 - iv) **(Action item: 578-03-23)** Complete Five-Year Plan requested by CCHA and submit. Action is **Completed**.
 - v) **(Action item: 579-03-23)** Have Neighborhood Sun send Terry the contract that we would be signing, and Terry will send it to Board Members who are interested in signing up. Action is **Completed**.

- vi) **(Action Item: 580-03-23)** Ask Neighborhood Sun for several non-profits who are partners so Board Members could contact them to discuss whether they are satisfied with their partnership. Action is **Completed**.

13) Old Business

- a) Financial Reporting issues – 2 options for resolution – discussion and path forward
 - i) Christy is still waiting to get the computer back with Windows 10 loaded on it. Discussion was tabled until May Board Meeting.
- b) Farm House Security System – update/options
 - i) Discussion was tabled until May Board Meeting.
- c) 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)** Lou is loathe to contact Peter McConaughy until he can give him the check number and date his payment was sent out for inspecting the Milk House.
 - 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.
 - vii) Further discussion on Milk House repairs was tabled until the May Board Meeting.
- d) Google Suite and movement to "Free/Non-Profit" edition
 - i) Lou stated at the March Board Meeting 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 Google Drive).
 - ii) Erik will contact Lou to make sure we can close this out. **(Action Item: 582-04-23)**
- e) Dirk Schwenk – New Board/Committee Chair (Security) – discussion and vote.
 - i) Completed earlier in the Meeting.
- f) New or refurbished device to use with Square. Large Screen for ease of use- Discussion required.

- i) Erik believes that Shannon had agreed to look for a device but as she has left the Meeting we do not know if this was completed. Erik will contact Shannon for follow-up on this and Sharon will give Shannon an Action Item. **(Action Item: 583-04-23)**
- g) Discussion on Neighborhood Sun (Solar)
 - i) Terry has received recommendations back from other organizations using Neighborhood Sun and all of them have been very positive. He has a copy of the contract but has not completed this yet. He believes we should move forward and begin to notify our Membership of this opportunity. Sharon suggested that we could do this through our Facebook page. Discussion ensued. Dirk has reviewed the contract agreement and had no problem with the agreement. Dirk's only issue is that we are pairing GFPS's "good name" with this company which could be problematic if a Member is not satisfied with this program after signing on. Sharon asked if Neighborhood Sun has the capacity to add new customers. Terry stated he had been assured they do.
 - ii) **Terry Brandon made a motion that we establish a working relationship and sign the agreement with Neighborhood Sun. Linda Páez seconded the motion. The motion carried with one abstention.**
- h) Erik reminded the Board Members who have not gotten their head shots to Lou Biondi for ID cards (and placement on the website under "Board of Directors) to please do so.
- i) Gold Award Project (tabled after discussion from March Board Meeting)
 - i) Roy stated that in fairness to Corinne Bailey's Gold Star Award project, he will renumber the signs one through eleven using treated lumber and leave these posts. He feels these 11 posts could be used by visitors with the Walking Trail sheets available on the bulletin Board. who do not have QR code capability on their phones. Roy will create a QR code explaining what the 11 posts are.

14) New Business

- a) Do we reschedule Open House for a date in May? If so, when?
 - i) There was discussion about possible dates. It was decided to choose two dates – May 13th and June 24th, send out emails to the vendors, band, etc. to see which date would work best for them. Barb will report back to the Board on a final date through email.
- b) Date for Summer Concert Series Membership Appreciation Night
 - i) Discussion ensued and it was decided that the Membership Appreciation Night would be the August 11th concert. We would have the August 25th concert in reserve for a "rain date".
- c) Wine Tasting/Silent Auction date We must have a group committed to help – including setting up Christy's tent in advance to make sure it works and helping to secure Silent Auction Items.
 - i) Discussion ensued and Sunday, August 27th was decided upon.
- d) Pamela Smith-Purgason – Amazing Heart Discovery Trail (included in the Goshen Farm Family Day event, May 20th)
 - i) **Becky Benner made a motion that we accept Pamela Smith-Purgason's Capstone Project that she would be sharing with guests at the Goshen Farm Family Day event. Barbara Morgan seconded and the motion carried.**

- ii) Erik stated that Roy should get back to Pam and have her complete an Event Use Application form. **(Action Item: 584-04-23)**
- iii) Roy should also make sure that Pam has become a Member so we do not need an insurance rider from Pam.
- e) Review Event Use Applications
 - i) Yoga @ Goshen Farm - Ari Isaacman – Event Use Application
 - (1) **Barbara made a motion that we accept Ari Isaacman’s proposal for Yoga@the Farm. It was seconded by Becky Benner. Discussion ensued.**
 - (i) Erik stated that he had some concern about the \$10 donation for each participant and how this would be handled.
 - (ii) Becky said that it was hard to approve this as we have not seen the Event Use Application yet. She does recommend having a trial period for a certain number of classes. We need to solidify the donation aspect.
 - (iii) **The motion carried.** Erik will get back to Ari regarding the issues discussed above. **(Action Item: 585-04-23)**
 - ii) Broadneck Baptist Church – Event Use Application and Insurance Document - Annual Music and Arts Camp, July 9, – July 14, 2023 from 8:30 AM -12:30 PM
 - (1) Erik did send Eloise Ullman an Event Use Application Form and request for Insurance Rider. Terry stated that he has not received either of these from Eloise. Terry will contact BBC regarding the Use Application Form and Insurance Rider. **(Action Item: 586-04-23)**
 - (2) From March Meeting: 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) Danielle Walter Davis – Girl Scout Troop 217 – Service Unit Field Day – October 28, 2023) as a fundraiser for her troop – approximately 80 – 100 girls
 - (1) Erik stated this event would involve a Service Unit Day inviting additional girl scout troops to participate. It is not clear to the Secretary if an Event Use Application has been received from Terry (Secretary has not received.)
 - (2) Dirk suggested that there should be a donation to Goshen Farm for these events as a Member needs to supervise the event and an area needs to be prepared for the event. Erik will bring this up in discussion with Danielle.
 - (3) **Terry Brandon made a motion that we accept the Event Use Application from Danielle Walter Davis Girl Scout Troop 217 for Service Unit Field Day on October 28, 2023. Bob Nestruck seconded. Discussion ensued. The motion passed.**
 - iv) Laura Brino – Wildhearts Academy & Goshen Farm – to begin September 2023
 - (1) Erik asked Terry to discuss Laura Brino’s proposal. The Board received a copy of this proposal. Laura would like to have Wildhearts Academy, which is a resource for home school, have two home school classes at Goshen Farm for ten 3 - 5 year-olds (Sprouts) on Tuesday and Thursdays from 10AM -2PM and ten 6 - 12 year-olds (Blossoms) on Tuesdays and Thursdays from 10AM – 2PM.

- (2) The proposal also includes classes for ten 6 - 12 year-olds and ten 13 - 18 year-olds on Tuesdays and Thursdays from 3--5 PM and 4:15--5PM respectively. These classes would be an “after school enrichment program” option for Wildhearts Academy students.
- (3) Additionally, the parents of students involved would be required to have a GFPS Household Membership and GFPS would receive 10% of the tuition fee charged for these classes. Last, the Academy is considering raising funds to build an additional Hoop House at the Farm for use by these classes at no cost to GFPS.
- (4) Both the Wildhearts Sprouts/Blossoms Program and the After School Enrichment Program would be held from September 6, 2023 through May 29, 2024. In summary, the Farm would have a total of up to forty students for classes from 10AM—5PM, on Tuesdays and Thursdays, September through May.
 - (i) Discussion ensued. Erik asked how cold, wet weather would be handled. Terry believes that the classes would be held back at Maryland Hall in this event. (Clearly the additional Hoop House would not be available by September, 2023.) Barbara asked where this Hoop House would be located. More discussion ensued about this and other concerns. Becky thinks that the Board needs to look at this proposal more deeply. Becky thinks we need to discuss these concerns more deeply before making a decision.
 - (ii) Terry would like to have several Board Members meet with Laura Brino and her partner Stephanie Smith for further discussions. Linda Páez agreed to be involved in these discussions.
- f) Four Rivers Garden Club
 - (1) Terry and Roy had a discussion with Bonnie Vansciver, a Member of the Four Rivers Garden Club who wants to engage high school students in work with the Pollinator Garden at the Farm. Roy gave Bonnie, Larry Jennings’ contact information (he designed and selected the native plants) and stated they would have to discuss potential plans with him. Larry did hear from Bonnie and told her he would not have time for an initial meeting until after the Maryland State Legislature was out of session.
 - (2))Erik suggested that Terry get back with Four Rivers Garden Club and ask for a formal proposal. **(Action Item: 587-04-23)**
- g) Replacement Banner (at gate on the driveway) – “Get Dirty – Eat Fresh”
 - i) Becky stated that the “Get Dirty – Eat Fresh” banner that was posted to the left of the gate is no longer there (fell apart) and Becky would like to get a new replacement banner. Discussion ensued. Barbara will contact Nicole Neboshynsky who bought the original sign to find out where we can have a new one made. Bob suggested that we have the “Become a Member” QR code added to the new banner. Board agreed.**(Action Item: 588-04-23)**
- 15) New Action Items were not reviewed.
- 16) Final comments from the floor

- a) Sharon spoke to the Board to remind them that any donations that come in by check, cash, etc. for \$50 or more needs to be documented. This can be a copy of the check or an email letting me know who made a cash donation (or items donated) the date and where the donation was directed. Becky stated that she will copy any checks that come by mail and give these to me. Sharon will contact FNB to see if she can get a copy of deposited checks from them each month.

17) Adjournment:

- a) **Becky Benner moved to adjourn the April 19, 2023 Board Meeting, seconded by Bob Nestruck and the motion carried. The Meeting adjourned at 10:10 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 updates are needed . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda Páez, and Board input	07-03--21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the Goshen Farm book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project.	Terry, Linda Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
455-06-21	Get an estimate from 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.
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	08/15/23	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 (Action Item: 568-02-23) .
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."
577-03-23	Write up notes from the March 6 th Meeting with Grant Cunningham at the Farm and send out to the Board.	Becky	06/30/23	Working	Erik's request
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
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.
582-04-23	Erik will contact Lou to make sure we can close discussion on Google Suite for Non-profits. For a Board vote.	Erik and Lou	05/01./23	Working	
583-04-23	Research and find new or refurbished device to use with Square. Large Screen for ease of use	Shannon	05/01/23	Working	Need for events.
584-04-23	Contact Pam Smith-Purgason and have her complete an Event Use Application form for the Amazing Heart Discovery Trail..	Roy	05/01/23	Working	Also need to check if Pam has become a GFPS Member so don't need an Insurance Rider!
585-04-23	Get back to Ari Isaack regarding the issues of how donations will be handled and a trial period for her Yoga @ Goshen Farm .	Erik	05/15/23	Working	Board has not seen Event Use Application Form.
586-04-23	Contact Eloise Ullman at BBC regarding the signed Use Application Form	Terry	05/10/23	Working	

	and Insurance Rider.				
587-04-23	Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden.	Terry	05/31/23	Working	Discussion about Pollinator Garden and classes with BHS students needs details.
588-04-23	Contact Nicole Neboshynsky who bought the original banner, "Get Dirty/Eat Fresh", to find out where we can have a new one made.	Barbara	05/31/23	Working	Include ""Become a Member" QR code on banner

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, and 2022
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	March or April 2025		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in March, 2022 for \$63.51. Automatic payment
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.98. Automatic Payment
Annually	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	July		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98 Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME 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 Automatic Payment (Payment should increase to \$75.99 when email accounts are finalized.)
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer AACPS Copies to Superintendent, AACPS, and all AA County School Board Members.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted.
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices)
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by the Treasurer as part of our State Tax Return preparation
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020 and in 2021.

Annually	File "Exempt Organization Fund-Raising Notice" for State of Maryland	Treasurer	August 31st		For Charities that raise less than \$25,000.00 . If GFPS raises \$25,000.00 or more then the Treasurer needs to file a different form. Copy of the signed 990-N must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise \$25,000 or more . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2022		Received new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder. Renewal application sent November 2022.
Bi-annually Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY1028445, effective 5/22/2020	Treasurer	1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020 Due June 27th, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/year) .	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year. Total Annual insurance premiums: \$2,222.00

Bi-annually	Change batteries on security sensors on Farm House doors	Building & Maintenance Chair	Change in January and June	Bldg. Chair researching new security system	Need a schedule so Farm House security is always functioning (Currently Garden Chair Bob Nestruck is checking if batteries are working, or need replaced)
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the Farm House and Garden Shed.
Annually	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in Servant's Quarters, and 2 in Storage Container that houses tractor and mowers.	T & S Fire Protection Company of Glen Burnie	Every October		T & S Fire Protection Company of Glen Burnie will contact Grounds Chair Roy Benner each October on his cell phone for extinguishers' inspection. T & S charges \$4.00/extinguisher, \$40.00 travel fee and a \$20.00 inspection fee. Total approx. cost is \$80.00. T&S phone: 410-760-3958
Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization	Membership Chair	Every September		80% Cape Residents
Bi-Annually	Post Facebook posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Goggle Drive	Treasurer	December 15 th	\$19.99	President will receive a notice via email from Google. Lou Biondi is currently paying this bill and wants the Treasurer to change to automatic payment.
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	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.