

Goshen Farm Preservation Society Board Meeting,
May 17, 2023

February 15, 2023, March 15, 2023, April 19, 2023 and May17, 2023 Meetings were held via Zoom.

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Sharon Biondi
Date:	May 17, 2023	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Christy Folderauer, Shannon Beauchamp Lepthien, Rose Mary Stocker, Bob Nestruck, Sharon Biondi, Dirk Schwenk and Linda Páez		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and welcome of Board Members.
 - a) President Erik Wallace called the May 17, 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) Becky added a clarification on Ari Isaacman’s last name. Erik stated that Ari used Isaacman on her Event Use Application and Agreement (EUAA) and that is what the Board will use regarding discussion on her application.
 - b) Erik stated that he will add discussions on additional EUAA that have come in since our last Meeting.
- 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 April 19, 2023 regular Board Meeting Minutes as submitted with two corrections. Bob Nestruck seconded, and the motion carried.**
- 5) President’s Report – Erik Wallace (Report as submitted)
 - i) Erik added to his report that he will be visiting Germantown Elementary School to talk about Goshen Farm and the Apiary on June 1st at 10:30 AM. The teacher in charge was hoping to bring the students to Goshen Farm but there was no money available for buses for this field trip.
- 6) Vice President’s Report - Barbara Morgan (Report as submitted.)
 - a) Barbara asked if there were any questions on her report. There were none.
- 7) Treasurer’s Report - Christy Folderauer (Report as submitted)

- a) Christy reported the balance in the FNB checking account is \$46,796.34 and the balance in the FNB savings account is \$65,375.05.
- b) Becky had a question about old checks that GFPS wrote that have not been cashed. Christy will go through the list that Becky has and they will reconcile when the new computer with Windows 10 is reloaded with QuickBooks.
- c) The Financial Report for April 30, 2023 was not approved as we did not receive a P&L Statement. This cannot be done until the new computer is reloaded with QuickBooks. Christy estimated that she and Sharon Smith will have this completed in several weeks.

8) Committee Reports

- a) Building & Maintenance ---Lou Biondi (Report as submitted)
 - i) Lou sent the Board the estimate from C.N. Cromwell Asphalt Paving & Seal Coating, Inc. for grading and paving with crusher run on the driveway (Radoff Road). Erik has this on the agenda for discussion
 - ii) Lou recommended that the Security Chair move forward with the internal security for the Farm House (included in his recommendations packet for April's Meeting).
- b) Communications – Shannon Beauchamp Lepthien (Report as submitted)
 - i) Becky asked Shannon about the term “child page” in her report. Shannon explained about “child page” which are pages with more detailed information under the “parent page”.
 - ii) Barbara asked about whether Shannon can get the EUAA form on the website as a fillable form. Shannon is investigating this addition.
 - iii) Sharon asked about putting the “thermometer” on the website so Members and visitors are reminded about GFPS raising the “match” money needed to stabilize the Farm House foundation. Shannon stated she would set this up when she had the amount raised thus far. Christy will send that figure to Shannon.
- c) Educational Outreach Committee -- Terry Brandon (Report as submitted)
 - i) Terry has concerns about the process for handling EUAA. Currently, we have a process for tracking and approving use requests. The important issue is making sure that all EUAA 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 completed application is received, it is sent to Board Members so they are aware. The President puts these on the agenda for approval (or no approval) at the next Board Meeting. The President puts all pending EUAA on the GFPS Google Calendar so the Board can see the complete schedule ahead of time and Terry adds to the Use Application Log. 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. This process needs to be streamlined. Erik has this issue on the agenda, item, f.
 - ii) Terry announced that he will be harvesting in the Hoop House tomorrow (May 18th) at 8:00 AM. He has volunteers to help but could use more.
 - iii) Terry asked Shannon to send out an email regarding volunteers for the Goshen Farm Family Day event.

- iv) Terry hosted several events at the Farm. On April 26th, AACC Landscape Painting class of 12 students came with teacher Abigail McBride for a plein-air class. On May 5th Stacy Roth brought 25 Broadneck High School students for their Green Buddies class for an environmental tour of Goshen Farm.
- d) Events – Barbara Morgan and Christy Folderauer (Report as submitted)
 - i) Barbara reported that we have sold 198 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 had nothing to add but happily reported that all Garden plots are rented!
- g) Grounds – Roy Benner (Report as submitted)
 - i) Roy reported that Michael O’Shea delivered his five, treated wooden standalone park benches to Goshen Farm.
 - ii) Roy continues to meet regularly with the six Eagle Scout candidates regarding their new or on-going projects.
 - iii) Roy reported that the Servant’s Quarters renovation is nearly complete. He thanked Bill Lambert and Paul Bunting for their help with the new roof. This project was far more work than anticipated as there was a lot more deterioration revealed when Roy began removing the old tree stump and tearing out rotting lumber. Thank you Roy for taking on this extremely challenging project for GFPS!
 - iv) Lastly, Roy reported that he heard from a resident at 906 St. Claire Court which borders Goshen Farm property. They were concerned about a tree on GF property which was hanging over their property and they felt it should be removed. Discussion ensued. In a past similar situation, GFPS called the AACPS and they sent a crew to remove the tree. Lou will find out the person at AACPS who would be responsible. **(Action Item: 589-05-23)**
- h) History & Research - Scott Powers (No report submitted)
- i) Membership - Becky Benner (Report as submitted)
 - i) Becky made a clarification on her report. On page 2 she stated she emailed Shannon another twenty Members email information to update the MailChimp Member database. Becky needs to add 7 new or renewed Members to that database for a total of 27.
 - ii) GFPS has 204 Membership Units for 2023 to date. Note: Members who join in September through December are carried over into the next year.
- j) Security – Dirk Schwenk (No report submitted)
 - i) Lou and Dirk went over the Security System Overview that Lou completed and visited the Farm to discuss options. Lou was unable to give Dirk a Security keypad as the keypads are no longer available for GFPS’ present system. A new system is a priority for the Farm House security.
- k) Volunteer Coordinator - Vacant
- l) 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 stated that she had nothing to add.
 - 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: 455-06-21)** Get estimate from electricians, Dave Sloskey and John Bell for installing new circuit to accommodate electrical box for bands during Summer Concerts. Action is **Completed**. The Board has an estimate from John Bell and the Board will vote on this at tonight’s Meeting.
 - ii) **(Action Item: 524-06-22)** Guidance on adding compost to the newly organized compost bins as well as a request for volunteers will be written up by Member Billie Grant and posted on the Sharing Garden Facebook page by Bob. Action is **Completed**. Bob will get the signs printed and put up at the Garden. He will also post the information on the Garden Facebook page.
 - iii) **(Action Item: 562-12-23)** Send Lou the names of Members who expressed an interest and have experience in building/repairing structures on their Membership forms. Action is **Completed**. Becky has sent Lou this information.
 - iv) As relates to **(Action Item: 565-12-22)** Find an auditor to recommend to the Board for the 2023 audit of GFPS financials. This action has been delayed due to the need to buy a new computer for the Treasurer, incompatibility of previous QuickBooks software with the new computer, and installing MS Word 10 for compatibility on the new computer. All of these factors have delayed updating our QuickBooks accounting system and therefore completing monthly Financial Reports. As our By-Laws call for a yearly audit by the Treasurer or an auditor, Dirk suggested that we change the By-Laws to an audit by an auditor every three years. **Becky Benner made a motion to have all questions answered in the QuickBooks conversion before the GFPS Board addresses the audit issue. Dirk Schwenk seconded, and the motion carried.**
 - v) **(Action item: 578-03-23)** Send an email to Bruce LaMartin who is in charge of insurance for AACPS to say Family Day is an AACPS event and confirm that the food truck included in this event is covered under AACPS insurance. Action is **Completed**.
 - vi) **(Action Item: 584-04-23)** Contact Pam Smith-Purgason and have her complete an EUAA form for the Amazing Heart Discovery Trail. Action is **Completed**.
- 13) Old Business
 - a) Financial Reporting issues – 2 options for resolution – discussion and path forward
 - i) Christy just got the computer back with Windows 10 downloaded to it. Sharon Smith will check to see if this download has fixed the compatibility issue with QuickBooks and will allow Christy to input financial data. Discussion was tabled until the June Board Meeting.
 - b) Farm House Security System – update/options
 - i) Discussion was tabled until the June Board Meeting.
 - c) Plans for the Milk House. Further discussion on Milk House repairs was tabled until the June Board Meeting.
 - d) Plans for the Milk House. Further discussion on Milk House repairs was tabled until the June Board Meeting.

- e) 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)**
 - iii) Discussion tabled until the June Meeting.
 - f) New or refurbished device to use with Square. Large Screen for ease of use- Discussion required.
 - i) Shannon reported that she has been unable to find an inexpensive used or refurbished device to use with the Square.
 - ii) Erik tabled further discussion until the June Meeting.
- 14) New Business
- a) Proposed modification to Vehicle Use Policy
 - i) Dirk suggested that our Vehicle Use Policy was too prohibitive and would cause negative feelings towards Goshen Farm and the Board. Dirk provided a copy of the amended version of the policy. Discussion ensued. **Dirk Schwenk made a motion to adopt the amended Vehicle Use Policy. Becky Benner seconded, and the motion carried with one “no” vote.**
 - ii) Shannon will post the amended policy on the website.
 - b) Proposal for Band/Outdoor electrical option.
 - i) Erik sent out a copy of the Electracon proposal submitted by electrician John Bell (and dated 5/9/2023) to the Board. The proposal gave the cost of necessary materials and the labor costs were donated. The total cost was \$971.00. **Becky Benner made a motion to approve the Electracon proposal up to \$1,000.00 and the work to be completed before the first Summer Acoustic concert. Bob Nestruck seconded and the motion carried.**
 - c) Proposal for C-R-6 stone and Erosion Prevention
 - i) Lou contacted C.N. Cromwell, Inc for an estimate for the above work. (Lou was gathering project cost information for the Five-Year Plan GFPS submitted to Chesapeake Crossroads Heritage Area (CCHA) as requested.) The estimate for the above work was \$18,850.00. Erik will contact AACPS for discussion on road improvement. **(Action Item: 590-05-23)**
 - d) Maryland Day 2024
 - i) Discussion ensued regarding participating in a Maryland Day event as encouraged by Chesapeake Crossroads Heritage Area (CCHA). This year was our fourth event celebrating Maryland Day at Goshen Farm. These events have required much preparation and volunteer time and have drawn very few visitors. The Maryland Day event also falls shortly before our Spring Open House event, overloading our Board and volunteers. Discussion ensued. The consensus of the Board was that we do want to support CCHA and we should consider doing a “virtual” Maryland Day event. For those participants interested in visiting Goshen Farm in person, Shannon can include an invitation to our Spring Open House within the Maryland Day event invitation.

- ii) Erik will try to make a new video of Roy giving a tour of the Farm House for next year's Maryland Day event. **(Action Item: 591-05-23)**
- e) Stephen and Carolyn Derby's Donation directed to the "Matching Grant".
 - i) **Barbara Morgan made a motion that the donation of \$500.00 from Stephen and Carolyn Derby to GFPS which stated on the check it be used at the GFPS Board's discretion be used for the 2020 Maryland Capital Projects Grant for stabilizing the Farm House Foundation. Bob Nestruck seconded, and the motion carried.**
- f) Review Event use Application Log and any new Event Use Applications
 - i) Erik suggested that we streamline the Event Use Application Log Process.
 - (1) A note regarding request of use is put on the GFPS Google calendar by the Communications Chair (Shannon Beauchamp Lepthien) as pending.
 - (2) Events Chair (Barbara Morgan) receives EUAA form from Communications Chair (Shannon), contacts person or organization applying for use and notifies the President (Erik Wallace) to put on the next Meeting's Agenda for discussion. (Events Chair will send the Secretary a copy of the application or pertinent information to be included in the Minutes.)
 - (3) Events Chair (Barbara Morgan) will maintain a file of all EUAA.
 - (4) Shannon will add a fillable EUAA to the GFPS website to make this process easier.
 - (5) *Note: What is not clear in this process is who will maintain and update the EUAA Log. Educational Outreach Chair (Terry Brandon)? Events Chair (Barbara Morgan)?*
 - (6) Sharon suggested we may still need a flow chart or action tree to clarify this process going forward.
 - ii) Review Event Use Applications
 - (1) Yoga @ Goshen Farm - Ari Isaacman – Event Use Application
 - (i) Ari Isaacman's EUAA was approved at the April Meeting. Erik was going to contact Ari regarding the optional donation fee of \$10.00 for non-GFPS Members. Shannon has put the Yoga @ Goshen Farm class offering on the website. Donations of \$10.00 have been coming in from class participants (mostly PayPal).
 - (2) Broadneck Baptist Church (BBC) –EUAA and Insurance Declaration Page - Annual Music and Arts Camp, July 9, – July 14, 2023 from 8:30 AM -12:30 PM
 - (i) Erik did send Eloise Ullman an Event Use Application Form and request for Insurance Declaration page. Terry stated that he has received the application form from Eloise but not the Insurance Declaration page. BBC is waiting for the Insurance Declaration page from their insurer.
 - (3) Danielle Walter Davis – Girl Scout Troop 217 – Service Unit Field Day – October 28, 2023) as a fundraiser for her troop – approximately 80 – 100 girls
 - (i) This application was approved at the April Meeting. Erik stated this event would involve a Service Unit Day inviting additional girl scout troops to participate. Erik stated that this application needs some minor clarifications and he will contact Danielle Walter Davis.

- (4) Laura Brino – Wildhearts Academy & Goshen Farm – to begin September 2023
 - (i) Becky thinks that the Board needs to look at this proposal more deeply. Terry would like to have several Board Members meet with Laura Brino and her partner Stephanie Smith for further discussions. Linda Páez and Becky Benner agreed to be involved in these discussions. **(Action Item: 592-05-23)** As of this Meeting, Terry has not heard back from Laura Brino regarding further discussions.
- (5) Girl Scout Troop 1134 Bridging Ceremony -Morgan Van Arsdall - June 14, 2023 , 5-7 PM
 - (i) **Becky Benner made a motion to approve Morgan Van Arsdall’s request of GS Troop 1134 Bridging Ceremony on June 14, 2023 from 5-7 PM. Bob Nestruck seconded and the motion carried.**
- (6) Girl Scout Troop 644 – Precious Metals Ceremony – August 13, 2023, 1-4 PM
 - (i) **Becky Benner made a motion to accept Jill Sewell’s application for Troop 644 Precious Metal Ceremony, August 13, 2023, 1-4 PM. Shannon Beauchamp Lepthien seconded, and the motion carried.**
- (7) Walking Field Trip to Goshen Farm - CSCES, Kindergarten classes, May 30 and May 31, 2023
 - (i) Application was approved by Terry due to time constraints for the fieldtrip.
- (8) Yoga Class
 - (i) Application not yet received. May require proof of insurance .
- (9) Blue Grass Jam Group
 - (i) No application received.
- 15) New Action Items were not reviewed.
- 16) Final comments from the floor
 - a) Dirk mentioned that we may want to review our Liability Insurance for events at Goshen Farm.
- 17) Adjournment:
 - a) **Becky Benner moved to adjourn the May 17, 2023 Board Meeting, seconded by Barbara Morgan and the motion carried. The Meeting adjourned at 10:02 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.
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
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	Linda and	08/15/23	Working	Date and presenter TBD.

	AACC	Barbara			
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
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.
585-04-23	Get back to Ari Isaacman 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 and Insurance Rider.	Terry	05/10/23	Working	
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
589-05-23	Find out the person at AACPS who would be responsible for have a tree trimmed or cut down that is endangering a GFPS neighbor.	Lou	06/16/23	Working	Located at 906 St. Claire Court.
590-05-23	GFPS contact AACPS for driveway improvement.	Erik	8/30/23	Working	Discussion needs to begin for approval to be included in the BoE 2024 budget.
591-05-23	Make a new video of Roy giving a tour of the Farm House for next year's Maryland Day event.	Erik	11/15/23	Working	To be included in 2024 virtual MD Day event.
592-05-23	Several Board Members will meet with Laura Brino and her partner Stephanie Smith for further discussions on the Wildhearts Academy proposal.	Terry, Becky and Linda	08/01/23	Working	Proposal details use of Goshen Farm Tuesdays and Thursdays for 40 homeschooled students from Sept. 2023—May 2024.

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.