

Goshen Farm Preservation Society Board Meeting,  
June 21, 2023

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Zoom and Sharon Biondi
<b>Date:</b>	June 21, 2023	<b>Time: 7:30pm</b>	7:36 pm
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Christy Folderauer, Rose Mary Stocker, Sharon Biondi, Bob Nestruck, Shannon Beauchamp Lepthien, and Dirk Schwenk		
<b>Members/ Guests Attending:</b>	Lou Biondi		

- 1) Call to Order and welcome of Board Members.
  - a) President Erik Wallace called the June 21, 2023, Board Meeting to order at 7:38 PM.
  - b) 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) Erik added Youth – Air Soft Rifles @ GF, New Business, item c.
  - b) Erik added Parking or No Parking at driveway entrance, New Business, item d.
  - c) Erik added Becky’s suggestion regarding purchasing a defibrillator and training to use, New Business, item e.
- 4) Review of Minutes – May 17, 2023 Board Meeting (Smitty Biondi)
  - a) **Becky Benner made a motion to accept the Board of Directors May 17, 2023 Monthly Minutes. Bob Nestruck seconded. The motion carried.**
- 5) President’s Report (Erik Wallace – Provided under separate cover)
  - a) Erik recapped his presentation to Germantown Elementary students about Bees and the Goshen Farm Apiary. He said the presentation was enjoyable because of the children’s interaction and questions about bees!
  - b) Erik also mentioned making a new video of Roy giving a tour of the Farm House for next year’s Maryland Day event (possibly held virtually). Linda asked if Erik had considered having Roy in period clothing. Erik agreed that period clothing was something to consider if Roy agreed.
  - c) Sharon asked if Electracon would be finished their work before the June 30<sup>th</sup> concert. Erik is meeting with them tomorrow and believes the electrical work will be completed by June 30<sup>th</sup>.

- 6) Vice President's Report (Barbara Morgan – Provided under separate cover)
  - a) There were no questions on the Vice President's Report.
- 7) Treasurer's Report (Christy Folderauer – Provided under separate cover)
  - a) Christy reported that the computer is up and has our QuickBooks program downloaded. Christy has sent part of the reports and will follow up with the remainder in the next several days.
  - b) We have \$54,823.10 in Checking and \$1,432.30 in our PayPal account to be transferred into checking.
- 8) Committee Reports
  - a) Building & Maintenance (Lou Biondi – Provided under separate cover)
    - i) Lou reported that we have a busy week with contractors coming up to look at the Farm House chimneys and the Milk House stabilization. If Lou receives estimates and write ups for each project, he will send these to the Board for discussion.
    - ii) Becky had a question from Lou's report regarding sending Becky the picture ID cards to Becky. Becky has not received them. Barbara will resend to Becky. Barbara will also send the picture ID cards to Shannon for the website.
  - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
    - i) Shannon put up and updated the Matching Grant donation "ticker". Lou sent Shannon background language on the Matching Grant so that she can label the "ticker" to clarify what GFPS is raising funds to accomplish.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)
    - i) May and June were incredibly busy for Educational Outreach!
    - ii) There were no questions from the Board.
  - d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
    - i) Barbara added that she did receive the Certificate of Liability Insurance from St. Andrew by the Bay Church.
    - ii) Becky reported that she had the CSCIA signboard changed to reflect that the August 27<sup>th</sup> Wine Tasting event will be held at 1420 Cape St. Claire Road (Goshen Farm) and cancelled the reservation for the CSCIA Clubhouse for August 27<sup>th</sup>.
  - e) Garden (Bob Nestruck – Provided under separate cover)
    - i) Bob harvested the potatoes he planted for My Brother's Pantry. He was disappointed in his small harvest - 12 pounds.
    - ii) Bob reported that the signs explaining the new composting steps have been posted and he hopes the Gardeners will read and follow the directions.
    - iii) The CSCES kindergartners came to Goshen Farm for a field trip and also planted marigolds and green beans in their plot – plot 5.
  - f) Grounds (Roy Benner – Provided under separate cover)
    - i) Roy reported on the completion of the new bridge over the Shallow Water Wildlife Pond. This was an ambitious Eagle Scout project by Riley Hoover!

- ii) Roy reported that he planted 32 grapevines (the beginnings of a vineyard) near the Orchard.
  - iii) Roy stated that the Board will be receiving the report on his completion of the Servant's Quarters' major renovations. The Board may wish it have another coat of paint and perhaps some caulking to complete. This restoration was an amazing accomplishment!
  - g) History and Research (Scott Powers – No report provided)
    - i) Scott continues to organize and book bands for the Summer Concert Series.
  - h) Membership (Becky Benner – Provided under separate cover)
    - i) Becky reported that there were 215 Membership Units as of June 14, 2023. Becky reported that as she and Roy are traveling, internet service is very spotty or non-existing at many camp sites. She was able to provide a brief report through email.
  - i) Financial Development (Vacant)
  - j) Volunteer Coordination (Vacant)
  - k) Security (Dirk Schwenk – Provided under separate cover)
    - i) In his report Dirk noted that he has purchased the new Farm House Security System from Tolviviov (researched and recommended by Lou) along with the two extra remotes for a total of 4 and the additional motion sensor. Dirk hopes to have it installed on June 23<sup>rd</sup> with Bob's assistance.
    - ii) Sharon reminded Erik that Dirk would be unaware of the GFPS Reimbursement form. Erik will send Dirk the form to complete.
  - l) Members At-large
    - i) Linda Páez – (Provided under separate cover)
      - (1) Linda added that she heard from Mark Semos from Bayview Builders. He and Bruce will be out next week to finish the siding on the Tenant House.
      - (2) As relates to the Neighborhood Sun program agreement that Terry signed: There was concern on the part of several Board Members that they could lose discounts they had with BG&E if they signed with Neighborhood Sun. Linda reported that she received a bill from BG&E that saved her \$181.46 in credits which included the Neighborhood Sun credit of \$52.17 and her "Summer Peak Program" credits from BG&E. Linda is pleased with her savings from Neighborhood Sun. She does not know if GFPS received the \$100.00 sign up credit from Neighborhood Sun. Erik stated that our Treasurer can speak to this.
- 9) Review of Action Items (Smitty Biondi – Provided under separate cover)
- a) As regards (**Action Item: 592-05-23**), Several Board Members will meet with Laura Brino to discuss the Wildhearts Academy proposal. Terry reported that he spoke with Laura and she is unable to meet with the Board Members at this time. This action is still **Working**.
  - b) As regards (**Action Item: 589-05-23**), Find out the person at AACPS who would be responsible for tree trimming or removal for the resident at 906 St. Claire Court, Roy

contacted AACPS and was given Bruce LaMartin's name as the contact person for tree removal. Roy emailed Bruce LaMartin the woman's contact information and described her concern for trees hanging over her property. Lou sent a follow-up email to her asking if she had been contacted by Bruce LaMartin. It has been a week and Lou has not heard back. This action is still **Working**.

- c) As regards **(Action Item: 588-04-23)**, Contact Nicole Neboshynsky who bought the original banner, "Get Dirty/Eat Fresh", to find out where we can have new banner made. Barbara did contact Nicole and got the measurements for the banner. Barbara is researching companies for making a new banner and the cost. This action will be changed.
- d) As regards **(Action Item: 587-94-23)**, Contact Four Rivers Garden Club (FRGC) and ask for a formal proposal regarding the Pollinator Garden, Bonnie Vansciver of FRGC will be unable to meet with BHS teachers to discuss this until school is back in session. The completion date will be changed to 09/15/23. This action is still **Working**.
- e) **(Action Item: 585-04-23)**, Contact Ari Isaacman regarding the issue of how the donations will be handled and trial period for her Yoga@Goshen Farm. Shannon completed a button on the website for donations for Yoga@Goshen Farm. The yoga class will run through September. This action is **Completed**.
- f) As regards **(Action Item: 583-04-23)**, Research and find new or refurbished device to use with the Square, person responsible for this research will be Barbara.
- g) As regards **(Action Item: 581-03-23)**, Reach out to Lou for the photos he has received from Board Members for ID photos to be posted on the website. Barbara will send Shannon the ID pictures that Lou has sent to her. This action is **OBE**.
- h) As regards **(Action Item: 572-02-23)**, Do research on Annapolis Composting's proposal including having a discussion on picking up waste after Open Houses and concerts. This action is **OBE**. The Board determined that this proposal is not feasible for GFPS at this time.
- i) **(Action Item: 569-02-23)**, Contact Peter McConaughy and let him know that the sense of the Board is to repair the Milk House and ask Peter for the names of contractors that can do this foundation work. This action is **Completed**.
- j) As regards **(Action Item: 565-12-23)**, Find an auditor to recommend to the Board for 2023 audit of GFPS financials. After discussion at several Meetings, the Board agreed to postpone the audit until the new By-Laws changes regarding the audit are made and voted on at the January 2024 Annual Membership Meeting. Note: The Treasurer does a Summary Reconciliation report at the end of December each year and this Summary is used to create the next year's budget.

## 10) Old Business

- a) Financial Reporting issues – 2 options for resolution
  - i) Financial Reporting issues are now resolved with the new computer having Windows 10 installed.

- b) Farm House Security System
    - i) As reported earlier in the Meeting, the new security system has been purchased and will be installed on June 23<sup>rd</sup>.
  - c) Milk House costs estimates, grants, and plan is on hold until Lou gets the estimates from the contractors he is meeting with next week (June 26<sup>th</sup>).
  - d) Google Suite and movement to “Free/Non-Profit edition” was postponed to the July Meeting.
  - e) New or refurbished device to use with Square is being researched by Barbara. Barbara will bring costs to the Board when she has them.
  - f) Streamline Event Use Process
    - i) Barbara will create a flow chart for this process and send out to the Board for comments. **(Action Item: 593-06-23)**
- 11) New Business
- a) Storage Container – Mold abatement/or new container
    - i) When work on repairing the Milk House foundation commences, we will need to find a space to hold those items presently being stored in the Milk House. Our options are finding another space on the property, remediating the mold in the empty storage container we have, or purchasing a “new” storage container. Discussion ensued.
      - (1) Roy suggested that we cut up and get rid of the moldy storage container. He stated that the last one he bought was \$1,700.00 and the last he researched for cost, the price had risen to \$4,000.00.
      - (2) Lou suggested that we could have electricity run to the storage sheds’ location, have a fan installed and cut several vents into the moldy container. The moldy shelving would have to be removed.
      - (3) Various possibilities were discussed but no decision was finalized. Erik feels we need more research on this issue. Roy, Erik and Bob will research options. **(Action Item: 594-06-23)**
  - b) Grant application for African American Heritage Preservation Program (AAHPP) – -Due July 17, 2023 – Proposal Team
    - (1) Erik requested Linda contact Chanel Compton at AAHPP to find out if repairing our driveway would fall under this grant opportunity. Linda agreed.
    - (2) Becky believes that we should contact the Anne Arundel County BoE to request funds for driveway improvement. Erik has previously stated he will do this and it is a working Action Item **(Action Item: 590-05-23)**.
    - (3) If Linda’s contact with Chanel Compton at AAHPP reveals that repairs of the driveway would fall under the scope of the grant, then Erik will request volunteers to meet and complete this grant.
  - c) Youth – Air Soft Rifles at Goshen Farm

- i) There was an incident with a Gardener whose son was shooting an Air Soft Rifle while she was working in the Sharing Garden. Bob asked if GFPS should post signs stating that this was not allowed at the Farm. Discussion ensued.
  - ii) Becky will contact AACPS to request signs for their prohibitions (i.e., No alcohol, no firearms,...) and Handicapped Parking signs. She will do this in August.
  - iii) Bob will check AACPS language on their prohibitions, and have Shannon send out a MailChimp message to Members to remind them that Goshen Farm is owned by the BoE and we must follow their prohibitions (such as no firearms allowed). **(Action Item: 595:06-23)**
- d) Parking or no parking at the exit of GFPS driveway. Discussion ensued.
- i) An individual and his family have been parking at the end of our driveway. This creates a problem when the Farm has events such as BHS's Family Fun Day, and Open Houses, etc. Roy contacted this individual several times and he and his family stopped parking there. This individual has resumed parking at the end of the driveway and stated that this driveway is a county right-a-way and he can legally park there.
  - ii) Dirk believes that this portion of the driveway is an approximately 40-50-foot-wide county right-of-way and this individual can legally park there.
  - iii) Lou stated that this is AACPS property and AACPS right-of way.
  - iv) It was suggested that Christy send Barbara the individual's cell phone number and Barbara will call him prior to GFPS having an event and ask him not to park in the driveway. **(Action Item: 596-06-23)** or should this be a Recurring Action as there will be **no completion date**; it will be ongoing.
  - v) Becky will be contacting AACPS regarding getting free signs for Handicapped Parking signs and their prohibition signs. **(Action Item: 597-06-23)** As long as Becky is going to be asking for signs, she might look into the AACPS having No Parking signs on roads near schools and find out if the GFPS driveway would be allowed to have these signs up. If so, Becky could ask for No Parking Signs to be given to GFPS or installed.
- e) Purchase Defibrillator and have training
- i) Becky feels that we should have a defibrillator at the Farm. The cost is approximately \$1,500.00. The term is Automated External Defibrillator (AED).
  - ii) Erik does not believe we would be training on use of the defibrillator as it is self-explanatory. Erik will look into the cost for a non-profit and report back to the Board. **(Action Item: 598-06-23)** Christy added that the last time she purchased an AED, the cost was \$1,500.00 and AED does provide training.
- f) Review Event Use Application Log and any new Event Use Applications
- i) Review Event Use Application Log
    - (1) St. Andrew Summer Camp (June 26 – June 29, 2023 from 9:30 AM – 12)
      - (a) Barb stated that she had received the Certificate of Liability Insurance and asked that we move to approve this event. She reviewed the application.

Terry stated that Bob Nestruck and Bill Hayes would host this event and they had a list of projects the kids could work on those 4 days.

**(b) Barbara Morgan made a motion to approve the St. Andrew Summer Camp Event use Application. Becky Benner seconded and the motion carried.**

ii) No new Event Use Applications have been received.

12) Final Comments from the floor.

- a) Terry asked if we had discussed Neighborhood Sun (Terry joined the Meeting late). Erik summarized what Linda Páez stated about her lowered BG&E bill and that she was pleased.
- b) Erik stated that the Treasurer needs to assign a line item in our QuickBooks system for tracking the \$100.00 payment credit that Neighborhood Sun would be sending to GFPS for Members who signed up with Neighborhood Sun. Christy stated she will add this to QuickBooks. Erik asked Christy to ascertain how Neighborhood Sun will send these \$100.00 payments to GFPS. Christy agreed. **(Action Item: 599-06-23)**
- c) Dirk has completed the Waiver of Liability for Use of Goshen Farm form for Event Use Applications for small events in lieu of the required Certificates of Liability Insurance. The Board reviewed this form. Discussion ensued. There is a waiver already included in the Event Use Application. We can continue to use this for all applicants, replace the old waiver with this new waiver form to the present. Dirk suggested that this be given to applicants as a stand-alone form to avoid legal issues later. Sharon reminded Barbara that this waiver form will need to be added to what she sends out to those seeking to use the Farm for events. Barbara agreed. Becky made a few edits to the waiver and Dirk concurred. This form should be added to the Google drive for access. Erik will send out the final form of the waiver to Sharon and Barbara.
- d) Roy let Linda know that there is netting or wiring behind the Hoop House that she can use to protect the Oak Leaf Hydrangea in front of the Tenant House from whatever is eating it.
- e) Lou had comments from the Floor
  - i) He recommends the Board check with AACPS to find out if they allow the use of any unregistered vehicles such as motorized dirt bikes, ATV's and golf carts on their property. If they do, then that closes the issue of unregistered golf carts at GFPS events.
  - ii) He recommends that the Board check with our insurance carrier about allowing unregistered vehicles on GFPS property. Are we liable if we allow unlimited use of ATV, dirt bikes or golf carts?
  - iii) He recommends that the Board check to see if GFPS is required to have an AED on our property and if it is not, he will bring up at the next Membership Meeting that we not spend \$1,500.00 on an item that is not required.
  - iv) The Board needs to inquire to the AACPS about "No Parking Signs" to be placed at the bottom of our driveway. The AACPS has No Parking signs on county roads near

BHS and CSCES because parking on those streets is an inconvenience to the residents of this area.

- v) Lou stated that he will not send emails from Building and Maintenance to any Board Member who does not have goshenfarm.org email. Erik will resend emails to those Board members who do not have goshenfarm.org accounts if the information is important.
  - vi) Last, Lou has been working with Shannon on putting an events calendar on our website and if people want events on this calendar they will have to pick up links to things like the AVID program so we can make this calendar interactive. He is also in discussion with Shannon about sharing other organizations' events on our calendar.
  - vii) Erik thanked Lou for his input on these matters.
  - viii) None of Lou's recommendations were assigned as an action.
- f) Adjournment
- i) **Becky Benner made a motion to adjourn. Barbara Morgan seconded the motion and the motion carried. The meeting ended at 9:28 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.
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 AACC	Linda and Barbara	08/15/23	Working	Date and presenter TBD.

565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/243	Working	Postponed until new By-Law's change at January 2024 Annual Membership Meeting
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	
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 <sup>th</sup> Meeting with Grant Cunningham at the Farm and send out to the Board.	Becky	08/19/23	Working	Erik's request
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	Concern about losing info that is presently on Google drive
583-04-23	Research and find new or refurbished device to use with Square. Large Screen for ease of use	Barbara	05/01/23	Working	Need for events. Barbara has some leads for research.
586-04-23	Contact Eloise Ullman at BBC regarding the signed Use Application Form and Insurance Rider.	Barbara	05/10/23	Working	Barbara will contact Eloise Ullman regarding Certificate of Liability Insurance.
587-04-23	Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden.	Terry	09/15/23	Working	Discussion about Pollinator Garden and classes with BHS students needs details. On hold until school begins in September 2023.
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. Barbara rec'd banner dimensions from Nicole and is researching companies to create 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.	Roy	06/16/23	Working	Located at 906 St. Claire Court. Roy contacted Bruce LaMartin at AACPS and sent LaMartin resident's email information to contact.
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. Terry heard back from Laura Brino and she cannot meet with the three GFPS Members at this time
593-06-23	Create a flow chart for the Event Use Application process and send out to the Board for comments.	Barbara	07/20/23	Working	To be presented and discussed at the July Board Meeting on 07/21/23.
594-06-23	Research options for storage with the moldy container	Erik, Roy and Bob	09/15/23	Working	Possible solutions are buy new container and get rid of moldy one, run electricity to the container area and install fan and vents to stop mold or buy/build a shed to store items that are presently in the Milk House.

595-06-23	Check AACPS language on their prohibitions and have Shannon send out a MailChimp message to Members to remind them that Goshen Farm is owned by the BoE and we must follow their prohibitions	Bob	As needed	Working	There was an incident with a Gardener's son using an Air Soft Rifle at the Farm.
596-06-23	Call Mr. Facciponti prior to GFPS having an event and ask him not to park in the driveway.	Barbara	As needed for events	Working	If we get No Parking signs from the AACPS per their policy, we will not need to make this call.
597-06-23-	Contact AACPS regarding getting free signs for Handicapped Parking and their prohibition signs.	Becky	8/31/23	Working	Possibly ask AACPS about No Parking signs along GFPS driveway.
598-06-23	Look into the cost of an AED for a non-profit and report back to the Board.	Erik	08/26/23	Working	Automated External Defibrillator
599-06-23	Ascertain how Neighborhood Sun will send the \$100.00 payments to GFPS for Members who sign up.	Christy	07/30/23	Working	Will also need to add a line item for these payments from Neighborhood Sun.

## 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 US003LKBEO)	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</b> 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: <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 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.