

Goshen Farm Preservation Society Board Meeting,
July 19, 2023

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	July 19, 2023	Time: 7:30pm	7:36 pm
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Christy Folderauer, Rose Mary Stocker, Sharon Biondi, Bob Nestruck, and Shannon Beauchamp Lepthien,		
Members/Guests Attending:	Lou Biondi, Building and Maintenance Chair		

- 1) Call to Order and welcome of Board Members.
 - a) President Erik Wallace called the July 19, 2023, Board Meeting to order at 7:36 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 Meeting with Dr. Heiser, AACPS Chief Operating Officer to New Business, item c.
 - b) Erik added Stabilizing the Farm House Chimneys to New Business, item d.
- 4) Review of Minutes – June 21, 2023 Board Meeting (Smitty Biondi)
 - a) **Becky Benner made a motion to accept the Board of Directors June 21, 2023 Monthly Minutes. Terry Brandon seconded. Becky Benner amended the motion with one correction. Bob Nestruck seconded. The motion carried.**
- 5) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik reiterated that GFPS could not complete the African American Heritage Preservation Program (AAHPP) grant application process. Dr. Heiser, AACPS Chief Operating Officer, was newly installed in his position and was unable to approve our request to improve the Goshen Farm’s driveway due to lack of time to evaluate this project before the July 17, 2023 grant deadline. Erik feels that during the ten days that several Board Members and Members, Doug and Diane Bragdon, worked on this grant application, we gathered important information to use for the next grant cycle (April 2024).
 - b) Erik and his helpers harvested approximately 400 pounds of honey from the Apiary at the Farm. It was the largest harvest to date. He will be selling the jars of honey at all of

the upcoming Summer Concerts. If a Board Member wishes to purchase honey they should send Erik an email with the number of jars requested.

- 6) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara asked Lou if he would get with Shannon and send her the Boards' ID pictures for the website. Lou said he has done this.
- 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 \$55,235.09 in Checking and \$65,383.20 in Savings.
 - c) Question about whether GFPS is getting the \$100.00 from Sun Solar for GFPS Members who have signed up?
- 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) Lou reported that he is waiting on responses from the Executive Committee on guidance regarding the meeting at the Farm to discuss the GFPS Five-Year Plan for improvements to the Farm and the AACPS' partnership and financial assistance to GFPS for discussion. Erik will be setting up a meeting date with Dr. Heiser, Chief Operating Officer of AACPS for a date in August. Discussion ensued. **(Action Item: 500-07-23)**
 - ii) When GFPS has a date for this meeting, knows who is coming from AACPS (and possibly BoE Member Dana Schellheim), Erik and several others will create an agenda and decide who of the GFPS Board Members will attend.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon has put up the "Wine Down at the Farm" event and ticket purchase button and information about getting auction items donated (for a free wine-tasting ticket).
 - ii) Shannon updated the Matching Grant donation "ticker" with information Lou sent Shannon on background language for the Matching Grant. Shannon was able to label the "ticker" to clarify what GFPS is raising funds to accomplish.
 - c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) The Broadneck Baptist Church's (BBC) Music and Arts Camp was very successful despite the heat. Terry clarified that the children who attended were from church members' families and other children from the area. Members from the BBC ran the event with some informative talks by Members Terry Brandon, Larry Jennings, Bill Hays, Susan Brandon, and Tracy Smith.
 - ii) Terry suggested that while we are working to get a better partnership with AACPS, we should also acknowledge and grow our other community partnerships.
 - d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara asked if there were any questions.

- (1) Sharon asked about the planning for Membership Appreciation Night Concert on August 11th. Barb said that other than ordering the pizzas from Vizzinni's and ordering the "toys" for the children attending, it was too early to initiate anything further for this event. Erik stated he would order the light up helicopters and extra glow in the dark necklaces, etc. for this event. Christy stated that as she and Barbara will not be at this event, we need to acknowledge Cape Ace's donation to fund this event. Further discussion ensued regarding this event.
- e) Garden (Bob Nestruck – Provided under separate cover)
- i) Erik asked Bob what his projected date was for finishing the Sharing Garden fence and do we need to reach out to volunteers to help. Bob stated that he had hoped to finish last week but was unable due to illness. He has volunteers ready to help when he is ready to work on the fence.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy reported that he sent out his draft report on the completion of the restoration of the Servant's Quarters. He considers this a draft because the Board may want to have another coat of paint applied to the outside and some additional caulking to complete.
- ii) As Roy and Becky have been out of town for an extended trip, Paul Bunting has been mowing the field and lawn.
- iii) Roy stated that he was reviewing some of the wills of the many owners of Goshen Farm and discovered that the Farm had as many as 10 beehives on the property.
- iv) Roy questioned whether the structural engineer that looked at the Milk House foundation only looked at the south end and reported his estimate of repairs. Roy noted that the north end of the Milk House foundation is much older and needs work. There are other issues with the interior as well.
- v) Linda asked for clarification on the "music station" Eagle Scout Project in the Nature Play Space. To clarify, Roy gave several examples of instruments that will be built. There will be xylophones for small and larger children and drums. There will be four such instruments when the project is completed.
- 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 via email)
- i) Becky reported that she and Roy have stopped at several historic sites. She was researching the merchandise that these sites were selling. Much of what she discovered would not be beneficial for Goshen Farm to add to its inventory to sell. Becky also went on a tour where they had an audio tour where you dialed a local number to get the audio. The audio tour wasn't just for that museum but would connect you to other points of interest such an historic Ice Cream Parlor. Becky could see GFPS doing something like this with some of our other partnerships and Chesapeake Crossroads Heritage Area sites.

- ii) Becky reported that there was one new Member in July (reported to her by Sharon) but as she and Roy are traveling, internet service is very spotty or non-existing at many camp sites. She will update her Membership report when she and Roy return and give the Membership numbers in her August Report.
 - i) Financial Development (Vacant)
 - j) Volunteer Coordination (Vacant)
 - k) Security (Dirk Schwenk – Provided under separate cover)
 - i) Dirk was out of town for the Meeting.
 - ii) There was an issue with the new Farm House security at the July 14th Summer Concert set-up. Erik will look into this.
 - l) Members At-large
 - i) Linda Páez (Provided under separate cover)
 - (1) Linda added that the siding on the Tenant House has been completed! She has not heard back from Mark Semos, Bruce Dowling or Bayview Builders about putting on a new roof. Linda has set up a tentative meeting with Mark Semos for this Friday, July 21st at 5 PM to see what the next steps for the Tenant House will be. Lou will attend as well.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
- i) Review of Action Items
 - (1) As regards (**Action Item: 598-06-23**) Look into the cost of an AED for a non-profit and report back to the Board), Erik researched this and sent an email out to the Board with the links to investigate. This action is **Completed**. Since purchasing an AED for Goshen Farm was Becky’s suggestion, she will follow up on these links, research the best price offer, and report back to the Board. and then complete the grant application with the best priced company. New (**Action Item: 601-07-23**).
 - (2) **Action Item:590-05-23**) Contact AACPS for driveway improvement. This action is **Completed**. Members of the Board and GFPS Membership nearly completed a grant application for AAHPP for funds to repair the driveway. AACPS Chief Operating Officer, Dr. Heiser, for permission to file for the grant and our request was denied. Dr. Heiser was new to this position and felt he could not okay our request as he had not had enough time to review the project. Dr. Heiser will be visiting the Farm and will see the driveway for himself on August 16th.
 - (3) (**Action Item: 586-04-23**) Contact Eloise Ullman at BBC regarding the signed Use Application form and Liability Insurance Declaration. This action is **Completed**.
 - ii) Review of Recurring Actions
 - (1) The bi-annual recurring Action to “Change batteries on security system in Farm House” is no longer required. GFPS purchased and installed a new Farm House security system that is hardwired into the Farm House’s electricity. This Recurring Action is removed.

(2) As the Treasurer is responsible for carrying out many of the Recurring Actions, the Treasurer should consider reporting on the completion of these verbally at the monthly Board Meeting or in her monthly report. In this way the Board will know that GFPS is up to date with these 501(c)(3) requirements and various website payments. I will send out an email discussing this reporting with Christy for her input. **(Action Item 602-07-23)**

10) Old Business

- a) Milk House costs estimate, grants, plan
 - i) Discussion on this will be postponed until Roy is back in town and gives his input on the estimates that Lou received.
- b) Google Suite and movement to “Free/Non-Profit edition” was postponed to the August Meeting.
- c) New or refurbished device to use with Square is being researched by Barbara. Barbara contacted Rose Mary to get information on where the CSC Garden Club bought their devices. Barb and Christy will go to the Verizon store to check prices.
- d) Storage Container – Mold abatement or new container?
 - i) Discussion postponed until August Meeting and Roy returns from his trip.
- e) Grant Application for African American Heritage Preservation Program (AAHPP). Due July 17th.
 - i) The grant application process was cancelled due to AACPS’ Chief Operating Officer, Dr. Heiser, not having enough time to study and approve repair of the driveway. AACPS’ approval of this project was a necessary requirement in the grant application.
 - ii) Becky asked if all of the work, data and pictures that were gathered for this grant have been kept for the possibility of applying for this grant (or others) in the next grant cycle. Erik stated that he has put this collection of work on the Google drive.
 - iii) Linda asked if we could request support letters in advance to be ready for another grant. Lou stated that the letters are dated and cannot be requested in advance of completing another grant application.
- f) Purchase (AED) Defibrillator and training
 - i) Erik completed his research, sent out provider links and is turning responsibility over to Becky for investigating providers to Non-profits, getting cost and reporting back to the Board.

11) New Business

- a) Review Event Use Application Log and any new Event Use Applications:
 - i) Event Use Application and Agreement from Carrie Arnold and Brendan Curran. Member Carrie Arnold requested the use of Goshen Farm for a retirement party for Brendan Curran on October 7, 2023 from 2 PM – 6 PM. There will be approximately 100 guests, liquor will be served (which will require a liquor license) and it will be catered. Carrie also requested two additional port-a-pots. Carrie also wants to have a moon bounce. Barbara believes that these additional costs should be factored into

what GFPS will charge Carrie Arnold to hold this function. Barbara also contacted CSCIA's Clubhouse Committee Chairperson to inquire about their policy on having a moon bounce at rental functions held at the CSCIA Clubhouse. The response was that this committee requires the renter to have a Certificate of Insurance for the moon bounce and that it will be hard to find an insurance company that does not exclude "inflatables". There was more in this statement that included location of the Moon Bounce for safety.

- (i) Board discussion ensued. The "sense of the Board" for holding this event was that GFPS needs to wait on holding large events such as this. The application was denied. Barbara will let Carrie Arnold know the Boards' decision.
- (b) Barbara brought up an additional request made by Luke Spicknall to hold a wedding at the Farm on July 17, 2024. Luke was making an inquiry and has not submitted an Event Use Application and Agreement form for this event. Discussion ensued and it was agreed that Goshen Farm is not ready to hold functions of this magnitude requiring basic infrastructure that we do not have available yet such as easily accessible water, kitchen facilities, etc. Barbara will contact Luke Spicknall to let him know that GFPS will not be able to consider his request.
- ii) Barbara let the Board know that the Event Use Application Log has been added to Google Doc. If any Board Member receives a request, send out an Event Use Application and Agreement form and add it to the Event Use Log so Barbara will be aware and it can be discussed at the next Board Meeting.
- iii) Laura Brino, Wildhearts Academy and the Goshen Farm Event Use Application and Agreement has been tabled due to non-response by Laura to Terry's request to meet with several GFPS Board Members. Terry will reach out again to Laura Brino to confirm that they are no longer interested in their proposal to hold "homeschool" classes at the Farm in the fall.
- b) Farm House Security System (issues, FOBS)
 - i) Dirk has installed the new security system. The key FOBS provided can turn off the system but we only have four and that is the limit on what the company will provide. When entering without a FOB, one has 30 seconds to shut off the security system using the remote in the house. There were problems with this method at the last Summer Concert set-up. Erik asked if Bob and Lou would test the system using the remote in the house and let him know the results. They both responded that they would do so in the next several days.
- c) Erik reiterated that he will contact Dr. Heiser to set up a date to meet at the Farm. Lou and the Executive Board will discuss an agenda/talking points for this meeting in the near future.

- i) Lou stated that the Board needs to decide when we will address a new lease with AACPS, and when we will address financial support from AACPS which is not possible under the current lease.
 - ii) Erik believes that a starting point is to introduce them to our Five-Year Plan. The initial parts of the Plan involve \$500,000.00+ to execute. Would some of this cost be supported by AACPS, some through grants which AACPS would need to support as a combination of financing? He suggests that at the meeting with Dr. Heiser, we discuss the Five-Year Plan, our lease issues and several other pressing issues. After we have introduced him to the Farm, and briefly identified these roadblocks to GFPS' future, we can address these issues individually at upcoming meetings with AACPS.
 - iii) Erik asked the Executive Board and Lou when they can meet for a strategy Zoom meeting. Erik suggested that we do 3 PM on Friday, July 21st. Then we will get the results out to the full Board.
 - d) Stabilizing the Farm House chimney(s)
 - i) After tonight's discussion regarding funds for this project, which is approximately \$24,400.00, Lou will write up the complications involved with repairing the chimney and meeting MD Historical Trust requirements and options for the Board to consider. **(Action Item: 603-07-23)** Becky requested that the room designations be included in this description analysis write-up. Lou will also have to contact Department of Public Works to find out if stabilizing the chimney(s) could be included in the 2020 Capital Grant "drawdown" as this aspect of stabilization was not listed in the original grant application. **(Action Item:-604-07-23)**
- 12) Final Comments from the floor.
- a) Adjournment
 - i) **Linda Paez made a motion to adjourn. Barbara Morgan seconded the motion and the motion carried. The meeting ended at 9:32 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 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 th 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.
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. Nicole is looking for her original contact information so Barbara doesn't have to start with design of the banner with a new company..
589-05-23	Find out the person at AACPS who would be responsible for having 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.
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. Terry will contact Laura one more time to see if she is still interested in pursuing classes at Goshen Farm.
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	Bob	As needed	Working	There was an incident with a Gardener's son using an

	MailChimp message to Members to remind them that Goshen Farm is owned by the BoE and we must follow their prohibitions				Air Soft Rifle at the Farm. Bob will copy AACPS prohibitions from our lease into a Word document and send to Shannon to be posted on the website.
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.
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.
600-07-23	Set up August meeting date with D., Heiser, AACPS COO at the Farm	Erik	07-30-23	Working	Dr. Heizer's introduction to GF and our issues with our lease and funding for projects in our Five- Year Plan to be discussed..
601-07-23	Check out company links Erik provided for non-profit purchase of AED and report back to the Board on most economic cost option.	Becky	08-31-23	Working	When best offer is approved by the Board, Becky will complete grant paperwork
602-07-23	Send Treasurer an email regarding a system to verify that recurring Actions have been completed for those actions the Treasurer is responsible for completing.	Sharon	8-14-23	Working	Need clarity for the Board on these 501(c)(3) required actions and the website related actions which are recurring.
603-07-23	Write up the complicated process for repairing the Farm House Chimneys, the implications that MHT has stated need to be done and our options for paying for this work.	Lou	09-13-23	Working	Becky would like to have room designations on this write up which would include the description in the two estimates for the work.
604-07-23	Contact MD Department of Public Works to determine if Chimney repair would be allowed as a "drawdown" on our 2020 Capital Grant.	Lou	09-11-23	Working	Stabilizing the chimneys was not included in the description of work in the 2020 Capital Grant application.

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 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 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.