

Goshen Farm Preservation Society Board Meeting,
August 16, 2023

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	August 16, 2023	Time: 7:30pm	7:33 pm
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Rose Mary Stocker, Sharon Biondi, Bob Nestruck, and Dirk Schwenk,		
Members/ Guests Attending:	Lou Biondi, Building and Maintenance Chair		

- 1) Call to Order and welcome of Board Members.
 - a) President Erik Wallace called the August 16, 2023, Board Meeting to order at 7:33 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) Bob wanted to add that he was in contact with Shannon and she will send out a reminder via Member email list and Facebook regarding the restrictions on firearms at Goshen Farm. Bob would like a sense of the Board on this action. This action relates to an incident that occurred in June at the farm. (See June Minutes for details.)
 - i) Becky asked if Bob was going to add the tobacco, alcohol and controlled substances restrictions to be sent out by Shannon as well. (Erik will have Shannon add these restrictions to go out in another email and on Facebook if necessary). If more discussion is needed this will be added to Old Business, item g.
 - b) Becky stated that we have changed the name from Event Use and Rental Application and Agreement to Event Use Application and Agreement due to no requests for rental. Since we have had two requests for rentals in August, she would like to change the form name back to its original title. Added to New Business, item d.
 - c) Becky asked Erik if all of the paper work and photos that were prepared for the African American Heritage Preservation Program (AAHPP) grant application we were going to apply for to fix the driveway was saved for the opportunity to resubmit in 2024 if the grant is offered again. Erik stated that this information is now up on the Google drive under "Grants".

- d) Becky asked if we had rescheduled make up concerts for the two concerts that were cancelled. Barbara stated that a make-up concert is scheduled for Friday, September 8th, and three of the four bands that had been cancelled are scheduled to play.
- 4) Review of Minutes – May 17, 2023 Board Meeting (Smitty Biondi)
 - a) **Becky Benner made a motion to accept the Board of Directors July 19, 2023 Monthly Minutes with the one correction added today. Dirk Schwenk seconded. The motion carried.**
- 5) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik asked if there were any questions on his report. There were none.
 - b) Erik added that on August 16th, the GFPS Executive Board, Roy Benner and Lou Biondi met with Dr. Heiser Chief Operating Officer (COO) for AACPS, Dr. Mark Duarte Chief Academic Officer (CAO) and School Board Member Dana Schallheim at Goshen Farm. The purpose of this meeting was to introduce Dr. Heiser and Dr. Duarte (both newly appointed to their positions) to Goshen Farm. A tour of the Farm was given, various completed aspects of the Farm were highlighted as well as our many partnerships developed over the years. After the tour, our Five-Year Plan and Mission Statement were discussed, our current AACPS lease and shortcomings with respect to grants, other funding and growth and the lease length were discussed. It was decided by all attendees that a follow-on set of face-to-face meetings be scheduled after the new school year is underway. The purposes of these meetings will be to discuss each of the items in the GFPS Five-Year Plan and how with AACPS’ partnership, GFPS can move forward on each item. **(Action Item: 605-08-23) Erik will write a summary of this meeting, send to the executive Board, Roy and Lou for corrections/additions and then send the final summary out to the entire Board.**
- 6) Vice President’s Report (Barbara Morgan – Provided under separate cover)
 - a) Becky asked if Barb would send her the completed ID cards for laminating. Lou stated he will drop these off to Becky.
- 7) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
 - a) Christy was unable to join the Meeting.
 - b) We have \$54,299.43 in Checking and \$65,383.20 in Savings as of 08/31/2023.
 - c) Barbara reported that Christy has determined that GFPS has not yet received the \$100.00 bonus from Neighborhood Sun for GFPS Members who have signed up.
- 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) Lou updated his report regarding the Wine Down at the Farm and Silent Auction event that he and Sharon are co-chairing.
 - (1) Lou has received an email that the liquor license is approved for pick up.
 - (2) The one-day event insurance has been obtained through Moran Insurance. Lou conducted an extensive search for one-day event insurance and Moran Insurance was competitive.

- (3) Thus far we have collected auction items with a retail value of approximately \$4,300.00.
 - (4) We decided to set the minimum bid price at 50% of value for many desirable items. Lou will announce several times during the event that the purpose of the auction is to raise money for Goshen Farm not to give attendees a chance to get a bargain.
 - (5) Our post on the website stating that if a Member found an additional business to donate an auction item valued at \$100.00 or more, that Member would receive a free admission to the event (Value \$25 -\$30). Two Members donated from their own businesses – one will receive a 1 free admission and one will not be able to attend.
- ii) Becky had a question regarding the estimate that Eric Orellana (BGE Design and Engineering) sent to Lou on August 7th for installing electrical service to the Tenant House. The estimate was for \$1,469.00. This would be an underground installation using a “push through” for the wire. Becky thought that all of the materials had to be paid for by GFPS. Lou stated this discussion is covered under New Business, item b.
- b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon was unable to attend tonight’s Meeting. She told Barb that she had received an email from Ari Isaacman D’Angelo, a Member who is teaching Yoga at the Farm. She is petitioning the County to put a crosswalk from Woodland Circle to Goshen Farm’s side of the road. Shannon will “piggyback” on Bob’s email (regarding gun restrictions)to Members with information about the crosswalk addition for those Members who wish to sign the petition in support.
 - c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) Terry asked that Board Members read the insert in his report regarding our partnership with Providence Greenhouses. Providence Center’s Greenhouses Manager, Rachel Carey, would like to be able to sell vegetable plants to Goshen Farm Gardeners and Members. She will prepare an order sheet and send it to Terry to send for pre-ordering plants.
 - d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara asked if there were any questions.
 - (1) Barbara reported that she ordered 36 wine glasses with Goshen Farm and our logo imprinted on them to sell at the Wine Down at the Farm event. The cost was 36 glasses for \$59.00 and \$45.00 for shipping (\$2.89/glass). We will sell them for \$5/glass and make \$2.11 profit per glass. We will determine if selling wine glasses at a future wine-tasting event is worthwhile based on sales at this event.
 - (2) Barbara also discussed initial planning for the Fall Open House.

- (a) Barbara has a friend who grows watermelons and pumpkins. If he has pumpkins left he turns them over into his soil. Barbara is going to approach him to see if GFPS could have these excess pumpkins to sell at the Fall Open House.
- (b) Barbara has contacted all of the previous vendors used in past Open Houses. She has a positive response from Heather and the Broadneck Library, Larry Jennings to discuss the Pollinator Garden & Monarch Waystation and our Shallow Water Wildlife Pond and Dean Cowherd for the Soil Pit Lecture.
- (c) Barbara has not gotten a response from Pam Smith-Purgason (Amazing Heart Discovery Trail) or Raptor's Eye. She also asked Becky for contact information for Dick Arnold who does the Monarch Butterfly exhibit. Becky will send Barb this information.
- (d) Becky asked about marking completed or OBE Event Use Form Requests and moving them to the top of the Log. In this way the Board is only viewing active/still in progress requests on the lower section of the Log. Barbara stated yes. The Log is on the Google Drive and is updated as requests come in. Roy suggested that we keep a complete list of all requests for the year. This information would be used for detailing student and other group visits when sending our GFPS Annual Report to AACPS. Barbara sends this Log out to the Board each Meeting but as it is in spreadsheet form, and when printed has many pages making it hard to read. There will be further discussion later in the Meeting.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob had nothing to add to his report other than the extensive heat is making it difficult for the Gardeners to work their plots.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy reported that he had nothing to add to his report. He will have comments later on the moldy storage container and the repair of the Milk House.
 - ii) Roy has four (4) Eagle Scout Project candidates he is working with at various stages of progress.
 - iii) Erik thanked Roy for his hard work keeping the grounds neat and the grass mowed. The lawn looked lovely for the Membership Appreciation concert on August 11th and will be appreciated by our guests at the Wine-Tasting event on August 27th.
- g) History and Research (Scott Powers – No report provided)
 - i) Scott has scheduled and booked three bands for the “make-up” concert (due to two dates cancelled for rain) on September 8th.
 - ii) In early August, Scott (and Becky) assisted Sharon, Barbara and Shannon locating information for updating the history for the Henson-Hall Slave Garden on the website.
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported that we have 224 Membership Units in August.

- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – Provided under separate cover)
 - i) Dirk reprogrammed the security key pad so that it should be working consistently. Dirk reviewed the steps for disarming the alarm to Barbara and other Board Members. Sharon asked if he could set it up so we have more than 30 seconds to disarm the alarm. Dirk will look into this. Roy will look for a way to mount the key pad so it is easy to retrieve (other than sitting on a board near the pantry).
 - ii) Dirk with Bob’s assistance will be working on the camera system on Friday, August 18th. He hopes to have remote access to the cameras going forward.
- l) Members At-large
 - i) Linda Páez – (Provided under separate cover)
 - (1) Linda reported that when she attended the Chesapeake Crossroads Heritage Area (CCHA) Networking Picnic on August 16th, she was officially voted to be on the Coordinating Council. If there are any issues or suggestions that Board Members wish the Council to address, please send her an email with information and she will get this request to the Council.
 - (2) Linda has been attending meetings of the MD Commission on African American History and Culture (MCAAHC) at Asbury Broadneck Methodist Church (ABMC) for nearly two years trying to build a partnership between GFPS, and MCAAHC and the ABMC. She has a meeting with Monica Butler of ABMC on September 6th.
 - (a) Lou told Linda that when Dr. Mark Duarte Chief Academic Officer for AACPS toured the Farm, he asked specifically if we had information on the descendants of Nace Hall and Jack Henson. Lou told him that although we have done extensive research we have been unable to verify descendants using these two men’s names in searching records. Lou encouraged Linda to mention this to Monica Butler. Dr. Duarte is the first African American CAO in AACPS history and he is looking for information that will build the history of the black community on the Broadneck Peninsula and other areas of AA County as part of the curriculum.

9) Review of Action Items and Recurring Actions (Smitty Biondi)

- i) Review of Action Items
 - (1) As regards (**Action Item: 583-04-23**) Research and find new or refurbished device to use with Square (large screen for ease of use). This action is **Completed**. Christy and Barb purchased a new device and Barbara donated a device for use with the Square, so we now have two for events. Barbara stated that we need a second Square reader at events. The cost would be \$20 - \$50. The Board agreed that Barbara should purchase another Square Reader. (**Action Item 606-08-23**)

- (2) **Action Item:592-05-23**) Several Board Members will meet with Laura Brino and her partner Stephanie Smith for further discussion on the Wildhearts Academy proposal. This action is **Completed**. Terry Brandon contacted Laura Brino and she is not interested in pursuing this proposal in the near future.
 - (3) **(Action Item: 593-06-23)** Create a flow chart for the Event Use Application process and send out to the Board for comment. This action is **Completed**. It was decided by the Board that when Event Use Applications are received or verbal or email requests for usage to any Board Member are made, that requestor will be given Barbara's Events email and told to contact Barbara. Barbara will take the process from there to closure. Barbara will add these requests to the Event Use Application Request Log, email the Log to each Board Member and add the request to the President's agenda for discussion/approval at the next Meeting. In the *rare* event a request for use comes in to The Events Chair and needs to be approved before the next Meeting due to the date on the event, The Events Chair can send out an email to the Board recommending approval and the individual Board Members can vote to approve or deny in that same email. (Should be rarely used.)
 - (4) As regards **(Action Item: 599-06-23)** Ascertain how many GFPS Members have signed up with Neighborhood Sun and how and on what schedule they will send the \$100.00 payment to GFPS for each of these Members. Discussion ensued. It was decided that as Terry had negotiated much of this arrangement, Terry should contact Neighborhood Sun, get this information and report back to the Board.
 - (5) **(Action Item: 600-07-23)** Set up August meeting date with Dr. Heiser, AACPS COO, at Goshen Farm. This Action is **Completed**. Dr. Heiser, Dr. Mark Duarte CAO and School Board Member Dana Schallheim met with the GFPS Executive Board, Roy Benner and Lou Biondi on August 16th for a tour of the Farm and to discuss a path forward for our two entities. Further meetings will be scheduled by Erik. **New (Action Item: 607-08-23)**
 - ii) Review of Recurring Actions (related to the Treasurer)
 - (1) This would be done verbally by the Treasurer or in the monthly report for those recurring actions related to the Treasurer.
- 10) Old Business
- a) Milk House costs estimate, grants, plan
 - i) Roy and Lou will meet to discuss previous engineer report on what is needed and the steps to repair the Milk House and whether this report covers all issues with the Milk House foundation. Roy can then work up an estimate for repairing the Milk House. Further discussion on this will be postponed until the engineer's report is reviewed by Roy and Lou.
 - b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the September Meeting. Erik and Lou will further investigate.

- c) One new and one refurbished device to use with Square have been acquired for use at events.
- d) Storage Container – Mold abatement or new container?
 - i) Roy feels the moldy storage container is not repairable. The floor is rotting, the roof is leaking and the mold continues to grow. He recommends we dispose of the container. He will research how to remove it and the cost.
- e) Purchase (AED) Defibrillator and training
 - i) Becky is looking into purchasing the AED and possible training on the device. She will be using the provider links Erik researched and sent out. Linda Páez has another AED provider and she will send Becky the contact information.
- f) The Farm House Security System is now working and the security key pad has been reprogrammed. Dirk will attempt to set the key pad for longer than 30 seconds before alarm is triggered.

11) New Business

- a) Event Use Application Log and new Event Use Applications (EAU)
- b) Barbara reviewed Events on the Event Use Application (EAU) Log and new Event Use Application (EUA) requests.
 - i) Barbara asked if Tabitha Bathrass had her event on June 1st. Terry stated that Tabitha (and 3 additional teachers) brought four (4) 3rd grade classes from CSCES to the Farm for a walking field trip. (Closed)
 - ii) Barbara verified that Jill Sewell had her Precious Metals Ceremony on August 13th and noted that Jill had requested another similar event on October 7th. The Board approved this event.
 - iii) Barbara closed Pamela Smith-Purgason's request as she has completed those dates requested and is now considered an event participator and would not need an Event Use Application. (Closed)
 - iv) Abigail McBride, AACC Landscape Painting Class, held her class in August and may return in the fall. Abigail will need to complete another EUA for that class.
 - v) Cindy Wallace, Pack 2214 did not use the Farm on August 9th for their Bear Den Meeting but will be using the Farm on September 13th (included in EUA). The Board voted to approve this date. (Open)
 - vi) The Four Rivers Garden Club verbal request is still "open" until they decide what and when they wish to do their event(s).
- c) Becky asked that the Board return to the form titled "Event Use or Rental Application and Agreement" for future requests. The "rental" wording had been dropped as GFPS was only receiving "use" requests. Discussion ensued. Erik suggested that we may want to create two separate application/agreement forms – one for use and another for rental. Erik asked Barbara to consider breaking these two request types into two separate forms as she is handling these requests. The Board agreed. **(Action Item: 608-08-23)**
- d) BGE connection to the Tenant House.

- i) Lou stated that the Board has the invoice and should make the decision on whether to move forward. It was noted earlier in the Meeting that there are other expenses listed in this estimate such as GFPS providing materials that are not included in the estimate total. Discussion ensued. Lou stated that there so many critical repairs needed at the Tenant House that running electric to the House and installing an electric panel is not feasible (or safe) at this time. It was decided to table running electricity to the Tenant House at this time.
- ii) Lou suggested that Roy and other Board Members have stated a need for better lighting in the area of the storage containers and lower fields. Lou suggested that we contact BGE and get an estimate for installing a pole and running electricity to the above-mentioned area. This would create the light needed in this area and be far less costly.
- iii) There were questions regarding what plans Bayview Builders, LLC had for continued repairs for the Tenant House. To date they have removed a rotted room, replaced the rotten support beams and 2x4's wall framing for the room adjacent to what was removed, installed Tyvek, and replaced the old siding that had been removed for these repairs with new siding. Linda is in discussions with Rich Lang, Director of Construction, at Bayview Builders about next steps.
 - (1) Erik had questions about the extent of the remaining damage in the Tenant House. Lou stated that when he, Linda and Mark Semos entered the house to assess damage, in addition to the interior floor damage, the roof rafters were badly deteriorated. This means that we are not talking about having a roof installed but tearing everything off, replacing many rafters, installing new plywood (or underlayment) and then installing a new roof. Lou thinks the cost of this project will run into the thousands (\$6 - \$8 thousand).
 - (a) With due respect to Bayview Builders possibly agreeing to replace the roof, he recommends we have them come inside the Tenant House, look at the rafters and understand how large this project may be. Then we may be able to talk about if, what or how much they would be willing to donate for this project. The most valuable thing that Rich Lang can provide us at this time is a realistic estimate of what fixing/replacing the roof will entail and cost.
 - (b) Barbara will also reach out to Jason Brown (a previous GFPS Building Chair and a roofer) to see if he would be willing to come out, look at the damage and provide us with another estimate of cost. He may be willing to give us cost estimates at a decreased cost. **(Action Item: 609-08-23)**
 - (2) Sharon suggested that Bayview Builders may feel "underappreciated" for the work they have donated. Linda stated that she told them the company's donation of labor and materials for the Tenant House was in our GFPS Quarterly Newsletter. Sharon feels we can do more in promoting this. Sharon will discuss details of the creation of this project partnership, summary of the labor and

materials donated with Linda. Then, with Shannon's assistance have an article ready for the October Caper. **(Action Item: 610-08-23)**

- (3) Secondly, Sharon will contact Brenda Bloomfield, Accounts Manager at Bayview Builders, and request invoices for the materials and labor donated for work on the Tenant House to date. Sharon will then be able to have the documentation needed to send Rich Lang a Corporate Sponsor (CS) Thank You letter and explain the CS Program, the levels and the benefits. **(Action Item: 611-08-23)**
- e) Email to GFPS Members and Facebook post regarding prohibition on firearms at Goshen Farm
 - i) Bob has created the wording for this email and FB post. He wanted to know if we were going to include other AACPS prohibitions such as alcohol, tobacco, etc. in this email. The wording of the restrictions appears in our lease with AACPS. Bob will create a rough email and send it out tomorrow to the Board for approval before sending to Shannon. This is a continuation of **(Action Item: 595-06-23)**.
- f) Stabilizing the Farm House chimney(s)
 - i) Discussion was postponed until Lou can gather the information on MHT requirements and options for funding this project.
- 12) Final Comments from the floor.
 - a) None
 - b) Adjournment
 - i) **Becky Benner made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 9:10 PM.**

ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (2023)..
207-12-15	Develop and execute well plan.	Building Chair, Roy,	09-01-16	Working	Need well for garden expansion and Farm House use
209-12-15	Plan to increase Board and volunteer involvement	Becky	03-01-16	Working	Reach out to skill sets of members
319-03-18	Price out encapsulation paint, liquid sandpaper, and painting supplies for encapsulation project of all painted walls and ceilings.	Building Chair	04-18-18	Working	Previous Building Chair Dave McCormick researched encapsulation paint and method and sent out an email on this on 11/04/18. No pricing was given.
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Grant Project. Members: Lou, Becky, and Christy
432-02-21	Develop a plan for improving volunteerism in the Sharing Garden and send this plan to the President. (Gardeners agree to complete 6 hours volunteer work/year as part of their plot rental agreement.)	Bob	03-39-21	Working	In addition to Work Days planned by Roy, Roy has submitted a list of projects for the grounds. Bob could send out a few tasks from this list periodically to Gardeners in an email.
437-02-21	Continue meeting with Shannon Lepthien Beauchamp of Color Fire Media to update the website. The Board approved Color Fire Media's plan for updating the website. The Board will continue to review progress and updates.	Shannon, Barbara, and Board	02-28-21	Working	Reviews will occur at these meetings, and future meetings for the website redesign. Actual edits and updates will be done by Shannon as time allows and as updates are needed . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda Páez, and Board input	07-03--21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the Goshen Farm book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project.	Terry, Linda Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
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. Board vote is required.	Erik and Lou	05/01./23	Working	Concern about losing info that is presently on Google drive
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.
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 on firearms, alcohol, etc.	Barbara	As needed	Working	There was an incident with a Gardener's son using an 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.
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 chimney(s), 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.
605-08-23	Write up a summary of the August 16, 2023 Meeting at Goshen Farm with Dr. Heiser, COO AACPS, Dr. Duarte, CAO AACPS, Dana Schallheim, School Board Member, the GFPS Executive Board, Roy Benner and Lou Biondi.	Erik	10/15/23	Working	Send draft to those GFPS Members involved for corrections and send final summary to GFPS Board.
606-08-23	Purchase a second Square reader.	Barbara/Christy	09/20/23	Working	For faster processing of sales, etc. at events.
607-08-23	Schedule follow-up meetings with Dr. Heiser after 2023 school year has resumed.	Erik	11/01/23	Working	Meetings to address GFPS Five-Year Plan, funding and AACPS/GFPS lease issues.
608-08-23	Separate and create two separate forms from original Event Use or Rental Application and Agreement – Event Use Agreement and Application and Rental Agreement and Application.	Barbara	10/18/23	Working	Present drafts to the Board for suggestions.
609-08-23	Contact Jason Brown to inspect the Tenant House roof and generate an estimate of scope and cost for GFPS.	Barbara	11/01/23	Working	Need to know scope and cost of this expanded repair before investigating funding.
610-08-23	Write October Caper article summarizing the work, labor and materials donation that Bayview Builders has donated to repair the Tenant House.	Sharon/Shannon	09/06/23	Working	Give Bayview Builders, LLC a copy of the Caper article.
611-08-23	Contact Brenda Bloomfield, Accounts Manager at Bayview Builders, LLC for invoices of all donated labor and materials donated to date on the Tenant House repairs and write Corporate Sponsor Thank You Letter.	Sharon	09/30/23	Working	Important acknowledgement!

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. Lou sent the ID cards with photos to Becky for lamination.
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. Renewed March 2023. 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 . As of 05/2023, we have (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Educational Outreach, Building & Maintenance, Security, and Member At-large). Last bill was November 1, 2022. \$69.96 Automatic Payment (There are now 13 gmail accounts with the addition of Member At-large). Payment should increase to \$90.87 as of May 2023.)
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. Last audit with auditor was in 2018.
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 102844500, 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. #MY102844500, 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	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 September of 2023
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. Events Chair posts upcoming events on these Facebook pages
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. Certification received in 2022.