

Goshen Farm Preservation Society Board Meeting,  
September 20, 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>	September 20, 2023	<b>Time: 7:30pm</b>	7:34 pm
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Rose Mary Stocker, Sharon Biondi, Bob Nestruck, Dirk Schwenk, and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi, Building and Maintenance Chair		

- 1) Call to Order and welcome of Board Members.
  - a) President Erik Wallace called the September 20, 2023, Board Meeting to order at 7:34 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) Becky stated she picked up the Cape St. Claire Improvement Association (CSCIA) Recognized Organizations form from CSCIA. She has some questions for the Board regarding completion of this form. Added to New Business, item e.
  - b) Barbara requested that a discussion on whether to hold the Fall Open House scheduled for Saturday, September 23, from 10AM to 2PM. Discussion added to 8.d., Events Coordination.
  - c) Dirk requested a way to message Membership to get assistance with the Nature Play Space clean-up. Discussion will be added to Events Coordination 8.b.
  - d) Erik wants to add a discussion about an incident that occurred at the September 8<sup>th</sup> concert as reported by Linda Páez.
  - e) Sharon asked if Barbara wants requests to Shannon for communications issues to go through Barbara. Barbara stated that she can do Facebook posts or send out MailChimp messages. Any changes to the website would have to wait until Shannon is available.
- 4) Review of Minutes – August 16, 2023 Board Meeting (Smitty Biondi)
  - a) **Becky Benner made a motion to table the Board of Directors August 16, 2023 Monthly Minutes until the October 18, 2023 Board Meeting. Bob Nestruck 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 he has completed the last round of honey making. He has regular honey and spun honey for sale. If a Board Member wishes to purchase honey they should email him with their order. He is also making some mead from the last 20 – 30 pounds of honey. Becky asked if Erik could send her the recipe.
- 6) Vice President's Report (Barbara Morgan – Provided under separate cover)
  - a) Barbara asked if there were any questions about her report. There were none.
  - b) Becky had a question about Electracon's invoice for \$971.00 for the electrical panel. Erik stated that the invoice was for the panel and the installation cost was donated by Electracon. Sharon said Electracon may be eligible for a Corporate Sponsorship. Erik has communicated this information to owner John Bell but has had no response.
- 7) Treasurer's Report (Christy Folderauer – Provided under separate cover)
  - a) Christy was unable to join the Meeting until later.
  - b) We have \$54,081.99 in Checking and \$65,383.20 in Savings as of 08/31/2023.
  - c) Terry asked about where his budget for 2023 stands. Christy sends Chairs with an annual budget information in December – what the budget was for that year for that committee and what was spent. Christy also sends certain committees reports quarterly on what chairs have spent thus far.
  - d) Christy came in late to the Meeting. She will review Recurring Actions at the October Meeting.
- 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 held on August 27, that he and Sharon were co-chairing.
      - (1) He sent the Event Reconciliation Form to the Board and the event made approximately \$6,000.00. (There was an auction item payment that came in after his reconciliation so he did not have that in his report.)
      - (2) Erik congratulated Lou, Sharon, Barbara, Christy and all the volunteers that helped make this event a success.
    - ii) There were no questions on Lou's report.
  - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
    - i) Shannon was unable to attend tonight's Meeting.
    - ii) Barbara reported that Shannon is getting married on October 13, 2023 and is extremely busy. Barbara is taking on some of Shannon's responsibilities as Communications Chair. If a Board Member wishes a Facebook post or MailChimp message to go out, please email Barbara at her Events Chair email with the request and Barbara will send this out.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)

- i) Terry reported that he expects to be giving produce to My Brother's Pantry in October and December. The extreme heat this summer produced low yields of vegetables in the Hoop House. The shade cloth installed in the Hoop House has decreased the temperatures so the plants are doing much better. Terry purchased additional plants from Providence Center for a discounted price and these are growing well.
  - ii) Linda Páez is working with Asbury Broadneck United Methodist Church (ABUMC) Food Pantry to distribute Goshen produce on November 4, 2023 if the supply makes this possible. There may be more deliveries in the future.
  - iii) Becky asked Terry that based on the above offer to provide produce to ABUMC's Food Pantry does this offer interfere with the \$300.00 donation to GFPS from My Brother's Pantry and our arrangement with them to provide produce. Terry stated that this additional arrangement would not interfere. My Brother's Pantry is a priority for produce delivery but if we have extra, it would go to the ABUMC Food Pantry.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- i) Barbara stated that the Board needs to discuss the upcoming Fall Open house scheduled for Saturday, September 23, 2023. She would like the Board to make a decision tonight regarding holding this event or cancelling. Discussion ensued
    - (1) The weather forecast for this date is heavy rain and wind gusts.
    - (2) Barbara stated that the caterer, Tony Barrett needs a decision by Friday, September 22 so he can purchase the food and prepare the dishes he has planned.
    - (3) Phil who is providing the bands stated that the bands can pack up quickly in the event of heavy rain.
    - (4) Barbara noted that Raptor's Eye has already cancelled due to the predicted weather (the birds were disturbed by the loud music from the bands at the Spring Open House). Sharon suggested that at this event or future Open Houses we could place Raptor's Eye in the area where the Butterfly Whisperer normally is set up.
    - (5) Dirk asked Barbara if Open Houses brought in revenue. Barbara stated that the Spring Open House brought in about \$400.00 and required many volunteers. Erik added that the Open Houses are intended for Community Outreach as opposed to fundraising. Barbara added that most people who come to the Open Houses want a tour of the Farm House. Dirk suggested that we plan a New Member Drive via our website from October 14<sup>th</sup> – 24<sup>th</sup> and offer a tour of the Farm House on October 21<sup>st</sup>. It was decided that we consider a post to our Facebook page to recruit new Members and get donations and send them to our website to view the virtual tour of the Farm House (and possibly give those who

become Members a free jar of honey). Barbara will look into this option. **(Action Item: 613-09-23)**

(6) Barbara needs time to contact the vendors who have agreed to be at this Open House, the bands and the caterer. Becky will contact the woman from the Recycling Business to let her know if the Fall Open House is cancelled. Becky needs to give Barb their number for future events.

(a) Barbara asked for a consensus from the Board and the Board decided that it was best to cancel the Fall Open House for safety reasons.

(b) Becky will contact Leslie at the CSCIA to have her modify the Fall Open House posting on the Signboard..

ii) The Harvest Pasta Dinner was discussed.

(1) Erik believes that as this event has not been held for three years, there will be a good turn-out.

(2) Becky stated that we need to work on getting this event in local publications. Barb will advertise the Harvest Pasta Dinner in all of the publications on her list.

iii) Dirk would like to have a MailChimp message or SignupGenius go out to Members for volunteers to help maintain the Nature Play Space. Dirk, Stephanie, and Roy have been cleaning up the NPS periodically but they need more volunteers (perhaps a "NPS Work Day"). Barbara stated she would get details from Dirk and send this out.

**(Action Item: 612-09-23)**

e) Garden (Bob Nestruck – Provided under separate cover)

i) Bob reported on the Harvest Pasta Dinner he is chairing.

(1) Pat Furgurson will be doing the cooking and will pick up the food donations that are being donated by the Irish Restaurant Company (Galway Bay Restaurant) for the dinner. Reminder: Bob needs to get an invoice from them for the donated food in order to update their Corporate Sponsorship.

(2) Bob also stated that 5 Board Members who normally work this dinner event will be out of town so recruiting volunteers early is critical. Barb will send Bob an old list of jobs to be manned and he will update and send back to her. Then Barb will get a SignUpGenius out for recruitment of volunteers in the next two weeks.

(3) As relates to Bob's report, Becky asked Bob if he had heard anything from the BHS Enclave Group at BHS about using their Garden plot. Bob will reach out to Brenda Jasper who is responsible for the Enclave Group to see if they plan on using their plot. Becky sends an invoice to the AACPS for rental of this plot. Bob will contact Brenda to clarify their plan. **(Action Item: 614-09-23)**

(4) Bob reminded the Board that he and Tracy Smith have jars of hot sauce, pepper jelly, luffas, gourds, and fig jam to sell that were going to be sold at the Fall Open House. Please contact him if you would like any of the above items.

f) Grounds (Roy Benner – Provided under separate cover)

i) Roy reported that he had one correction to make to his report under 1.c. Eagle Scout Projects. Eagle Scout Austin Robichaud's name should be changed to Austin Rios.

- ii) Roy has four (4) Eagle Scout Project candidates he is working with at various stages of progress.
- iii) Roy reported that the driveway is in bad shape. Roy spent many hours filling a gully with gravel and cement but there are quite a few swales still there. He does not think putting more gravel in these areas will work because the gravel will just wash out due to the heavy rains. Bob stated that Benton of Richard's Tree Care has agreed to bring up the bobcat when Roy needs it. Roy doesn't think this will help because the bobcat doesn't have the capability to compact the gravel/asphalt mix. Roy will talk to Benton about this problem. More discussion ensued.
- iv) As relates to the incorrect date and time on the display of our Farm House Security system that Roy reported, Bob will reset these on the monitor in the upstairs room (2-G).
- g) History and Research (Scott Powers – No report provided)
  - i) The September 8<sup>th</sup> make-up concert was held on September 8<sup>th</sup> even with the occasional light rain showers that night.
- h) Membership (Becky Benner – Provided under separate cover)
  - i) Becky reported that we have 231 Membership Units in September.
  - ii) Becky has three additions to her report.
    - (1) Becky has contacted the AACPS Maintenance Department and finally spoke with Valarie Williams. As a result, emailing our lease agreement and the two amendments would hasten the process of getting the signs for Goshen Farm. Goshen Farm is considered "excess" property and this causes confusion when AACPS employees are trying to identify this property. Valarie is not the person responsible for making the decisions to give GFPS these signs – that would be the Sign Department. Becky is waiting to hear back on the decisions. She will not specify the signs until she hears back from the Sign Department.
    - (2) Becky stated that on the Book Committee her responsibility is to provide the end notes, the resources (bibliography) and the table of contents. Joan Machinchick is revamping the text so Becky cannot complete the Table of Contents yet.
    - (3) Becky has contacted the AED sources that Erik researched. Of those, two are no longer providing grants. When reviewing the grants available under these companies, Becky needs to know if we want new or refurbished AEDs. There may be other information she needs from the Board to complete these grant applications. Erik stated Becky has permission to make the decisions that will allow her to purchase the best AED for the lowest cost.
- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – Provided under separate cover)
  - i) Dirk reported that he will be working on upgrading/replacing the Farm video monitoring system.

- ii) Roy reminded Dirk that several windows on the Farm House first floor such as the pantry window have monitors that have fallen off. This should be addressed.
- l) Members At-large
  - i) Linda Páez – (Provided under separate cover)
    - (1) Linda clarified for the Board that before she began to talk with ABUMC about supplying produce to their Food Pantry, she spoke with Terry about whether we had extra produce for this purpose and would he agree to give this excess produce to ABUMC. Terry agreed that if Goshen Farm had excess produce after our distributions, we could give this to ABUMC. Terry and Mattie from ABUMC will work on this.
    - (2) Linda reached out to the Children’s Activities Coordinator at ABUMC to set up a tour of the Henson-Hall Slave Garden. The children, between the ages of 8 and 13 have events and field trips planned by the Children’s Activities Coordinator. Tracy agreed to do the tour with Bob as a back-up. Linda spoke with the coordinator this evening and she suggested Saturday, September 30<sup>th</sup> or Saturday October 7<sup>th</sup>.
    - (3) As regards work on the Tenant House, Linda let Roy know that when she meets with the architect contacted by Rich Lang of Bayview Builders regarding the Tenant House roof replacement, Linda will include Roy in these meetings.
  - ii) Member At Large (Rose Mary Stocker) (No report submitted)
    - (1) Rose Mary stated she has nothing to add to the Meeting.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
  - i) Review of Action Items
    - (1) As regards (**Action Item: 611-08-23**) Contact Brenda Bloomfield, Accounts Manager at Bayview Builders, LLC for invoices of all donated labor and materials to date on the Tenant House repairs and write a Corporate Sponsor Thank You Letter. Brenda Bloomfield sent the invoices marked \$0 dollars due and Sharon wrote and sent the CS thank you letter. This action is **Completed**.
    - (2) (**Action Item: 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 wrote a rough draft article for Shannon. Shannon perfected the draft and submitted the article in time to be published in the October Caper. This action is **Completed**.
    - (3) (**Action Item: 606- 08-23**) Purchase a second Square Reader. This action has been **Completed**.
    - (4) (**Action Item: 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. An email was sent by Sharon and Christy agreed in her email response to make this part of her Monthly Report. This action is **Completed**.

(5) **(Action Item: 599-06-23)** Ascertain how Neighborhood Sun will send the \$100.00 payments to GFPS for Members who sign up. Terry received several emails from Neighborhood Sun clarifying that the \$100.00 payments to GFPS would be sent quarterly for those GFPS Members who had completed their registrations.

(6) **(Action Item: 549-10-22)** Create slideshow for presentation at African American History class at AACC. This action has been marked **OBE**.

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. This was postponed until the October Board Meeting.

b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the October Meeting. Erik and Lou will further investigate.

c) 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. Roy will research how to remove the moldy storage container and the cost. **((Action Item: 615-09-23)**

d) Tenant House/lower field – Power – BGE connection to Electric Pole.

i) It was decided at the August Meeting that electricity will not be run to the Tenant House at this time.

ii) Roy suggested that there be a light on the pole near the storage containers controlled by a switch on the pole to turn the light on and off. Roy would also like an electrical outlet on this pole so he can plug in tools when he is working in this area.

**Dirk Schwenk made a motion to go with electric to the pole, with two lights with an on/off switch and an electrical outlet. The motion was seconded by Becky Benner and the motion carried.** Roy will start the process of getting electric for the lower field by contacting BGE and filling out the application. **(Action Item: 616-09-23)**

iii) Becky suggested that in addition to the electric pole lights, we clean out the brush between the path to the storage containers and Corrine Bailey's number 4 post of her trail. This clearing would allow light to get to the path and the lower field parking for GFPS evening events.

e) Tenant House – Roof

i) The Tenant House roof is what Rich Lang of Bayview Builders and the architect that Rich contacted will be examining to decide what needs to be done, materials needed, and the cost. There will be a meeting with the architect next week at the

Farm. Linda is waiting for a date and time for this meeting. Linda, Lou, Roy and the architect will be at this meeting.

- f) Firearms use on the property – Language, posting on the property – include Alcohol, Tobacco, etc.
  - (1) Terry suggested that we use the style Roy has created if we decide to have more signage.
  - (2) Barbara suggested we put a reminder in our GFPS Quarterly Newsletter along with other news about happenings at the farm. The last newsletter went out at the end of the first quarter but has not gone out since. Barbara will try to get a GFPS Newsletter out in October or November. **(Action Item: 617-09-23)**

## 11) New Business

- a) Event Use Application Log and new Event Use Applications (EAU) (Open means there is still paperwork to be completed or the event has been approved but has not occurred.)
- b) Barbara reviewed Events on the Event Use Application (EAU) Log and new Event Use Application (EUA) requests.
  - i) Barbara stated that she received a request from Cassie Catterton and another leader (Jessica) of a Girl Scout Troop to hold a bridging ceremony at the Farm on September 9, 2023. Roy will forward Cassie's application to Barbara. Barbara stated that neither of the leaders were Members of the Farm and Jessica questioned the need for a Certificate of Liability Insurance (CLI). Barbara asked if GFPS should charge for this use? Discussion ensued. Erik suggested that we ask Cassie to become a Member. *It was decided that the Boy Scout and Girl Scout troops that ask to use the Farm, either has one leader who is a Member or they have the CLI. If not, they will be informed there will be a fee to be determined by the Event's Chair.*  
(Closed)
    - (1) Becky suggested that the GFPS Event Use and Rental Form Application (EURAF) and possibly the Agreement Form need to be more specific in some of the categories. The Board may choose to add these specifics after the request forms are separated into two separate forms - usage and rental.
    - (2) There will need to be more discussion on the "use" of Goshen Farm.
  - ii) Barbara verified that Jill Sewell had her Precious Metals Ceremony on August 13<sup>th</sup> and noted that Jill had requested another similar event on October 7<sup>th</sup>. *She will need to do another application and agreement form.* The Board approved this event in August. (Open)
  - iii) Asbury Broadneck United Methodist Church (ABUMC) will bring children to tour the Henson-Hall Slave Garden. The date requested was 09/30/2023 with secondary date of 10/07/2023. ABUMC still needs to complete an EURAF. Linda will be the Member escorting the group. Board approved pending form. (Open)
  - iv) Stacy Roth's application for BHS field trips on November 6, 2023 and November 14, 2023 was approved. (Open)

- v) Stacy Roth's BHS Family Fun Day on May 4, 2024 - Stacy has not sent an application but she wanted GFPS to save this date so she could continue her planning for this event. (Open)
- vi) Broadneck Baptist Church- September 3, 2023 and October, 15, 2023. There are several GFPS Members in this group. The Board approved. (Open)
- vii) The Four Rivers Garden Club verbal request is still "open" until they decide what and when they wish to do their event(s). (Open)
- c) Erik thanked the Wine event co-chairs, Lou and Sharon, and all those who worked on this event. The event raised nearly \$6,000.00 and the guests enjoyed having this at the Farm.
- d) Erik thanked Scott Powers and all of the volunteers who helped with set-up and tear-down to make the Summer Concert Series a success.
- e) Repair of Farm House Chimney(s)
  - i) Discussion postponed until Lou can gather the information on MHT requirements and options for funding this project. Discussion postponed until November Meeting.
- f) CSCIA Recognized Organization form
  - (1) Becky stated that on this form the CSCIA asks for the dates of our Meetings for 2024. There is a \$150.00 cleaning and usage fee which includes listing our Meetings on the CSCIA calendar. Becky reiterated that all of our Meetings are conducted on Zoom except for our Annual Membership Meeting. We also have Java & Jazz at the Clubhouse which would cost \$150.00. It seems we will need to have our Meeting dates on the CSCIA calendar. Becky will clarify these figures with Leslie at CSCIA.
- g) There was an incident at the last concert. A woman fell due to a picnic bench seat collapsing. Linda and Erik saw to the woman's needs, brought out the first aid kit and completed an Incident Report form. (kept on the Farm House stairs in the first aid kit). The woman stated she was fine but we have the Incident Report form if there is information needed at a later time.
  - (i) There is an Eagle Scout project to replace untreated lumber with treated lumber. Sharon suggested that until repairs are made, these questionable tables should be "red caution taped" so people don't use them.
- 12) Final Comments from the floor.
  - a) Roy stated that the Apiary has been weeded and cleaned and looks very nice.
- 13) Adjournment
  - i) **Linda Páez made a motion to adjourn. Barbara Morgan seconded the motion and the motion carried. The meeting ended at 9:40 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.
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. Last GFPS audit

					was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
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. With additional information, the Board can make a decision to stay with our current plan or go to Google Suite for Non-profits..	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 alcohol, firearms, 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.
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

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.
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.
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	12/18/23	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.
612-09-23	Set up a "Nature Play Space" (NPS) SignUpGenius for a work day or send out an email with recurring dates for cleaning up the NPS.	Dirk and Barbara	12/01/23	Working	Dirk and Barbara will discuss the scope of this request for help for the NPS and how to best recruit volunteers.
613-09-23	Set up a "Membership Drive" on the website. Those who sign up will be given the website link for a virtual tour of the Farm House and possibly a free jar of honey (\$10).	Dirk, Barbara And Shannon	11/01/23	Working	Barbara will talk with Dirk about details and then discuss with Shannon about logistics.
614-09-23	Contact Brenda Jasper at BHS to determine if the Enclave Group will be using their Garden plot in 2023 or 2024.	Bob and Terry	10/01/23	Working	GFPS sends AACPS an invoice for renting this Enclave Group Garden plot.
615-09-23	Research options and cost of removing the moldy, leaky storage container from the Farm.	Roy	12/01/23	Working	Storage container is not repairable.
616-09-24	Contact BGE and complete application to install electric to the pole, with two spot lights, an on/off switch and an electrical outlet.	Roy	01/15/23	Working	Should provide light to the storage container area and some light to the lower field and give Roy access to electricity for his power tools.
617-09-23	Send out GFPS Newsletter in October or November.	Barbara	11/15/23	Working	Newsletter has not gone out since February. Barbara may include Membership Drive with virtual tour of the Farm House and free jar of \$10 honey. Newsletter may also include the AACPS prohibitions such as No Firearms, No alcohol, No tobacco, etc., at Goshen Farm.

<b>RECURRING ACTIONS</b>					
	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. Done in 2023 by Lou, and sent to Becky Benner for laminating. Not yet distributed
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	Cost?	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	Cost?	\$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 US003LKBE0)	Treasurer	End of every month	?	\$6.99/ Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$69.96 for 10 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach & Building and Maintenance). Last bill was November 1, 2022. \$69.96 <b>Automatic Payment (Payment should increase to \$75.99 when email accounts are finalized.) Do we now have 13 active gmail accounts?</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. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)
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	?	<b>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.</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>
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		<b>For Charities that raise \$25,000 or more. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email:</b> <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 2027	?	Received new Certification in October 2023. Valid until September 30, 2027. <b>State does not send out a reminder.</b>
Bi-annually	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			
Quarterly					
Bi-annually	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020	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:</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
Quarterly (See dates)	Policy 2. #MY102844500, effective 5/22/2020				

				\$1,448.00/year)	
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 Done 9/23
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 events to all three groups.
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 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.