

Goshen Farm Preservation Society Board Meeting,
October 18, 2023

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	October 18, 2023	Time: 7:30pm	7:32 pm
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Linda Páez, Rose Mary Stocker, Bob Nestruck, and Christy Folderauer		
Members/ Guests Attending:			

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the October 18, 2023, Board Meeting to order at 7:32 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present and stated that Sharon, Shannon and Dirk would not be present. Building and Maintenance Chair, Lou Biondi, would not be present. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) Roy mentioned that he monitors an auction. One of the items being auctioned was a new security system with twelve cameras and could accommodate sixteen cameras. Roy wanted to know if the Board was interested in Roy's bidding on this item. Bob asked if the system was hardwired or used wi-fi. Roy stated that it was hardwired. We need a wi-fi system for the Farm. No further discussion was required.
 - b) Linda Páez requested a discussion regarding a new Membership class for churches. Included on Agenda as New Business, item c.
 - c) Becky requested that the dates for GFPS's five major events be determined. New Business, item j.
 - d) Becky stated that the Chesapeake Crossroads Heritage Area (CCHA) forms for Goshen Farm's Maryland Day activity need to be completed. Added to New Business, item l.
 - e) Barbara asked for help with moving Ann Brice Worthington's donated furniture to the Farm House on October 25th. Discussion moved from New Business, item d. to during VP's report.
 - f) Linda asked for a discussion regarding the use of pesticides on the Farm. Added to New Business, item k.
 - g) Becky asked that the CCHA Small Change grant be discussed. Added to New Business, item l.

- 4) Review of Minutes – (Smitty Biondi)
 - a) August 16, 2023 Board Meeting
 - i) Becky asked that review of August 16, 2023 Minutes be postponed to the November Board Meeting
 - b) September 20, 2023 Board Meeting
 - i) **Becky Benner made a motion to approve the Board of Directors September 20, 2023 Monthly Minutes. 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 will be sending out a summary of the August 11, 2023 visit with AACPS COO Dr. Heiser, CCO Dr. Duarte and School Board Member Dana Schallheim.
 - c) Erik will also be setting up a meeting with Dr. Heiser at the AACPS facility to discuss GFPS’ lease and GFPS’s Five-Year Plan.
 - i) Linda asked about the driveway improvement. Erik explained that the driveway improvement is part of our Five-Year Plan and we will be discussing what AACPS will do to facilitate execution of our Five-Year Plan.
- 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) Barbara added that she redid the chart on Officers and Committee Chairs contact information and put this version on the Google Drive.
 - c) As relates to the discussion of moving Ann Brice Worthington’s donated furniture to the Farm House, Barbara stated that Jay and a helper will be loading the furniture on his trailer on October 25th and he does not need assistance. Barbara also stated that she had an email from Lou Biondi saying the furniture could not be moved into the Farm House due to the First Floor Stabilization Project. Barbara and Jay will keep the furniture in an enclosed trailer until GFPS can make other arrangements.
- 7) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
 - a) Christy asked if there were any questions on her report ending September 30, 2023.
 - i) Becky stated that there was a payment made to Google Apps for our GFPS Google email accounts. Becky’s rough estimate (if the cost has remained the same) is that we are paying for 13 or 15 Google email accounts. Erik said he can go on their administrative link to check the price and number of accounts we are being charged for each month. **(Action Item: 618-10-23)** Erik asked Becky to send him an email regarding this as a reminder.
 - ii) Becky also had a question from the Profit & Loss page of the report that is named “Bank Service Charges” for \$423.79 (line item: 66910). Christy clarified that that line item includes service charges for PayPal, the Square, etc.
 - b) We have \$55,068.62 in Checking and \$65,391.44 in Savings as of 09/30/2023.
 - c) Christy did not review Recurring Actions.
- 8) Committee Reports

- a) Building & Maintenance (Lou Biondi – No report provided)
 - 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.
- b) Communications (Shannon Beauchamp Lepthien – No report provided)
 - i) Shannon was unable to attend tonight’s Meeting.
- c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) Terry reported that he expects to be giving lettuce and greens to My Brother’s Pantry on October 19th for distribution. The plants Terry purchased from Providence Center for a discounted price are growing well. When harvesting these plants he and his team are able to harvest the upper leaves and leave the plant growing in the bin. The plants grow back quickly and will provide a second crop for distribution in November and December. There will be no distribution until late January.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara let the Board know that she and Christy will not be available to help with the Strawberry Festival GFPS booth on Saturday, June 1, 2024.
 - ii) As regards Event Use Application Agreement forms, Becky reminded the Board that any requests that involve AACPS students must be approved (under our lease agreement). We do not ask for a Certificate of Liability Insurance as they are covered by AACPS. We do ask for a completed Event Use Application so we can add this to our Google calendar.
 - (1) Terry noted that AACPS sends out a statement of student coverage once a year. He believes these go to the Secretary but AACPS actually sends this to Terry and he forwards this to the Secretary. Sharon will look for this statement for 2023.
 - iii) Becky also brought up a request from Broadneck Baptist Church for October 15th. We do not charge an event usage fee to churches that we have partnered with for use of Goshen Farm. (BBC has three GFPS Members.)
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob reported on the Harvest Pasta Dinner he chaired on October 14th.
 - (1) The Irish Restaurant Company (Galway Bay Restaurant) donated food for the dinner. Pat Furgurson supervised the kitchen during food preparation.
 - (2) Although the attendance was down significantly for this event (59 adults and 2 children) the event profit was about \$1,400.00. Everyone who attended seemed to enjoy themselves.
 - (3) 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 and the Harvest Pasta Dinner. He and Tracy will be selling these items at the Farm on future announced dates.
 - ii) Becky asked if the Stewarts will be renting their plot in 2024. Bob will check with them.
- f) Grounds (Roy Benner – Provided under separate cover)

- i) Roy added that the BBC planned to come to the Farm on October 15th but cancelled due to weather and was rescheduled for October 22nd. This visit will involve a church service and then weeding and mulching around the trees in the Memorial Grove. Roy put October 22nd on the Google calendar.
- ii) Roy has four (4) Eagle Scout Project candidates he is working with at various stages of progress.
- iii) Roy reported the issue with Margeaux Van Horn's concern about GFPS trees near her property has been resolved. B. LaMartin of AACPS is monitoring these trees each spring and Ms. Van Horn is satisfied with this plan.
- iv) Roy reported that there is a storm management structure at the bottom of our driveway. Water coming down our driveway off Cape St. Claire Road should flow into this "drain" but it is not working. Roy called 311 and reported this issue but he has not had a response from the County. Roy will continue to pursue this problem.
- v) Linda asked Roy about the rat problem mentioned in his report and whether we need to add more bait traps (we have 5). Roy will ask Economy Pest control the next time they come to fill the bait stations.
- g) History and Research (Scott Powers – No report provided)
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported that we have 235 Membership Units as of September.
 - ii) Becky had one addition to her report.
 - (1) Becky had contacted the AACPS Maintenance Department and finally spoke with Valarie Williams and emailed our lease agreement and the two amendments to hasten the process of getting the signs for Goshen Farm. Ms. Williams forwarded Becky an email from Gregory Stewart, Senior Planning Manager dated October 17th who reviewed the lease agreement and stated that AACPS is not responsible for any signage for GFPS. He stated in an email to Valarie Williams that the "Society is responsible for everything", also dated October 17, 2023. A copy of this email exchange is attached to my report.
 - (2) In response to a question from Linda regarding the AED grant sources, Becky stated that she has added Linda's suggested contact to her list and is working on a comparison spreadsheet. When Becky has completed reviewing the spreadsheet, she will begin contacting companies with the best grant opportunities.
- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – Provided under separate cover)
 - i) Dirk reported that he has reset all the windows and door sensors and placed sensors on the pantry window to the right of the door. He also reprogrammed all the sensors so they provide him with alerts and which sensor(s) were set off.
 - ii) Dirk asked for additional monies for a camera security system for the Farm. The two options that Lou researched are both about \$550.00. Dirk is asking the Board for a

motion to approve \$500.00 for a new camera system. If approved, Dirk will make a determination of the best system to purchase.

l) Members At-large

i) Linda Páez – (Provided under separate cover)

(1) Linda reported that she attended the CCHA Coordinating Council Meeting.

(a) The planning for Maryland Day for 2024 uses the motto, “Maryland Day for All”. Supporting this, CCHA is providing monies to historic sites for planning, technical support, etc. CCHA sites can apply for this money. Maryland Day will be celebrated from March 22nd – 24th.

(b) Linda also reported that Heather from “Visit Annapolis & Anne Arundel County”, stated that the Civil Rights Project for 2024 will kick off their celebration with the burning of the ship “Peggy Stewart” as the spark of the American Revolution. Heather is creating a story map for the start of the Revolutionary War for this project. Linda will be attending a workshop explaining how CCHA sites can input our information on the website to become a part of this story map. Linda added that London Town was the second port of entry (after Annapolis) for enslaved entering Maryland. There will be a ceremony on November 1st at London Town commemorating the historic importance of this port of entry.

(c) Linda also reported that Galesville Heritage Society shared their copy of deeds and donations form. This “receipt” form covers accepting donations of items and indemnifies the Society.

ii) (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) Action Items were not reviewed.

(1) Erik requested that Board Members who had completed Action Items email a list to Secretary Biondi so she can remove these from the Action Item list.

10) Old Business

a) Milk House costs estimate, grants, plan

i) Roy and Lou will meet to discuss the 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 November Board Meeting.

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

c) 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 received, completed and submitted the application forms to BGE to start the process of getting electric installed on a pole for the lower field. BGE stated that they will get back to Roy in 14 -18 days.
- d) Tenant House – Roof
 - i) As regards work on the Tenant House, Linda and Roy met with architect Doug Kuchta on October 12th so he could complete measurements and drawings to give to Rich Lang of Bayview Builders. Doug suggested that we should remove the ivy from the house. Linda suggested using a tiller or backhoe to remove the ivy roots around the foundation.
- e) Firearms use on the property – Language, posting on the property – include Alcohol, Tobacco, etc.
 - (1) No statement has been put on the website by Shannon as she is waiting for the Board to decide the content.
- 11) New Business
 - a) Event Use Application Log and new Event Use Applications (EUA) (Open means there is still paperwork to be completed or the event has been approved but has not occurred.)
 - i) Barbara reviewed Events on the Event Use Application (EUA) Log and new Event Use Application (EUA) requests.
 - (1) 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) As a new request for use of the Farm on May 5, 2024 has come in, Terry will contact Stacy Roth about rain date of Family Days (May 5, 2024?).
 - (2) Broadneck Baptist Church- September 3, 2023 and October 15, 2023. There are several GFPS Members in this group. The Board approved. (Open) Weather issues caused cancellation of this event and it is rescheduled for October 22nd.
 - (3) The Four Rivers Garden Club verbal request is still “Open” until they decide what and when they wish to do their event(s). (Open)
 - (4) Cindy Sawyer/Jill Sewell, Troop 644, requested use of the Farm on 5/5/2024 for an Awards Ceremony with 75 – 100 attendees. Barbara let Cindy know that she would have to choose another date due to a conflict with Stacy Roth and BHS’s Family Day’s rain date.
 - (5) Meg McCormick requested use of the Farm for a birthday party with 15 attendees on 10/28/2023. Barbara decided after discussion that approval of this request should include a \$50.00 fee. Barbara will let Meg McCormick know this requirement.
 - b) Harvest Pasta Dinner
 - i) Bob reported that the Harvest Pasta Dinner brought in \$1,409.40. The attendance was lower than hoped for with 59 Adults and 2 children attending.

- ii) **Bob Nestruck made a motion that GFPS make a donation of \$150.00 to Gloria Dei! Lutheran Church for the use of their Main Hall for the October 14, 2023 Harvest Pasta Dinner. Linda Páez seconded and the motion carried.** Bob stated he would send a thank you letter to Gloria Dei! with the \$150.00 check. **(Action Item: 619-10-23)**
- iii) Roy suggested that Bob write a thank you letter to the Irish Restaurant Company for their donations to the Harvest Pasta Dinner. (If their donation totaled \$500.00 or more GFPS needs a receipt to make them a Corporate Sponsor.) **(Action Item: 620-10-23)**
- iv) There was a brief discussion of ways to improve the Harvest Pasta Dinner.
 - (1) Have one or two announcement breaks for the President or the designee to welcome the guests and discuss what new projects have been completed or are in progress at the Farm.
 - (2) Bob suggested that he look at the hours as very few people came after 6:30PM. Another suggestion was to have the PowerPoint that Roy created running during the dinner. Becky suggested that Roy add more pictures of the Gardeners planting and harvesting their crops as this event is sponsored by the Sharing Gardeners. **(Action Item: 621-10-23)**
- c) Membership Addition of “Church” as a category of Membership.
 - i) Linda asked if the Board had considered having a church as a Membership category. Becky explained that the Board has discussed this change but it would require a By-Laws change. The By-Laws Committee has not had time to address a complete review of our By-Laws in 2023 and would not be ready for the Annual Membership Meeting on January 17, 2024. Erik suggested that if this Committee does not have time to overhaul the GFPS By-Laws now, that the Committee would consider addressing some smaller changes such as additional Membership classes such as “Lifetime Membership” and non-profit organizations. The sense of the Board is to move forward on this before the next Annual Membership Meeting. Becky will work on these By-Laws changes and send them out to the Board for review. **(Action Item:622-10-23)**
- d) Moving Ann Brice Worthington’s donated furniture
 - i) This was discussed during the Vice President’s report and is resolved.
- e) Discussion on cancelling Little Green Light
 - (1) Barbara suggested that we cancel Little Green Light (LGL) as we are not using this tracking program to its full potential. She suggested that we could instead have the Membership list added to Google Docs so everyone on the Board would have access to the list.
 - (2) **Becky Benner made a motion that we cancel our subscription to Little Green Light. Barbara Morgan seconded and the motion carried.** Barbara will download everything we have on LGL in case we need this information in the future.

- f) Adding a page to the website regarding Event Use with a link to the form (to be downloaded) and sent to the Events Chair email.
 - i) It was decided that this discussion needs to be postponed until we can talk to the Communications Chair about the feasibility of this addition.
- g) Discuss Lou and Sharon’s request that \$2,000.00 from the Wine Tasting/Silent Auction proceeds be directed to the 2020 Capital Grant Fund.
 - i) Erik reiterated Sharon and Lou’s rationale for directing the \$2,000.00 to the 2020 Capital Grant fund.
 - ii) **Bob Nestruck made a motion that we move \$2,000.00 Wine Down at the Farm event and put toward the 2920 Capital Grant fund. Terry Brandon seconded and the motion carried.**
- h) Creation of a receipt form for donations of items.
 - i) Use the Galesville Heritage Society copy of deeds and donations form (This “receipt” form covers accepting donations of items and indemnifies the Society.) and the form that Becky has created for this purpose. Barbara will try to create a form for GFPS to use. She will try to have it for the upcoming furniture donation on October 25th. If not possible, Barbara will create a form to use going forward. **(Action Item: 623-10-23)**
- i) Dirk Schwenk’s request for \$500.00 for new security camera system
 - i) Discussion ensued. **Bob Nestruck made a motion to approve \$500.00 for Dirk Schwenk to purchase a new wireless security camera system for around the Farm. Linda Páez seconded and the motion carried.**
- j) GFPS event dates for 2024
 - i) Becky reviewed that possible event dates for each of the events and gave reasons for suggested date for each. Discussion Ensued.
 - ii) The events and dates are listed:
 - (1) Java & Jazz/Tea & Tunes – Sunday, March 10, 2024 from 3 - 5PM
 - (2) Spring Open House – Saturday, April 14, 2024 from 10AM – 2PM
 - (3) Strawberry Festival Booth – Saturday, June 1, 2024 (date and time determined by CSCIA Strawberry Festival Committee) from 11AM – 6PM (Set-up at 8:30 AM)
 - (4) Wine Tasting/Silent Auction – Sunday, August 18, 2024 from 4 – 7PM.
 - (5) Fall Open House – Saturday, September 21, 2024 from 10AM – 2PM
 - (6) Harvest Pasta Dinner – Saturday, October 19, 2024 Time TBD.
 - iii) There was discussion on Maryland Day
 - (1) Becky sent the CCHA application for those historic sites participating in Maryland Day (March 22 – 24, 2024) to Erik, Barbara and Christy. CCHA has a \$50.00 participation fee to be included with the application. Erik stated that we had previously discussed and agreed that GFPS would do Maryland Day virtually. CCHA has funds to assist participators for technology, etc., which is available on-line. The Events Chair will be in charge of this event.
- k) Use of pesticides and herbicides at the Farm

- i) This concern came up when the architect making drawings for the Tenant House repairs suggested using Roundup to remove the English ivy around the foundation. Roy chose the herbicide, "Ortho Ivy Herbicide" and killed the ivy to the roots. This product has triclopyr as an ingredient which Linda's research cites is hazardous to animals. Linda suggested using a rototiller to remove the remaining roots. Erik suggested that Linda talk to Roy about removing the ivy roots. Erik will send Linda the list of (best practice) pesticides he uses at the Apiary so she can check the ingredients.
- l) CCHA Small Change Grant opportunity
 - i) This grant is for \$500.00 for any small non-profit that is "heritage" related. There is no match required. Becky suggested that having a printing company print the GFPS brochures would be an ideal use for this grant money. She could insert the Summer Concert Series update into the brochures when she has the concert dates. Becky has been creating this brochure for years and using her own and other resources for printing the brochure.
 - ii) The Board agreed this would be an ideal use for this grant. Erik suggested that Becky send out the link to this grant. If, after reading the grant description, Board Members have other suggestions, please send these to the Board.
- 12) Final Comments from the floor.
 - a) Terry asked if GFPS had received the \$100.00 payments from Neighborhood Sun. As Christy had left the Meeting, Terry will send her an email.
 - b) Roy wanted to know if Linda was still pleased with her savings on her BGE bill since signing up with Neighborhood Sun. She stated she was still saving money and would check her most recent BGE bill and let the Board know the savings.
 - c) Adjournment
 - i) **Becky Benner made a motion to adjourn. Linda Páez 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 Last information about cost of drilling a new well was about \$17,000 (information from Member, Jim McCrea).
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 or on Garden Facebook page..
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.

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 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. 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..
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.
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	Lou	09/11/23	Working	Stabilizing the chimneys was not included in the

	would be allowed as a “drawdown” on our 2020 Capital Grant.				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.
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.
616-09-23	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. Roy has completed two applications for BGE but has had no response to date.
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.
618-10-23	Go on Google Apps administrative link to check the cost/account and number of GFPS Google accounts we are being charged for each month.	Erik	11/30/23	Working	The charge for Google Apps for September was \$106.85 (the cost per email account started at \$6.99).
619-10-23	Send thank you letter and \$150.00 check to Gloria Dei! Lutheran Church for use of their hall for the Harvest Pasta Dinner on 10/14/2023.	Bob	11/30/23	Working	Board approved the \$150 donation to Gloria Dei! At the 10/18/23 Board Meeting
620-10-23	Send thank you letter to the Irish Restaurant Company for their donations to the Harvest Pasta Dinner on 10/14/2023	Bob	11/30/23	Working	Donated rolls, butter, salad fixings, salad dressing, pasta and use of their warming stands/containers.
621-10-23	Add photos of Sharing Gardeners working and harvesting their plots to the PowerPoint presentation. (Should be completed prior to the Harvest Pasta Dinner to be included in the event.)	Roy	08/30/2024	Working	The PowerPoint presentation should be shown at the Harvest Pasta Dinner which the Gardeners sponsor each year.
622-10-23	Create By-Law changes for new Membership categories: Non-profits (churches) and Lifetime Membership in time to be voted upon at the January 17, 2024 GFPS Annual Membership Meeting.	Becky, Barbara, Shannon and Sharon	12/01/23	Working	By-Laws changes need to be reviewed and approved by the Board before going out to the Membership 10 days prior to the Annual Membership Meeting.
623-10-23	Create receipt form for accepting donations of items which indemnifies GFPS.	Barbara	12/01/23	Working	Linda will send Galesville Heritage Society copy of receipt and Becky will send the form that she has created to use for a GFPS receipt form.

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. 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. Automatic payment
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. Automatic Payment
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 Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month	?	\$6.99/ Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$69.96 for 10 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach & Building and Maintenance). Last bill was November 1, 2022. \$69.96 Automatic Payment (Payment should increase to \$75.99 when email accounts are finalized.) Do we now have 13 active gmail accounts?
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	?	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	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 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:	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
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	?	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 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 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.