

Goshen Farm Preservation Society Board Meeting,
November 15, 2023

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	November 15, 2023	Time: 7:30 PM	7:32 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Shannon Beauchamp Lepthien, Sharon Biondi, Linda Páez and Christy Folderauer		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the November 15, 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 Dirk and Barbara would not be present. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) No changes or additions
- 4) Review of Minutes – (Smitty Biondi)
 - a) August 16, 2023 Board Meeting
 - i) **Becky Benner made a motion to accept the August 16, 2023 Meeting Minutes of the GFPS Board of Directors. Bob Nestruck seconded and the motion carried.**
 - b) October 18, 2023 Board Meeting
 - i) **Becky Benner made a motion to approve the GFPS Board of Directors October 18, 2023 Monthly Meeting 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.
 - i) Erik added that he has about \$1000.00 worth of honey to sell. Erik has sold about \$4,500 in honey. He will calculate his expenses for taking care of the hives and producing the honey. He believes that he will net about \$3,000.00 for honey sales. Erik plans directing this approximate \$3,000.00 net to the 2020 Capital Grant fund.
 - ii) Linda asked if the upcoming meeting with Dr. Heiser (date TBD) will include the driveway repair. Erik stated that the meeting will more broadly discuss GFPS’s Five - Year Plan and what the BoE will be doing to facilitate this plan (which includes the driveway repair).

- iii) In response to a question from Becky on chairs submitting their budgets for 2024, Erik stated that these should be submitted in early December and directed to the President, the Treasurer and the Vice President. These are needed in order for the Treasurer to create the GFPS 2024 Budget. Christy reminded those Chairs with budgets that in the monthly Profit & Loss Report, it shows what each Committee Chair has spent thus far from their budget. The 2024 GFPS proposed Budget needs to be completed at least two weeks prior to the upcoming January 17, 2024 GFPS Annual Membership Meeting. This budget is sent out in the packet to GFPS Members. The packet will include the proposed 2024 budget, proposed GFPS By-Laws changes, and a ballot for election of Board vacancies, vote on the budget and By-Laws changes. Last year's ballot also included a section asking Members if they were willing to chair or serve on certain committees.
- 6) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Erik asked if there were any questions about Barbara's report. There were none.
 - 7) Treasurer's Report (Christy Folderauer – Provided under separate cover)
 - a) Christy asked if there were any questions on her report ending October 31, 2023. Christy will send out the monthly Profit & Loss Balance and Reconciliation report for October 31st after she meets with Sharon Smith.
 - b) The balance in the checking account is \$59,700.31 as of October 31, 2023.
 - c) GFPS received a donation check from Stephen and Carolyn Derby on October 25, 2023 for \$700.00 (\$200.00 directed towards the Nature Play Space Fund and \$500.00 to "discretionary" funds. **Christy Folderauer made a motion that the \$500.00 be directed to the 2020 Capital Grant fund for stabilizing the Farm House first floor. Bob Nestruck seconded and the motion carried.**
 - 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) Lou apologized for not hitting the "send" button for his report. He sent his report during the Meeting
 - ii) Lou stated he had nothing new to add to his report.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Becky asked a question regarding the January 17, 2024 GFPS Membership Meeting. Becky is sending out renewal letters the end of November. She is including the fact that the Meeting will be in person at the CSCIA Clubhouse and on Zoom. She wants to have an email(s) address for the Members to respond to if they want to attend via Zoom. Should she put the Communication Chair email or another email. Erik decided that Becky should use communication@goshenfarm.org. Shannon will be the depository for these email requests for the Zoom Meeting and Erik will contact Shannon for these email addresses when he sets up the January 17th Meeting for Zoom.
 - ii) The Board congratulated Shannon and Justin on their recent marriage!

- iii) Shannon is developing quarterly communications plans for 2024. She should have this first plan ready for Board review by the December Meeting. Through this plan she hopes to develop a “cadence” of what is going to happen on the website, on social media and emails .
- c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) Terry praised the Broadneck High School Environmental Literacy students during their two visits to work on clearing invasive species on the Farm property. The students came on November 6th with teachers Stacy Roth and Allison Davis and November 14th with teacher John Allyn. Terry stated that the students worked hard, did not complain and were pleasant to work with. Roy rented tools for the students from the Baltimore Tool Bank and gave a brief summary of the most common invasive plants on the Farm property. Helping Member hosts were Larry Jennings, Bill Hays, Tracy Smith, Bob Nestruck, Roy Benner and Terry Brandon.
 - ii) Member Jeanne Klingler cleaned and sanitized the black bins used in the hydroponic program. This difficult job is critical to having healthy plants!
 - iii) The “Flash Mob” volunteers harvested lettuces, Kale, and Swiss Chard on October 10th and will again on November 16th for distribution to My Brother’s Pantry.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara reminded the Board that she and Christy will not be available to help with the Strawberry Festival GFPS booth on Saturday, June 1, 2024 and may be out of town the week leading up to the festival.
 - ii) As regards Event Use Application and Agreement forms, Barbara reported that no new applications have been received.
 - iii) In her report, Barbara detailed advanced work she is doing on events, Java & Jazz/ Tea & Tunes and the Kayak Raffle.
 - iv) She is also working on the T-shirt and sweatshirt inventory so she knows what to order for 2024.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) As regards the Harvest Pasta Dinner held October 14th, Bob reported that he has the thank you letters completed for the Irish Restaurant Group and Pat Furgurson. He is holding these letters until the Board decides if and when we are going out to dinner at Galway Bay so he can include this in his letters. (Agenda item for February?)
 - (1) Bob and Tracy Smith will be selling “Garden Goodies” at the Farm November 25th. Barbara created a flyer and will be advertising this on emails and Facebook. Barbara also plans on selling Goshen shirts at this sale. There may be another sale at the Farm on December 16th .
 - ii) Bob gave a “shout out” to Kevin Avery (plot 38) for cleaning out plots 24, 39 and helping Jeanne Burton finish cleaning her plot 1! Thank you Kevin!
 - iii) He was also grateful for the BHS Environmental Literacy students for helping him pull off some of the rabbit fence around the Sharing Garden and then weeding that area!

- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy has four (4) Eagle Scout Project candidates he is working with at various stages of progress and two new candidates exploring Goshen Farm for their Service Projects.
 - ii) Roy and Becky attended the Annearrundell County Free School commemoration of its 300th anniversary. Thank you both for representing GFPS at this important event!
 - iii) After months of searching (with help from Member Doug McClelland), Roy purchased a rebuilt 1965 Ferguson 135 Tractor for \$2,000.00 from Geo Vanish of 805 Main Street, Prince Frederick, Maryland. This tractor fits our Ground Chair’s needs for a price that fits our GFPS budget!! Jay Morgan and Benton Huntman volunteered to haul the tractor to Goshen Farm! Roy still needs to purchase a bucket for the tractor.
 - iv) Roy reported that Larry Jennings will not be able to continue taking care of the Pollinator Garden & Monarch Waystation. Roy is looking for a replacement for Larry. Larry will send Roy a list of plants in this Garden. Bob suggested that maybe Kevin Avery and his wife Sandy might be willing to “step in” for Larry.
- g) History and Research (Scott Powers – No report provided)
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported that we have 239 Membership Units as of November.
 - ii) Becky and Roy represented GFPS at the Chesapeake Crossroads Heritage Area Twentieth Annual Heritage Awards. GFPS was one of ten Community partners to receive the “Public/Private Partnership Award” and we will receive the certificate shortly.
 - iii) Becky had one addition to her report.
 - (1) Becky has extended her search for AED’s beyond the non-profit groups.
- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – Provided under separate cover)
 - i) Dirk reported that he noted that the funds for the camera security system for the Farm House was approved by the Board. He has reset all the windows and door sensors and has placed sensors on the 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) As part of her role as a member of the Chesapeake Crossroads Coordinating Council representing GFPS, Linda attended many ceremonies and events in late October and November.
 - (i) On 10/23/23 she attended the Paca House presentation on the history of the enslaved people in the household, their roles in Annapolis society and the larger community.
 - (ii) On 11/01/23 she attended the Historic London Town and Gardens Middle Passage Port Marker Emancipation Day Ceremony.
 - (iii) Linda also attended the Chesapeake Crossroads Heritage Area Anniversary Heritage Awards on November 2nd.
 - (iv) Last Linda attended former State Archivist Papenfuse's presentation on free and enslaved Black washerwomen (1800 -1864) on November 9th.
 - (v) Linda has received the final architectural plans for the Tenant House. She has not heard back from Bayview Builders regarding next steps.
- ii) (Rose Mary Stocker) (No report submitted)
 - (1) Rose Mary was not at the Meeting.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
 - i) Review of Action Items
 - (1) **(Action Item: 588-04-23)** Contact Nicole Neboshynsky who bought the original banner, "Get Dirty/Eat Fresh" to find out where we can get a new one made. This action is **Completed**. The new banner was purchased and is installed at the driveway near the gate.
 - (2) **(Action Item: 594-06-23)** Research options for the storage unit with the mold. The Board determined that the moldy storage container cannot be fixed and should be removed from the property. This action is **Completed**.
 - (3) **(Action Item: 605-08-23)** Write up summary of the August 16, 2023 meeting at Goshen Farm with Dr. Heiser, COO AACPS, Dr. Duarte, CAO AACPS, Dana Schallheim, Board of Education Member for District 5, the GFPS Executive Board and Lou Biondi. Erik sent this summary to the Board. This action is **Completed**.
 - (4) **(Action Item: 617-09-23)** Send out GFPS Newsletter in October or November. The Newsletter was sent out in November. This action is **Completed**.
 - (5) **(Action Item: 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 checked and GFPS is being charged for 14 accounts. (The bill in September for our accounts was \$106.85. Our original cost for these accounts was \$6.99. [14 times \$6.99 = \$79.86.] Erik will check what accounts by email address we are being charged for and current cost per account.) Action is still working.

- (6) **(Action Item: 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 10/14/23. This action is **Completed**.

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 February Board Meeting.
- b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the December 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 as it would not be safe with all of the interior damage..
- ii) Roy received, completed and resubmitted the application forms to BGE (BGE could not find the original application) 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.
- iii) As regards electricity to the Tenant House/lower field, Lou talked with electrician Dave Sloskey. Dave suggested that GFPS rent a trencher, lay the cable, cap the cable at the Tenant House until the house is ready to hook up electric after the repairs. Run cable to the storage unit. Dave said the whole fix would be covered by 20 amps. Dave would be willing to go to his suppliers to see what they would be willing to donate. **(Action Item:) Lou to contact Dave Slosky regarding running electric cable to the Tenant House and lower field and report back to the Board.** Lou will wait until Roy gets an estimate from BGE before contacting Dave Sloskey. **Until then this action is pending.**
- d) Tenant House – Roof
- i) As regards work on the Tenant House, architect Doug Kuchta has completed measurements and drawings and sent to Rich Lang of Bayview Builders. Doug also sent Linda an email attachment of these drawings. Linda forwarded this attachment to the Board. She is waiting to hear back from Rich Lang on next steps.
- 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 wording.
- f) Neighborhood Sun – Funds
- i) The Treasurer needs to verify that GFPS has received the three (3) \$100.00 payments from Neighborhood Sun at the December Meeting.

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.)
 - (1) Barbara stated in her November report that no new Event Use Applications had come in for review.
- b) Class(es) of Membership
 - i) During the November Meeting, Erik asked the By-Laws Committee to consider addressing some smaller changes such as additional Membership classes. Suggestions were “Lifetime Membership” and Nonprofit organizations. Becky worked on these By-Laws changes and sent them out to the Board for review. Becky listed five (5) classes of membership: Individual, Household, Lifetime, Nonprofit Partnership and Corporate. Fees for these Membership classes are not listed in the By-Laws.
 - ii) We would also have to align Article III: Members, Section 1 “Household Memberships will count as three (3) Members” with Section 3 Voting Rights which says, “...each Household shall be entitled to no more than two (2) votes...”. **Becky Benner made a motion that the Board make an administrative correction that Section 1: Class of Membership, now reads “...Household Membership shall count as two (2) Members. Bob Nestruck seconded and the motion carried.**
 - iii) Terry asked if Scout Troops fall under the Nonprofit Partnership class. Erik stated that he believes most troops would be in this class but it depends on how the troop’s charter was set up.
 - iv) Membership fees would have to be determined by the Board. Fees are not included in the By-Laws as these are subject to change and thus would not require a By-Law change a fee schedule changes.
 - v) Becky did extensive research on classes of membership and fees for these classes for many other nonprofits similar to GFPS. She shared these examples with the Board. Becky also sent the Board an email dated November 17, 2023 regarding this information from her research. In this email, Becky also noted that for calculating total GFPS Membership with these additional classes of Membership, the Board would have to decide the number of Members that would be included in each new class (particularly Nonprofit Partnership). This would not be specified in the By-Laws but determined by the Board.
 - vi) There was a brief discussion about adding a “Youth” class to Membership. It was decided that our \$20.00 Individual Membership fee was reasonable for “Youth” and a “Youth “ class did not need to be added.
 - vii) The Board decision tonight would be on adding Lifetime, Nonprofit and Corporate classes of Membership to our By-Laws. Corporate Sponsorship fees (in-kind donations and monetary donations) and number of Members included was determined when the Board approved the Corporate Sponsorship policy in September 12, 2012 and amended in August 2015. The term “Corporate Sponsor” class needs to be added to Article III Members, Section 1: Class of Membership.

viii) The By-Laws Change is as follows:

Article III: Members

Section 1: Class of Membership.

The Society shall have five (5) classes of membership: Individual, Household, Lifetime, Nonprofit Partnership and Corporate. Individual membership shall be identified as a single Member, whereas Household memberships shall be identified by a single address. Lifetime Membership shall have contributed a predetermined fee and shall be awarded a membership until a cancellation request of membership has been received, shall be exempt from payment of annual fees, cannot be transferred or reassigned and ceases to be active upon the death of the individual. Nonprofit Partnership Membership shall be identified as members of a nonprofit organization which meets the State of Maryland's nonprofit criteria and contributes a predetermined membership fee. Corporate Membership shall follow the "Corporate Sponsorship Levels" previously established. Members shall constitute the final decision-making body of the Society and shall elect a Board of Directors (Directors) for the purpose of running the day-to-day activities of the Society. Additional membership classes may be determined by the Directors and ratified by Members during the Annual Membership Meeting (Annual Meeting). All modifications to membership classes shall be enacted during the Annual Meeting to become effective January 1 of the following year. For the purpose of calculating total membership of the Society, Individual Membership shall count as one (1) Member, whereas Household Memberships shall count as two (2) Members.

ix) Sharon Biondi made a motion to accept Becky Benner's modification to Membership Classes in the GFPS By-Laws. The motion was seconded by Bob Nestruck and carried.

c) Storage space for Ann Brice Worthington's donated furniture

i) The Board reviewed the storage space rental cost sent out to the Board by Lou Biondi. Discussion ensued

(1) **Linda Páez made a motion to rent a 10' by 10' space at Extra Space, 9 Old Mill Bottom Road location for \$68.00/month. Roy Benner seconded the motion. The motion carried.**

(2) Lou will go to Extra Space and try to set up automatic payment from our FNB account for the rental payment. **(Action Item: 624-11-23)**

ii) Dinner at an Irish Restaurant Company (IRC) restaurant/ Thank you to Pat Furgerson

(1) It was the "sense of the Board" that we go to an IRC Restaurant as a Board and pay for dinner for the Furgerson family and Matt Wallace as a thank you for their

work in preparing the Harvest Pasta Dinner. Bob can send this information in his thank you letters to IRC and Pat Furgurson. We will choose a date for the group to dine early in 2024.

iii) Timeframe for FY24 Harvest Pasta Dinner

(1) Bob recommended 4PM – 7PM for next year’s Harvest Pasta Dinner.

iv) There was discussion on Maryland Day (The Secretary is leaving this discussion from the October Meeting in the Minutes as a reminder.)

(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. **(Action Item: 625-11-23)**

12) Final Comments from the floor.

a) Linda asked if we had created a form for donations that indemnify the Society. Barbara is working on this. Both Becky and Linda sent Barbara examples of this type of donation form to use to create a form for GFPS.

b) Erik reminded the Board to work on their Annual Reports **(Action Item: 626-11-23)** and 2024 budgets **(Action Item: 627-11-23)** for the January 17, 2024 Annual Membership Meeting and send to the Board. Erik will set up the Zoom Meeting for the January 17, 2024 Meeting. He will get email addresses for those Members who let Shannon know they are attending on Zoom. **(Action Item: 628-11-23)**

c) Adjournment

i) **Becky Benner made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 9:37 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.
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.
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 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.
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.
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). Erik reported 14 accounts. If 14 @ \$6.99 = \$97.86, we are being over charged or the cost/account has increased. Need to know status!
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-Laws 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,	12/01/23	Working	By-Laws change 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.
624-11-23	Lou will go to Extra Space, rent the 10' by 10' space and set up a monthly automatic payment from GFPS' FNB account	Lou	11/30/23	Working	(9 Old Mill Bottom Road, Annapolis 21409 Storage for the donated furniture and furniture already in the Farm House.)
625-11-23	Complete Application for CCHA Maryland Day Event and mail with \$50.00 fee.			Working	Due December 1, 2023
626-11-23	Erik will set up Zoom link for the January 17, 2024 Annual Membership Meeting . Erik will get the Member emails for those attending by Zoom from Communications Chair.(Erik, Shannon	01/03/24	Working	Link should go out early in January 2024. Meeting Packet must be sent out two weeks before the Annual Meeting.
627-11-23	Send Annual Committee Reports to President and Board .	Committee Chairs	12/31/23	Working	Reports to be included at the Annual Membership Meeting on 01/17/24 as handouts.
628-11-23	Send Committee Budgets to Treasurer to create 2024 Annual Budget by 12/20/23	Committee Chairs and Treasurer	12/20/23	Working	Packets including GFPS Annual Budget must go out to Membership by January 3, 2024.(Ballot, Budget)

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, .2022, 2023. Done in 2023 by Lou and Barbara.
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. Renewed in 2023? 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. Renewed in 2023? 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. Renewed in 2023? 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. 2022?
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 Filed in 2022?
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. Renewed.
Bi-annually Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			Automatic payment
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	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020	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.

			Due June 27 th , \$390.00 and October 27 th , \$388.00 (Total cost: \$774.00/year)	Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Total Annual insurance premiums: \$2,222.00 Automatic payment
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 Sales Tax paid for 2023?
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. 2022 transferred?
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.
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