

Goshen Farm Preservation Society Board Meeting,
December 20, 2023

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| Called by: | GFPS Board | Type of Meeting: | Board of Directors |
| Facilitator: | Erik Wallace, President | Recorder: | Zoom and Sharon Biondi |
| Date: | December 20, 2023 | Time: 7:30 PM | 7:30 PM |
| Location: | Via Zoom | . | |
| BOD Attending: | Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Christy Folderauer and Rose Mary Stocker | | |
| Members/ Guests Attending: | Lou Biondi | | |

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the December 20, 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 Linda would not be present. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the agenda from Board Members.
 - a) Becky gave the dates for Annapolis Restaurant Week – February 24th through March 2nd. The Board should set up a date to go as a group and contact the Furgursons and Matt Wallace to see if they are interested in joining us. The Board would cover the cost of their dinners as a thank you for helping with the Harvest Pasta Dinner.
 - b) Erik wants to discuss the CSC Volunteer Fire Company’s plan to build a new firehouse. The County is requiring them to plant six (6) acres of trees in areas near the Firehouse. President of the CSCIA Board of Governors, Beau Breeden, reached out to GFPS to ask us if we could assist in planting some trees on the Farm.
- 4) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
 - a) Christy asked if there were questions on her report ending November 31, 2023. There were none.
 - b) The balance in the checking account is \$60,316.63 as of November 30, 2023. The balance in the savings account is \$56,432.86.
 - c) Christy reported that she moved the 25% of the 2022 Profit/Loss from checking to savings (will be moved to Line Item 33100 Temporary Restricted Funds General Projects in the accounting system). The amount moved was \$2,216.24.
 - d) Last, Christy reported that we are paying for fourteen (14) Gmail accounts for Board Members. The only Gmail account we are not using yet is Financial Development.

- 5) Review of Minutes – (Smitty Biondi)
 - a) November 15, 2023 Board Meeting
 - i) **Becky Benner made a motion to approve the GFPS Board of Directors November 15, 2023 Monthly Meeting Minutes. Bob Nestruck seconded. The motion carried.**
- 6) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik asked if there were any questions on his report. There were none.
 - b) As regards what we are being billed for Gmail accounts, Erik stated that we currently are using fourteen (14) accounts. The price per user/month is $\$7.20 \times 14 = \100.80 plus $\$6.05$ tax for a total of $\$106.85$ /month. Sharon will change this information on the Recurring Actions Chart.
- 7) Vice President’s Report (Barbara Morgan – Provided under separate cover)
 - a) Barb reported that Rose Mary and Stephen Stocker will make the special coffees and bartend for Java & Jazz/Tea & Tunes.
 - b) Barb also asked if we are planning on doing Maryland Day virtually, do we have to pay the $\$50.00$ participation fee to Chesapeake Crossroads Heritage Area (CCHA). The answer is yes and it should accompany the application or go to CCHA shortly after the application is sent.
 - c) Barb is working on gathering the materials for the packet that goes out to Members for the GFPS Annual Membership Meeting on January 17, 2024.
- 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) Lou added that he and Sharon will chair the Strawberry Festival tent on June 1, 2024. He will need someone with a truck to help load and deliver equipment to our designated area.
 - ii) There was a brief discussion regarding the GFPS 2022 Annual Report to the BoE. Lou is still working on this. Erik stated he will do the Annual Report to the BoE for 2023.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon is currently reworking the Event page/Calendar page for 2024. This includes streamlining for easier updates and cancellations.
 - ii) As part of 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 reported that the plants in the Hoop House will not be ready to harvest until late January or February. He informed Steve Meyers of My Brother’s Pantry regarding vegetable donations.
 - ii) Although Terry was unable to attend the BHS Stakeholders Group Meeting in December, there is a lot of active planning with groups around the County for 2024.
 - iii) Last, Terry noted that Jeanne Klingler has contributed many hours in December sanitizing growing bins, adding nutrients to the bins, weeding, and refilling Zigzag Planters.

- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara added that Rose Mary and Stephen Stocker have agreed to make their specialty coffees and bartend for Java & Jazz/Tea & Tunes (J&J/T&T).
 - ii) Barbra heard back from The Jazz Perpetrators that they can play for J&J/T&T.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob reported that the sales of “Garden Goodies” at the Farm on December 17th was robust and he is still sorting through the sales finals. He included the “Goodies “ cash sales on the Square but will not add this information to the Square in the future. Reports from the Square make getting this “cash” information from the Square difficult and time consuming. Christy asked that at any future fundraisers workers do not put cash transactions on the Square.
- 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 (2) new candidates exploring Goshen Farm for their Service Projects.
 - ii) After losing and finally finding all four of the applications that Roy provided to BGE for installing electricity to the lower field, Roy finally has an appointment with Donte Evans Jr. of BGE, their Meter Reader, Dave Sloskey of Connect Electric and Lou Biondi on December 21st to look at wire requirements and pole location. Roy was surprised to find out from Donte Evans Jr. that GFPS has to provide the electric pole.
 - iii) Roy has had a busy December.
 - (1) He sawed up two trees that fell on Karen Issacman’s yard (formerly the Merson’s property). He cut up the locust trees and removed the wood and all the vines. Ms. Issacman was pleased with GFPS’ response.
 - (2) Although AACPS is monitoring the trees in Margeaux Van Hollen’s back yard near GFPS property, Roy talked to Margeaux and mentioned that the thick ivy vines growing in those trees all the way to the top creates a “sail” affect when the wind blows. Roy graciously volunteered several hours to cut ivy from those trees to mitigate this problem.
 - (3) Roy also made a dump run to the Millersville Landfill and also repaired two garden carts - just a few of his December accomplishments.
- g) History and Research (Scott Powers – No report provided)
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky edited her report to change her total Membership Units from 241 to 246 Membership Units as of December 20th. Four new Memberships came in after Becky completed her report.
 - ii) Becky and Roy represented GFPS at the Chesapeake Crossroads Heritage Area Twentieth Annual Heritage Awards on November 2nd. GFPS was one of ten community partners to receive the “Public/Private Partnership Award” for outstanding initiative between public agencies, heritage organizations, and historians

to place historic markers across the county. Becky noted that Goshen Farm was the first of the ten community partners in Anne Arundel County to install a historic marker. Becky reported recently received the Award certificate.

- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – Provided under separate cover)
 - i) Dirk is concerned that some of the shutters/hardened lower windows aren't secure. He will schedule some time in January to evaluate getting additional sensors and add additional hardening to the windows.
- l) Members At-large
 - i) Linda Páez – (Provided under separate cover)
 - (1) Linda was unable to be at the Meeting but submitted her December Report.
 - (a) Her report indicated that she attended the CCHA Coordinating Council Meeting and the Maryland Commission on African American History and Culture (MCAAHC).
 - (b) Also, Linda reported that Rich Lang of Bayview Builders has received the architectural plans for the Tenant House and “will get the drawings out to some suppliers for pricing to see what they may be willing to donate”. Rich also let Linda know that he will be able to work on the Tenant House project again in mid-January..
 - ii) Rose Mary Stocker - (No report submitted)
 - (1) Rose Mary had nothing to report.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
 - i) Review of Action Items
 - (1) **(Action Item: 608-08-23)** Separate and create two separate forms from original Event Use or Rental Application and Agreement (EURAA) into Event use Agreement and Application and Rental Agreement and Application. This action is **OBE**. After further discussion it was decided to leave as one form (EURAA). Discussion ensued regarding Jill Sewell's EURAA. **New Action Item created.**
 - (Action Item: 629-12-23)** Erik will contact Jill Sewell regarding The Archery Event scheduled for this spring to determine if it is a fundraiser. If so, then the troop sponsoring the event should pay a donation to GFPS or donate volunteers hours for work at Goshen Farm. Barbara suggested that troop could do the parking for Spring Open House if they do volunteer hours.
 - (2) **(Action Item: 618-10-23)** Go on Google Apps administrative link to check the cost/account and the number of GFPS Google accounts we are being charge for each month. This action is **Completed**. Erik reported these figures in his December President's Report.

- (3) **(Action Item: 620-10-23)** Send thank you letter to the Irish Restaurant Company for their donation to the Harvest Pasta Dinner on 10/14/2023. Bob sent out this letter. This action is **Completed**.
 - (4) **(Action Item: 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. The By Laws changes were reviewed and a motion was approved to accept the changes at the November 15, 2023 Board Meeting. This action is **Completed**.
 - (5) **(Action Item: 624-11-23)** Go to Extra Space Storage, rent the 10' by 10" space and set up a monthly automatic payment from GFPS' FNB checking account. This action is **Completed**. (All furniture donated to GFPS will be moved to this facility by volunteers on January 6, 2024.)
 - (6) **(Action Item: 626-11-23)** Set up Zoom link for the January 17, 2024 Annual Membership Meeting. Erik will get emails for those attending by Zoom from the Communications Chair. The Zoom meeting link is set. 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 2024 Board Meeting.
 - b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the February 2024 Meeting. Erik and Lou will further investigate.
 - c) Lower field – Power – BGE connection to Electric Pole.
 - i) 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. Roy has a meeting with BGE on December 21, 2023 (See notes from Grounds Chair in these Minutes.) **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 them to Rich Lang of Bayview Builders. Doug also sent Linda an email attachment of these drawings. Linda forwarded this

attachment to the Board. Roy had some questions regarding the architectural drawings for the Tenant House which he emailed to Doug Kuchta. Roy has not had a response. Linda heard back from Rich Lang on next steps. (See Linda's Member-at-Large report in these Minutes.)

- 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 verified that GFPS has received none of the three (3) \$100.00 payments from Neighborhood Sun at the December Meeting.

- g) Class(es) of Membership -

- i) The final By-Laws Changes are 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; 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 of membership request 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 Member; Nonprofit Partnership membership shall be an organization which meets the State of Maryland's nonprofit criteria and contributes a predetermined membership fee; and Corporate membership follows the Society's "Corporate Sponsorship Levels." 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.

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

- iii) There was discussion about a policy defining the number of members included in Nonprofit Partnership Membership. There needs to be Board discussion on this and a policy developed by the Board. 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 as policy in 2024.

- iv) Becky suggested that this be discussed at the February or March meeting.
 - h) Dinner at an Irish Restaurant Company (IRC) restaurant/Thank you to Pat Furgerson and Matt Wallace
 - (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. The date was set for Tuesday, February 27, 2024 for the Board to dine at Galway Bay Restaurant. Bob can send this information in his thank you letters to Matt Wallace and Pat Furgerson.
- 11) New Business
- a) Event Use Application Log and new Event Use or Rental Application and Agreement (EURAA) forms (Open means there is still paperwork to be completed or the event has been approved but has not occurred.)
 - (1) Barbara stated two new EURAA forms had come in for review.
 - (a) Axis Church requested two dates: 6/2/2024, a picnic for 30 and 8/4/2024, a picnic for 50 and they would need electricity. The Event use and Rental Applications and Certificate of Insurance have been received for both requests. **Roy Benner moved that we accept both applications for approval. Bob Nestruck seconded. The motion was approved.**
 - b) Joe Lamp passing – Dedicate a White Oak tree in the Memorial Grove for Earling Joseph Lamp.
 - i) Becky and Roy commented that Joe had been helpful to GFPS from GFPS’ early years until his death this month. Joe shared the history of his friendship with the Radoffs and was an avid supporter of preserving the Farm House and the surrounding 22.6 acres for posterity and the community.
 - ii) Roy mentioned that we will need to purchase a plaque.
 - iii) **Becky Benner made a motion that the GFPS dedicate a White Oak tree in the Memorial Grove to E. Joseph Lamp for all of his outstanding assistance to GFPS and funds for purchasing a plaque will be appropriated from the GFPS checking account. Bob Nestruck seconded and the motion carried.**
 - iv) Sharon will contact JoAnn Lamp to discuss the Board’s plans to honor Joe. This should be done before the plaque is ordered. **(Action Item: 630-12-23)**
 - v) Lou stated that if a Board Member will give Lou the wording, he will complete the template and order the plaque. **(Action Item: 631-12-23)**
 - c) Anne Arundel County Arts and Cultural Resources Grant (AACACR) (Oral histories, and other potential projects)

- i) There is an AACACR grant opportunity for up to \$4,000.00 reported to the Board by Linda. The grant application is due on December 31, 2023.
 - ii) Erik listed some possible projects and discussion ensued.
 - (1) Oral Histories (completing oral histories that we have in rough form, gathering names for new oral histories, etc.).
 - (2) Movement of the Summer Concert Series to the area north of the Flagpole.
 - iii) Roy suggested adding three or four “holding ponds” to help prevent erosion on the driveway: one near the Tenant House and several in the woods parallel to the driveway. Roy mentioned that this proposal could also be a project for the Anne Arundel Soil Conservation District.
 - iv) It was decided to table the grant until the next cycle in 2024. This will give the Board time to examine this grant thoroughly and “flesh out” these projects and have them “at the ready” for this and other grant opportunities.
 - v) Sharon suggested that as we get notices of grant opportunities, we funnel these links and our potential projects list to Diane and Doug Bragdon.
- d) Writing Offer
- i) Erik received an offer from Mary Stag to write medical articles for the GFPS website.
 - ii) Discussion ensued.
- e) Ensure Grant Applications are in the Grants Folder on the Google Drive. These could serve as a template for writing future grants. Erik will look into organizing the current grants file and schedule of Recurring Grants. He will request the completed grants applications from Board Members that have them in their personal computer files or give Board Members the link on Google Drive where they can then send a copy of their grant applications. **(Action Item: 632-12-23)**
- f) Provide grant information
- i) Becky has maintained a list of grants for which GFPS has applied and will provide grant information and potential suitability of same when requested. For a Member or Board Member wanting to complete a grant application, this information would be invaluable.
- g) Potential movement of the Summer Concert Series stage to area north of the Flagpole
- i) Roy discussed the “pros” and “cons” in detail of this move in his report. (See December Grounds Report for details.)
 - (1) Erik asked Roy to provide a layout of what he envisions, what the open area would look like, showing access for the bands and the handicapped parking, etc.
 - (2) This is a potential project for the 2024 AACACR grant.
 - ii) Restaurant Week plans covered under Old Business, item d.
- h) Fire Company’s need to plant trees.
- i) Erik and Lou were contacted by Beau Breeden, President of the CSCIA Board of Governors. The CSC Volunteer Fire Company has been funded to build a new two-story fire house. As part of this funding approval, related to replacing trees that will be removed during this construction, the CSC Volunteer Fire Company is required to

find six (6) acres in the general area to plant replacement trees. Beau Breeden reached out to Goshen Farm to tentatively find some area on the Farm to plant some of these trees. Roy has suggested an area along Goshen Farm's border with CSC Elementary School. The dead and scrub trees would need to be removed and new trees planted as a buffer. Roy has not ascertained how many acres would be involved in this buffer. If GFPS decides to assist in this planting, Christy Folderauer is very familiar with all of the requirements involved with this type of project and would assist with guidance. Further discussion is needed.

2) Final Comments from the floor.

e) Becky wished all of the Board Members a Merry Christmas and a Happy Holiday!

f) Adjournment

i) Becky Benner made a motion to adjourn. Bob Nestruck seconded the motion and the motion carried. The meeting ended at 9:36 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 | | | |
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| 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. |

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| 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. |
| 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. |

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| 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. |
| 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. |
| 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. |
| 625-11-23 | Complete Application for CCHA Maryland Day Event and mail with \$50.00 fee. | | | Working | Due December 1, 2023 |
| 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) |
| 629-12-23 | Contact Jill Sewell regarding The Archery Event scheduled for this spring to determine if it is a fundraiser. If so, then the troop sponsoring the event should pay a donation to GFPS or donate volunteers hours for work at Goshen Farm. | Erik | 02-29-24 | Working | Requested use of Goshen Farm for Archery Day will include approximately 100 participants. Significant wear and tear on Goshen Farm at no cost! |
| 630-12-23 | Contact JoAnn Lamp to discuss the Board's plans to honor Joe. This should be done before the plaque is ordered. | Sharon | 12-30-23 | Working | Courtesy to let JoAnn know that GFPS is planning to dedicate a White Oak tree in the Memorial Grove honoring Member E. Joseph Lamp. |
| 631-12-23 | Board Member(s) will give Lou suggestions for the wording for E. Joseph Lamp's plaque, he will complete the template and order the plaque. | Board | 02-30-23 | Working | Lou will start, send out wording and other Board Members can edit/add information. |
| 632-12-23 | Organize the current grants file and schedule of Recurring Grants and request the completed grants applications from Board Members that have them in their personal computer files. | Erik and the Board | 03-30-24 | Working | Important to have complete copies of all grant applications to use for 2024 grant opportunities and beyond. |
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| RECURRING ACTIONS | | | | | |
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| | 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 | Update cost? | 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 April 2023 for Automatic payment |
| Annually | Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077) | Treasurer | March or April | Update 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 \$119.88. Renewed in April 2023 for Automatic Payment |
| Annually | Renew SSL (security) on GFPS Website – Go Daddy | Treasurer | July | Update cost? | \$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98 Renewed in 2023 for Automatic Payment |
| Monthly | Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBEO) | Treasurer | End of every month | | \$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, Member at Large and Security). Updated billing: \$720 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month Automatic Payment |
| 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, 2021, and 2022. |

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| 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 2027 | | Received new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder . Renewal application sent November 2022. Rec'd certificate n July, 2023. |
| Bi-annually Quarterly | Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance | Treasurer | | | |
| Bi-annually Quarterly (See dates) | Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY102844500, effective 5/22/2020 | Treasurer | 1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020 Due June 27th, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/year) | 2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year) | Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year. Total Annual insurance premiums: \$2,222.00 Automatic Payment |

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| 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 Drive | Treasurer | December 15 th | \$19.99 | 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. Treasurer transferred on 12/20/23 for 2023. |
| 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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