

Goshen Farm Preservation Society Board Meeting,
February 21, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	February 21, 2024	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, Shannon Beauchamp Lepthien and Linda Páez		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the February 21, 2024
 - b) Board Meeting to order at 7:30 PM.
 - c) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present and stated that Dirk would not be present and Christy will try to join the Meeting. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Becky wants to discuss changes to the Annual Membership Meeting.
 - b) Terry added a discussion on and clarification on Classes of Membership.
 - c) Shannon added discussion on the Caper.
 - d) Erik added approval of Committee Budgets.
 - e) Roy added discussion of Eagle Scouts receiving Friends of Goshen Farm status on the website if the cost of their project exceeds \$100.00 in-kind donations (materials, etc.).
- 4) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
 - a) Christy was unable to attend the Meeting but sent out the Treasurer’s Report.
 - i) Roy stated that the monthly rent for the storage unit that we were quoted was \$68.00/month. The Treasurer’s report showed a charge of \$79.00 For January. Lou will visit the storage unit office and clarify the charges. GFPS is a tax-exempt organization and should not be paying tax on the rental. (During the Meeting, Barbara reported that the additional \$11.00 was for \$2,000.00 loss Insurance on the contents in the unit.
 - b) The balance in the checking account is \$66,578.37 as of January 31, 2024. The balance in the savings account is \$67,615.96.
- 5) Review of Minutes – (Smitty Biondi)
 - a) December 20, 2023 Board Meeting

- i) **Barbara Morgan made a motion to approve the GFPS Board of Directors December 20, 2023 Monthly Meeting Minutes. Becky Benner 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.
- 7) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Barb reported that she took pictures of the donated furniture pieces that were moved from the Farm House to the storage facility but needs to catalog the furniture pieces.
 - b) Barb also retyped our Donation Form using Galesville's form as an example. Becky is editing the form.
 - c) Last, Barb reported that she has inventoried the supplies in the office at the Farm House and put new labels on each bin. After inventorying the T-shirts and sweatshirts, Barb ordered 48 pieces - a mixture of short-sleeved T-shirts, long sleeved T-shirts and green sweatshirts.
- 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – No report submitted)
 - i) In response to Erik's question about whether the Memorial plaque for Joe Lamp had been ordered, Lou stated that it had been ordered.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon stated that she has made some corrections to the website and let Becky know that the wording on the Membership page has had several sentences removed that Becky objected to as inaccurate or confusing. Shannon will add this information when Becky sends her clearer wording.
 - c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) Terry wanted to discuss the fact that Roy has completely renovated the Servant's Quarters and Terry would like the Board to think about using the Servant's Quarters to highlight Dr. Morris Leon Radoff's career contributions as well as his ownership of Goshen Farm. Terry sees the Servant's Quarters as an educational opportunity to highlight and honor Dr. Radoff's contribution to Maryland history. Terry has four Maryland books written or edited by Dr. Radoff. This idea should become New Business in the near future. This idea should be "fleshed out" in time to be included for the Spring Open House tour.
 - (1) Roy mentioned that Dr. Radoff used the Servant's Quarters as a quiet "get-away" place. Roy stated that we could place a small bed in there as Dr. Radoff had and his books could be placed on the book shelf for Open Houses. Roy did recommend not storing the books there due to moisture.
 - (2) Becky stated that she would like to go through the books stored in the upstairs bedroom closet and also possibly add some of those edited by Dr. Radoff for display at events. Barb is willing to also sort through the books.
 - (3) GFPS also has a biography of Dr. Radoff including his work at the Maryland State Archives.

- (4) There was discussion about storing the books in a special area in the Farm House after the first-floor stabilization is completed.
- (5) Becky and Barb will examine the books in the bedroom closet in March or April.
- d) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry reported that the plants in the Hoop House were harvested on February 15th and delivered to My Brother’s Pantry for distribution to 90 families. Terry thanked Jeanne Klingler and Roy Benner for their assistance in harvesting and preparing the vegetables for delivery.
 - ii) Terry reported that the BHS Signature Program has volunteered to have a work day on Friday, May 3rd at the Farm to prepare for Family Day on May 4th.
- e) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Java & Jazz/Tea & Tunes, March 10th from 3 – 5
 - (1) Barbara reported on preparations for Java & Jazz/Tea & Tunes (J&J/T&T). All is going well with the exception of recruiting event Sponsors. Only four businesses have agreed to be sponsors thus far.
 - ii) Kayak Raffle, March-June – Barbara reported that she has now gotten tax-exempt status from Walmart. This will lower the cost of the kayaks.
 - (1) Both Hague Quality Water and Richards Tree Care have agreed to sponsor the Kayak Raffle.
 - (2) Kayak Raffle tickets have been ordered from Minuteman Press.
 - (3) Tickets will be available for sale at J&J/T&T.
 - iii) Maryland Day
 - (1) Barbara has completed the form to participate and included the \$50.00 fee to Chesapeake Crossroads Heritage Area (CCHA).
 - (2) GFPS’s participation will be virtual. Barbara still needs details to start promoting.
 - iv) Spring Open House, April 13th, 10AM-2PM
 - (1) Barbara has secured Tony Barrett to cater for this event.
 - (2) Barbara has received eight positive responses from exhibitors and is waiting to hear from others.
 - (3) Cape Vibes will provide music for the event.
 - (4) Jill Sewell has volunteered to help with parking and will reach out to other Girl Scout Troops to help. Erik will also reach out to Troop 382 about helping with parking.
 - v) Strawberry Festival, June 1st – Barbara is planning to give away over 100 strawberry plants. She will make up a promo sheet to staple to the front of the plant with our website and upcoming events.
 - vi) Summer Concert Series – Barb is in discussion with Scott Powers regarding dates and bands for those dates. She is also in discussion about Cape Vibes offer to play on dates other than the concert dates that Scott establishes.
 - vii) Wine Tasting – Barbara has verified that Tony Barrett is available to cater this event.

- viii) Barbara has made a concerted effort to get as much in place for all of the upcoming events as possible well in advance!
- f) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob reported the final tally from the sales of “Garden Goodies” at the Farm was \$1,428.00 for 2023.
 - ii) CSCES has not yet renewed membership for their garden plot.
 - iii) Billie Grant has donated strawberry plants and Tracy Smith has planted 26 plants which are in the Hot House. If Billie donates more plants, this will help with Barbara’s plan to give away strawberry plants at the Strawberry Festival.
- g) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy has had a busy January and February.
 - (1) Roy continues to supervise two Eagle Scout projects and has three scouts considering what their Eagle Scout projects will be.
 - (a) Austin Rios completed his project of rebuilding rotten picnic tables and building one eight-foot handicap accessible picnic table. Austin will rebuild one additional picnic table by the Servant’s Quarters.
 - (b) Andrew Trehey will be building a Music Station in the Nature Play Space.
 - (2) Roy continues to work on the project to have electricity available to the lower field. The next step is to have a 27’ to 30’ pole installed. Richard’s Tree Care will deliver the pole once it is acquired.
 - (3) Roy has made several trips to the AA County Millersville Landfill. He also packed up all the donated commercial electric material in the Tenant House and donated those ten boxes to Colonial Electric. He also removed a large spool of Bx wire. The copper wire was sold to Mid-Atlantic Recycling of Annapolis and the \$42.90 received was donated to GFPS. Removing all of this equipment will make it easier to work on the Tenant House.
 - (4) Roy arranged for Picord of Baltimore to remove the center, rotting storage container and haul it away. Roy negotiated the price for this work and the total for GFPS was \$150.00 (down from \$300.00).
 - (5) Lastly, Roy has been working on a plan for presentation to the Board on moving the Concert Series to a new location.
- h) History and Research (Scott Powers – No report provided)
- i) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported 165 Membership units as of January 18, 2024.
 - ii) Becky continues to attend meetings of the Chesapeake Crossroads Heritage Area (CCHA) Small Organizations Group, the CCHA Education Committee, the CSCIA Board of Governors monthly meetings, and meetings and workshops of other organizations that she deems appropriate. She gathers important information and represents GFPS at these organizations’ meetings.
- j) Financial Development (Vacant)
- k) Volunteer Coordination (Vacant)

- l) Security (Dirk Schwenk – No report submitted)
 - i) There was an issue with the Wi-Fi being down at the Farm. Bob was able to get the Wi-Fi working but because of the poor service response from Astound, Dirk and Bob are looking at changing our service contract to Xfinity or Verizon.

- m) Member At-large

- i) Linda Páez – (Provided under separate cover)

- (1) Linda has been working to build a relationship with the African American community on the Broadneck Peninsula and AA County. As GFPS tries to give a complete and honest history of the Farm’s 241-year history on the Broadneck Peninsula, we need discourse and specific information from the African American Community to tell the history of African American involvement as enslaved workers and the later history of the lives of those enslaved after they were freed and beyond. Members of the Board have done extensive research at the Maryland State Archives on the twelve enslaved men and women who lived on the Farm. Our research, however, has only revealed the last names of two enslaved persons and nothing about their lives after they were freed.

- (a) Linda has become involved with the Banneker-Douglass Museum and their programs, attends meetings with the Maryland Commission on African American History and Culture, attends events related to African American History and Culture and has reached out to congregation members at the Asbury Broadneck United Methodist Church. Linda is also a member of Chesapeake Crossroads Heritage Area Coordinating Council as a GFPS representative.

- (b) Also, Linda is working with Rich Lang at Bayview Builders to continue work on restoring the Tenant House. All materials and labor to date on this project have been donated by Bayview Builders. Linda has developed this relationship with Rich Lang over more than two years.

- (c) Erik asked Linda if she was willing to go to the CCHA Site Directors’ Meeting on February 22nd. She stated she would attend.

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

- i) Review of Action Items

- (1) As relates to **(Action Item :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, 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 initial meetings. As discussed previously in these Minutes, Linda has spent two years attempting to develop partnerships with various African American organizations. In early February, Shannon

Beauchamp Lepthien reached out to the Board for additional information to share for Black History Month. Sharon suggested that Shannon post a notice that GFPS was interested in individuals who wished to share information, have interviews or do an oral history. Dirk volunteered to reach out to families and organizations he knew with this same idea. This action is still open.

- (2) **(Action Item: 615-09-23)** Research options and cost of removing the moldy, leaky storage container from the Farm. This action is **Completed**.
 - (3) **(Action Item: 616-09-23)** Contact BGE and complete application to install electric to the pole, with two flood lights, an on/off switch and an electrical outlet. This action is **Completed**.
 - (4) **(Action Item: 625-11-23)** Complete Application for CCHA Maryland Day Event and mail with \$50.00 fee. This action is **Completed**.
 - (5) **(Action Item: 627-11-23)** Send Annual Committee Reports to President and Board. This action is **Completed**.
 - (6) **(Action Item: 628-11-23)** Send Committee Budgets to the Treasurer to create the 2024 Annual Budget by 12/20/23. This action is **Completed**.
 - (7) **(Action Item: 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 volunteer hours for work at Goshen Farm. This action is **Completed**. The Archery Event is not a fundraiser.
 - (8) **(Action Item: 630-12-23)** Contact JoAnn Lamp to discuss the Board's plan to honor Joe lamp. This should be done before the plaque is ordered. This action is **Completed**.
 - (9) **(Action Item: 631-12-23)** Board Members will give Lou suggestions for the wording for E. Joseph Lamp's plaque. He will then complete the template and order the plaque. This action is **Completed**.
- 10) Old Business
- a) Milk House costs estimate, grants, plan
 - i) Roy and Lou will meet to discuss the previous engineering 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 March or April 2024 Board Meeting.
 - b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the March or April 2024 Meeting. Erik and Lou will further investigate.
 - c) Lower field – Power – BGE connection to Electric Pole.
 - i) BGE New Business came out to view the site on December 12, 2023. They will install wire and meter on GFPS's pole after it is set in place. Goshen Farm is in the process

of obtaining the pole. The 5' 6" hole has been dug. Richard's Tree Care will deliver a 27' to 30' pole. Once the pole is set, Connect Electric will obtain a County Permit. BGE will string the wire and Connect Electric will set the meter box, install switching, outlets, and install the flood light(s). BGE will then electrify the meter and GFPS will have electric service.

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. Rich Lang stated that he was going to contact suppliers and determine how much of the materials needed for the roof can be donated. Linda has reached out to Rick Lang on next steps but has not yet had a response.

e) Neighborhood Sun – Funds

i) Linda spoke with a representative at Neighborhood Sun. That person stated that GFPS should receive the three (3) \$100.00 payments from Neighborhood Sun in March. This can be verified by the Treasurer at the March Meeting.

f) Dinner at an Irish Restaurant Company (IRC) restaurant/Thank you to Pat Furgurson and Matt Wallace

(1) The date was set for Tuesday, February 27, 2024 but circumstances require we choose a new date for the Board to dine at Galway Bay Restaurant. Bob will check with the "honored guests" and choose several dates that are best for them and email the Board with dates. The Board can then choose a date and time for this dinner. **(Action Item: 633-02-24)**

g) Memorial Grave Plaque for Joe Lamp

i) The plaque for Joe Lamp has been ordered. Once the plaque is received, the Board will need to set a date for honoring Joe Lamp at the Memorial Grove and let JoAnn Lamp know.

11) New Business

a) Roses and Thorns – 2024 Annual Membership Meeting -Suggestions for improvements

i) Roy suggested that for the 2025 Annual Meeting that we have name cards in front of Board Officers and Chairs, and each Chair summarize their Annual Report of the previous year accomplishments.

ii) Sharon requested that we have a roll - call of those Members attending on Zoom. The list provided by Erik through Zoom had email names that were unidentifiable when compared to the Membership list.

iii) Becky stated that because she was sitting at the Membership Check-in Table throughout the Meeting, she was unable to hear much of the Meeting or participate during the Meeting. In the past we had a volunteer to staff this table.

iv) Erik agreed with these suggestions and will include appropriate changes to improve next year's Annual Membership Meeting.

b) Review of Minutes for Annual Membership Meetings

- i) Erik stated that we should have the previous year's Annual Membership Meeting (AMM) Minutes reviewed well before the next year's AMM. They will be approved at the AMM but will be ready to send out to the Members in a timely manner. (There was a delay in getting the Minutes out to the Membership.)
- ii) Erik asked Sharon if she could provide the draft 2024 Annual Membership Meeting Minutes to the Board for review at the March Board Meeting. She will.
- c) The driveway gate left open three times in the last week – note to Membership needed?
 - i) Shannon will send out a reminder to Members in MailChimp to lock the gate when they are leaving the Farm. **(Action Item: 634-02-24)**
- d) 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.)
 - i) Barbara reminded the Board that we still need to approve Morgan Van Ardsall (Girl Scout Troop 644) Archery event on 5/11/2024 with rain date of 5/18/2024 from 8AM – 3PM for 90 Girl Scouts. Additional information was requested and received regarding this event. **Roy Benner made a motion that we approve this application for the Archery event. Terry Brandon seconded. The motion carried.**
 - ii) The next application to be discussed was submitted by Barbara Morgan for her niece's wedding ceremony on 07/07/2024 from 1PM – 3PM with 30-40 attendees. This event would need a tent and GFPS chairs set up. A donation of \$10.00 for every additional ten people over the ten people allowed for Member events will be required. If the family wishes to make an additional donation that will be appreciated. **Sharon Biondi made a motion to approve Barb Morgan's application. Shannon Beauchamp Lepthien seconded and the motion was approved.** Note: The decision was made by the Board that these application approvals in the future do not need motions, only Board approval stated.
 - iii) The next application was from Morgan Weller for a CSCES second grade students' fieldtrip of two groups of 65 each on 05/17/2024 or 05/16/2024 from 9 – 11AM and 11:30AM – 1:30PM. Morgan Weller would like GFPS volunteers to talk to the students. Terry needs to reach out to Ms. Weller for details on the volunteers needed and for what (supervise or talk on a subject). These dates are on the GFPS calendar. **(Action Item: 635-02-24)**
 - iv) Broadneck Baptist Church has completed five applications for using the Farm.
 - (1) The first request was for a Good Friday Nature Walk on 03/29/2024 from 11AM – 1PM for 30 attendees. The Board approved.
 - (2) The second request was for outdoor worship on 04/28/2024 or 04/07/2024 from 9:30AM – 12Noon for 30 attendees. The next request for outdoor worship was for 05/19/2924 or rain date of 05/26/2024 for 30 attendees. The third request was for outdoor worship on 06/16/2024 or 06/09/2024 for 30 attendees. The Board approved all three worship dates.

- (3) The last request was for a four-day Music and Arts Camp on 07/15/2024 – 07/19/2024 from 8AM – 12:30PM for 40 attendees each day. The dates are still tentative. The calendar is open for these dates and the Board approved this event. If the Church changes these dates, then the new dates will be approved pending availability.
- v) Barbara stated that Wildhearts Academy has reached out to GFPS again for use of the Farm for classes.
 - (a) Erik suggested that Barbara contact them for a meeting date. Erik, Barbara and Terry will attend.
- e) Class of Membership, 1)fees, 2)nonprofit - # number of Members
 - i) Erik laid out possible ways to determine number of Members and fee for nonprofits. He reminded the Board that they should refer to Becky’s email dated 11/17/23 in which she listed examples of membership classifications and fees from her research on other organizations.
 - (1) Becky suggested we need an ad-hoc committee to meet and determine this information. For example, Becky feels that nonprofit Members would have to provide a list of their members with specific information such as address. These members would then become GFPS Members. This information would have to be updated (monthly, annually?) Discussion ensued.
 - (2) Erik stated that Board Members who wish to be on this ad-hoc committee should send Becky an email. Additionally, Erik suggested that Terry be on this ad-hoc committee given his interest in partnering with nonprofits. **(Action Item: 636-02-24)**
- f) GFPS article in January Caper was missing the GFPS masthead.
 - i) The editor at Minuteman Press would be responsible for including the GFPS masthead. Becky feels Mary Lamb should be contacted to look into this. Shannon will contact May Lamb, include a copy of the GFPS Mast Head and let Mary know that Minute Man Press did not include the masthead in the GFPS January article. **(Action Item: 637-02-24)**
- g) Approval of the 2024 committee budgets as submitted based on dollar limits in the Annual Budget approved by the Membership at the Annual Membership Meeting.
 - i) **Terry Brandon moved that we accept the 2024 committee budgets that were presented and examined and approved by the Membership at the Annual Meeting. Bob Nestruck seconded and the motion carried.**
- h) The Service Project Guidelines, approved 02/13/2021, how do we use this form?
 - i) Shannon mentioned a situation where a scout wanted to do Service hours for a project. Roy let Shannon know that GFPS has a Service Project Guideline and Application form created on 02/13/2021. Shannon reviewed the application and felt that it would be confusing to the scout in this instance as it asked what task or project the applicant wanted to do. In this instance, the applicant wanted to know what tasks or projects he or she could do. Shannon feels the Service Project

Guidelines and Application does not work for those candidates asking what project they could do to help Goshen Farm and earn their Service Project credits. Shannon feels the process is somewhat cumbersome and needs to be streamlined. Sharon checked on the Google Drive and was not able to find this Guideline and Application. Sharon suggested that when these contacts come in to Shannon, she lets the person know they must become a Member (for liability reasons) and once they become Members, Shannon will direct them to Roy and Terry for follow through.

- i) Eagle Scouts who complete projects at the Farm should be added to the list of donors (Friends of Goshen Farm) on the website.
 - i) Roy stated that most Eagle Scouts spend \$500.00 – to \$900.00 on their projects. Some have spent much more. They should receive credit for their donations to Goshen Farm. Roy would need to send Sharon the documentation in order to include them as Friends of Goshen Farm (F of GF). More discussion needs to occur between Roy and Sharon on this. F of GF are on the website for one year. Do we backtrack or start with projects completed in 2023.
 - ii) There was also discussion about putting the Eagle Scouts and their projects on the website under “ongoing” on the homepage. Roy will send Shannon the list of Eagle Scout Projects since the inception of this program at Goshen Farm. **(Action Item: 638-02-24)**
 - iii) Several Sharing Garden participants seem to think that becoming a GFPS Member automatically covers the garden plot rental. Erik suggests that a statement be added to the GFPS website about paying for a Sharing Garden Plot. The Sharing Garden plot rental fee is paid on the Sharing Garden page of the website.
 - (1) Shannon has changed the wording on the website regarding renting a Sharing Garden plot that directs the person to the Sharing Garden page. She would like to change the language on the Sharing Garden page itself and remove the pay button for a plot. This causes problems when there are no plots available. There should be a statement that directs them to Garden Chair Bob Nestruck to see if there is plot availability. We do not want to have someone pay for a plot when no plot is available. Shannon would like to give Bob a link to send out to interested plot rentals to go to interested Members when plots are available. Becky would have to have access to know if someone has paid for a plot rental for her records. Shannon is working to streamline this process.
 - (2) Shannon also pointed out to Bob that when you download the Sharing Garden Welcome Packet the date says “...2021 Sharing Garden Plot rental for current Sharing Garden rentals must be paid by the deadline of January 1, 2021”. Should say “be paid by the deadline of January 1st of the current year”.
 - (3) Last Shannon recommended that we breakout the Sharing Garden plot rental application from the Welcome Packet Rules and Guidelines as it gets hidden at the end of the Welcome Packet.

- (4) She would also have a reminder below the application to read the Rules and Guidelines.
- 2) Final Comments from the floor.
 - e) Linda wished everyone a good night!
 - f) Erik stated that we had much to cover tonight and he appreciated everyone's input for covering all of this business.
 - g) Adjournment
 - i) **Linda Páez made a motion to adjourn. Bob Nestruck seconded the motion and the motion carried. The meeting ended at 10:10PM.**

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.
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.
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. Becky is editing form.
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	05/30//244	Working	Important to have complete copies of all grant applications to use for 2024 grant opportunities and beyond. Those with grant copies should put them on the Google Drive or send to Erik to put on the drive..
633-02-24	Check with the "honored guests" and choose several dates that are best for them to dine at Galway Bay Restaurant and email the Board with dates.	Bob	03/20/24	Working	Previous dinner date was OBE.
634-02-24	Send out a reminder to Members in a MailChimp to lock the driveway gate when they are leaving the Farm.	Shannon	03/30/24	Working	The gate has been left open on several occasions.
635-02-24	Reach out to Morgan Weller for details on the volunteers needed and for what (supervise or talk on a subject) for the 2 nd grade field trip.	Terry	03/20/24	Working	Ms. Weller requested GFPS volunteers be present to talk to students on EURAA
636-02-24	Board Members who wish to be on the Classes of Memberships ad-hoc committee should send Becky an email..	Board	03/20/24	Working	Erik recommended that Terry sign up for this committee.
637-02-24	Contact Mary Lamb, include a copy of the GFPS masthead and let Mary know that Minuteman Press did not include the masthead in the GFPS January article.	Shannon	03/20/24	Working	On going problem...
638-02-24	Send Shannon the list of Eagle Scout Projects since the inception of this program at Goshen Farm for the website.	Roy	03/30/24	Working	These projects would appear under "Ongoing" on the Home Page.

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	Renewal date is 11/03/2025	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. 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 US003LKBE0)	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.
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_arbara
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,	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

				\$362.00 (Total: \$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 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.