

Goshen Farm Preservation Society Board Meeting,

March 20, 2024

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Zoom and Sharon Biondi
<b>Date:</b>	March 20, 2024	<b>Time: 7:30 PM</b>	7:30 PM
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Shannon Beauchamp Lepthien, Linda Páez, and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi, Phil Runk, Tom Schmidt, Andrew Klejnot of JOM, and Laura Brino of Wildhearts Academy		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the March 20, 2024 Board Meeting to order at 7:30 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 would not be present and Christy will try to join the Meeting later. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
  - a) Terry asked for a discussion of our lease agreement negotiations with the Board of Education. Erik stated that he has not heard back from Dr. Bidell, Superintendent of AACPS. Erik feels that once we hear the Board of Education’s offer, we should reach out to our county political connections, community leaders and BHS and CSCES teachers for letters of support for a longer lease and other requests.
  - b) Erik stated that we will change our agenda to accommodate guest speakers from Cape Vibes JOM and the Wildhearts Academy regarding their requests to use Goshen Farm.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
  - a) Erik asked if there were any questions on his report. There were none.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
  - a) Barb reported that she reached out to Ann Brice Worthington as she had not heard from Ann in a while. Ann was hospitalized with pneumonia. She is home now but did not mention her book.
- 6) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
  - a) Christy was unable to attend the Meeting but sent out the First National Bank Checking account statement and the PayPal statement.

- b) The balance in the checking account is \$68,623.65 as of February 29, 2024. The balance in the savings account is \$67,615.96. PayPal activity was \$1,105.00 minus \$39.72 in fees with a balance of \$1065.28.
  - c) Christy joined the Meeting.
  - d) Neighborhood Sun sent Christy an email with copies of the checks they sent out to GFPS in February and March. Christy has not received these checks to date.
  - e) Erik asked if Sharon had anything to add regarding the 2020 Capital Grant fund. Sharon stated that Christy had sent information on additional donations to her and Sharon was waiting for the paper documentation from Becky before completing her thank you letters and report update to the Treasurer.
  - f) Lou stated that he is still be billed for the Zoom account annually. Christy told Lou to contact them, ask for the bill to go to GFPS, let her know when he has talked to them and she will set up an automatic payment for Zoom.
  - g) We were charged \$134.00 for the storage unit. Last month we were charged \$79.00 (\$68 rental and \$11 for \$2,000 in liability insurance). Becky will send a note to Lou and he will check on this. **(Action Item: 639-03-24) Lou will call Extra Space Storage to inquire about why our monthly rate is now \$134.00 and send out rental contract to the Board.**
  - h) Little Green Light was cancelled in February.
  - i) Sharon asked Christy to review Recurring Actions and update the costs of those payments with a red ? on the chart. Christy will email Sharon with the updated costs. **(Action Item: 640-03-24)**
- 7) Review of Minutes – (Smitty Biondi)
- a) January 12, 2024 Annual Membership Meeting and Closed Session Minutes were edited and then reviewed by the Board. These Minutes cannot be approved until the January 2025 Annual Membership Meeting.
  - b) Approval of the February 21, 2024 Minutes
    - i) **Becky Benner made a motion to approve the February 21, 2024 Board of Directors Meeting Minutes. Shannon seconded and the motion carried.**
- 8) New Business – Requests to use Goshen Farm
- a) Cape Jam & Open Mic (JOM) [capemusicjom@gmail.com](mailto:capemusicjom@gmail.com) and phone 420-212-7997
    - i) Tom Schmidt, Andrew Klejnot and Phil Runk (JOM Sound Team) made the presentation and provided a detailed description of their Open Mic program.
      - (1) The presenters are the event planners and Sound Team.
      - (2) They have done Open Mic performances for the CSCIA, BHS, CSCES and River Bay Roadhouse. The focus of their performances is the CSC neighborhood.
      - (3) These performances are completely run by the Sound Team and their volunteers. The only responsibilities for the GFPS Board are opening the gate, opening the Farm House to provide access to the power board, and getting out the handicap

parking and parking signs. JOM will be responsible for set up and tear down, parking and all clean up.

- (4) The number of performers varies and the number of guests varies but in general, performances are in a small venue which is family friendly.
  - (5) They have requested 5 (five) potential Friday performances: May 17th, June 7th, July 19th, August 16th, and September 20th. The performances would start at 6 PM and end at 9 PM. Advertising would be done via Facebook. Shannon feels we should put something on the website that explains the difference between the GFPS Summer Concert Series and the JOM concerts.
  - (6) All donations would go to GFPS.
  - (7) Discussion followed.
    - (a) The Sound Team agreed to become Members. This would cover 30 guests for admission and liability (10 guests/member). Donations should cover \$10 per 10 guests fee over 30 guests/attendees.
    - (b) The estimate of attendees was 30 – 50 based on past performances.
  - (8) Erik stated that Barbara Morgan will send Phil Runk the GFPS Use/Rental Application and Agreement forms. Phil should complete these forms for each performance date and email to Barb. The Board will decide at the April Meeting.
- b) Wildhearts Academy Proposal
- i) Erik and several Board Members met with Laura Brino this month to revisit their most recent proposal to hold classes at the Farm.
  - ii) Laura Brino's Overview Presentation
    - (1) The Academy began in 2020 during COVID. In 2022 they began holding classes at Maryland Hall. In 2023 and 2024 they expanded their classes to the Chesapeake Children's Museum (CCM). Classes presently run Tuesdays, Wednesdays and Thursdays from 10 AM – 2 PM. Tuesdays and Thursdays are outdoor classes at the CCM and Wednesday classes are at Maryland Hall. CMM poses some challenges due to open water access and public access to the park. Laura believes that Goshen Farm could be the ideal location and environment for them to expand their programming at one location. Thus Laura has approached GFPS with a new proposal.
    - (2) Their classes would expand to four days/week – Tuesday through Friday from 10 AM – 2 PM for 36 weeks (arrival and departure time for students, parents and teachers would be 9 AM – 3 PM). The classes would be 3-4 year olds (Sprouts) up to 5 students per day, 5-7 year olds (Explorers) up to 5 students per day and 8-11 year-olds (Trailblazers) up to 5 students per day. There is also the possibility of a summer camp.
    - (3) All families enrolled and teachers would become Household Members of GFPS. This would cover liability concerns and would add approximately \$1,500.00 in Membership funds to GFPS. Additionally, Wildhearts Academy would pay 10% of

tuition of enrolled students on a monthly basis to GFPS which would add between \$650.00-\$1,200.00 per month.

- (4) The Academy would request access to bathrooms, water and shelter in case of severe or dangerous weather.
- (5) Discussion ensued with the Board
  - (a) In response to a question for clarification from Shannon Laura explained that the Wildhearts Academy is a separate program for homeschooled students. It does not provide homeschooling for its students – instead it is an enrichment program modeled off “Enrichment Wings” of Richmond, VA.
  - (b) Barbara related a concern from another Board Member not present. Does the Academy require vaccinations for its students. Laura stated that the academy does not require vaccinations. She also stated that Maryland Hall does not presently require students or teachers to be vaccinated. Erik stated that we need to check on the vaccination policy at AACPS.
  - (c) Becky asked approximately how many cars would be involved in drop off and pick up. Laura stated between 5-10 cars.
  - (d) Shannon asked about the issue of GFPS having a structure for the student to go to during inclement weather and to store the teaching supplies. This structure would be very costly to build. There were some nonspecific possibilities for cost sharing with Wildhearts Academy which would involve major fundraising.
  - (e) Erik and Terry asked about the possibility of trying 1 day a week at the Farm to see how it would work. Laura said that due to complications with their lease at CCM they would not be able to do this.
  - (f) Erik asked if he could talk to CCM. Laura said that she would rather we do not as she doesn’t want them to know they are considering alternatives. Erik could speak to Maryland Hall.
  - (g) Becky asked if there would be a problem when GFPS hosts elementary grade group trips involving hundreds of children. Laura stated that her groups are very small (5 students and 1 teacher) and they would go off to another part of the Farm.
  - (h) Laura stated in response to Erik and the Board discussing this relationship further that she will need an answer by May.

## 9) Committee Reports

- a) Building & Maintenance (Lou Biondi – Provided under separate cover)
  - i) There were no questions regarding Lou’s report.
- b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
  - i) Erik gave kudos to Shannon for getting the website ready for Maryland Day with video tours of the Farm.

- ii) Mary Lamb reached out to Shannon about our Caper articles lacking a masthead. It may be an issue with Minuteman's Press's new subcontractor. Shannon will reach out to Mary Lamb again to see if this can be resolved.
- iii) Shannon is considering a way to honor Eagles Scouts and their projects on the website. This would be under "ongoing" on the web page, updated as new Eagle Scout Projects are completed.
- c) Educational Outreach (Terry Brandon – Provided under separate cover)
  - i) Terry expressed concern about whether Goshen Farm wants to be considered an educational venue or an entertainment venue. Erik said Terry's concern was noted.
  - ii) I am leaving this discussion in from last month as it needs to be discussed in New Business. 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.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
  - i) Barbara needs to know who will be in charge of opening and closing the gate on Saturday and Sunday for Maryland Day. Roy volunteered for Sunday. Terry agreed to open the gate on Saturday and Erik will close. Hours to be open are 9 AM – 5 PM on both days.
  - ii) Shannon will post that Goshen Farm will be open to the public from 9 AM – 5 PM for self-guided tours.
  - iii) Roy will put up a Maryland Day sign and Barb will put up her Maryland flag.
  - iv) Becky will provide bifold brochures, the BHS Walking Tour, maps of the Farm, and the QR Codes tour.
  - v) Barb asked Becky to send her the map so she can use it for layout for Spring Open House.
  - vi) Barb mentioned that the sign-ups for Work Days at the Farm on March 30<sup>th</sup> and April 6<sup>th</sup> are very sparse.
- e) Garden (Bob Nestruck – Provided under separate cover)
  - i) There were no questions for Bob on his report.
- f) Grounds (Roy Benner – Provided under separate cover)
  - i) Roy thanked Christy and Benton of Richard's Tree Care for picking up and delivering the utility pole. They installed it in the ground on Saturday, March 16<sup>th</sup>. Dave Sloskey is getting the necessary permits. Once he gets it hooked up, BGE will run the line.
  - ii) Terrance Wilkins from the Broadneck Baptist Church donated 16 sets of gardening tools.
  - iii) Roy asked how people walking around would know the password for the Wi-Fi. Should we post it, send it out to Members or get rid of the password altogether?

- (13-stars) Erik suggested that Members receive the password. Becky will provide this in her Membership Acknowledgement letter.
- iv) Roy continues to supervise two Eagle Scout projects and has four 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 is still working on a Music Station in the Nature Play Space. He plans on installing the instruments on April 20, 2024.
  - g) History and Research (Scott Powers – No report provided)
  - h) Membership (Becky Benner – Provided under separate cover)
    - i) Becky reported 185 Membership units as of March 17, 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.
  - i) Financial Development (Vacant)
  - j) Volunteer Coordination (Vacant)
  - k) Security (Dirk Schwenk – No report submitted)
  - l) Member At-large
    - i) Linda Páez – (Provided under separate cover)
      - (a) Linda has been working to build a relationship with the African American community on the Broadneck Peninsula and AA County. As part of her engagement with the African American community, 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) Linda continues working with Rich Lang at Bayview Builders 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. Linda, Lou and Rich Lang will meet at the Farm on April 1, 2024 to examine the foundation.
- 10) Review of Action Items and Recurring Actions (Smitty Biondi)
- i) Review of Action Items

- (1) **(Action Item: 635-02-24)** Reach out to Morgan Weller for details on the volunteers needed and for what (supervise or talk on a subject) for 2<sup>nd</sup> grade field trip on May 17<sup>th</sup>. This action is **Completed.**
- (2) **(Action Item: 638-02-24)** Send Shannon the list of Eagle Scout Projects since the inception of this program at Goshen Farm for the website. This action is **Completed.**

11) 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 May 2024 Board Meeting.
- b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the April 2024 Meeting. Erik and Lou will further investigate.
- c) Lower field – Power – BGE connection to Electric Pole.
  - i) Roy thanked Christy and Benton of Richard's Tree Care for picking up and delivering the utility pole. They installed it in the ground on Saturday, March 16<sup>th</sup>. Dave Sloskey is getting the necessary permits. Once he gets it hooked up, BGE will run the line.
- d) Tenant House – Roof
  - i) As regards work on the Tenant House, Rich Lang is investigating the Tenant House foundation before moving on with repairs. Linda, Lou and Rich are meeting April 1<sup>st</sup> at the Farm for this purpose.
- e) Neighborhood Sun – Funds
  - i) See Treasurer's report.
- f) Dinner at Galway Bay, an Irish Restaurant Company (IRC) restaurant/Thank you to the Pat Furgurson family
  - i) A new date was set for Tuesday, April 16<sup>th</sup> at 7 PM, Bob will reach out to the Furgurson family to see if this date works for them.
- g) Memorial Grove Plaque for Joe Lamp
  - i) The plaque order was delayed as Roy asked if a year could be put on the plaque. Lou checked on this. A date has been added and the plaque was ordered for Joe Lamp. Once the plaque is received, the Board will need to discuss potential dates for honoring Joe Lamp at the Memorial Grove. Sharon will reach out to JoAnn to check the best date for her.
- h) Class of Membership – 1) fees, 2) Non-Profit – number of Members
  - (1) An Ad-Hoc Committee will form to work on Class of Membership details. The Ad-Hoc Committees members who volunteered are Becky Benner and Terry Brandon. Other Board Members interested should email Becky. (Refer to

Becky's email of November 17, 2023 with examples of fees and numbers of members researched from other organizations.)

12) 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.)
  - i) Barbara stated that she had two inquiries about use of the Farm.
    - (1) Barbara sent the EURAA out to the two interested parties but has not heard back from them.
    - ii) As relates to the EURAA submitted by Barbara Morgan and approved by the Board for her niece's wedding ceremony on 07/07/2024 from 1PM — 3PM with 30-40 attendees, Barb stated that her mother sent a check in for \$150.00. The check covers the \$30.00 for the 40 guests, the additional \$120.00 will cover any guests over the 40 attendees and any remaining money is directed to the Matching Grant fund.
  - b) Summer Concert Series - Stage relocation and options
    - (1) Roy stated that when he drew up his plan to move the Summer Concert venue to the lower field, he did not consider the Nature Play Space (NPS). Many children visit the NPS during the concerts, and it is close to the venue for supervision. Roy feels that this may be a "deal breaker" for his idea.
    - (2) Discussion Ensued.
      - (a) Some possibilities were considered.
        - (i) Move the Apiary. One location could be near the Soil Health Pit.
        - (ii) Move the Garden Shed.
        - (iii) These changes would open up the area for the Concert Series venue. Roy also suggested that a pavilion might be built over the stage.
        - (iv) More discussion is needed.
  - c) Constellation Energy Community Champion Grant
    - i) Sharon did research with Constellation Energy regarding this grant. The grant application requires the applicant to provide their Constellation Energy account number. Goshen Farm does not use Constellation Energy for its electric provider. Roy will find his earlier Constellation Energy grant application (which was approved for GFPS) and email it to Erik. It should be put on the Google Drive and could provide us with more information on moving forward with the application. **(Action Item: 641-03-24)**
  - d) Maryland Green Registry
    - i) Linda suggested that GFPS join the Maryland Green Registry. The application requires that applicants describe five (5) environmental practices that reduce energy waste, reduce water usage and reduce waste. The business or organization also needs to describe the result of one of the five practices.



- ii) The key benefits to being on the Registry are being recognized on the Green Energy website and sharing ideas with and receiving ideas from other businesses and groups on the Registry.
  - iii) Linda asked that Roy, Terry and other Board Members share projects that GFPS is engaged in that support these three environmental practices of energy, water and waste reduction. Linda is willing to complete the application for the Registry with the Board's help and permission, reach out to Linthicum Walks (is on the Registry) and look at examples of accepted practices on the Maryland Green website. **(Action Item: 642-03-24)** There will be more discussion at May's Board Meeting.
  - iv) F580301 CSCFS Replacement - Goshen Farm Invasives consideration
    - (1) With regard to the CSCVFC need to plant trees nearby to satisfy the Critical Areas Commission's requirements that 6 acres of trees be planted to replace the trees disturbed by the fire station's plan to build a new Fire Station.
    - (2) Roy has had meetings with the Chief of the CSCFS, and the President of their Board. Roy wrote an email describing the possibility of planting a tree buffer on the boundary between CSCES and Goshen Farm to help satisfy the requirement. This email was sent out to various involved parties. The AA County Department of Public Works was interested in the plan Roy sent. Roy has heard from Emma Pfefferkorn, Project Manager for the CSC Volunteer Fire Company Project. Ms. Pfefferkorn sent a mitigation map depicting the tree planting areas on Goshen Farm (about 3-1/2 acres) which Roy emailed to the Board. Roy does not know if Public Works has contacted AACPS regarding this project. Roy has not received a proposal from Public Works. Roy will send Ms. Pfefferkorn comments on this map and other questions he feels need clarification (such as AACPS permission).
    - (3) Discussion ensued.
      - (a) Sharon was concerned about the area on the map to be cleared for tree planting where the fox den is located (for at least 12 years). Bob believes the wildlife will adjust.
      - (b) Lou believes that this potential proposal is an opportunity to move AACPS to negotiate our new lease. Erik commented that it has been eight months since we discussed a new lease and we have heard nothing from AACPS. Public works and the Critical Areas Commission wants a guarantee that the trees will be left in place for 15 years. Therefore the new lease would need to be at least 15 years. It is possible that the CSCVFC and Public Works could work with GFPS to secure the new lease (Quid pro quo).
- 1) Final Comments from the floor.
- e) Linda asked Roy if GFPS is interested in the Seneca Creek free tree give-away?
    - i) Linda said the pick up is on Friday. Linda will send the information to the Board.
  - 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) **Bob Nestruck made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 10:05 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 <b>updates are needed</b> . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda Páez, and Board input	07-03—21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the Goshen Farm book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project.	Terry, Linda Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	?	06-30-22	Working	After Board reviews bids
540-09-22	Complete Fall Open House Reconciliation form and send to Board	Rose Mary	10/15/22	Working	Need this for planning and to know net profit on event.

565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/243	Working	Postponed until new By-Law's change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	
573-02-23	Review GFPS forms on Google Drive to make sure we have the latest approved edition on the Google Drive before transferring the forms to the website.	Becky and Lou	03/30/23	Working	After the forms are reviewed, incorrect versions will be deleted, the correct version approved by the Board can go back up on Google Drive and later onto the website.
574-03-23	Request a quote from Dave Weir for additional plexiglass windows and locks for all windows in the Farm House.	Lou	04/30/23	Working	Will let more light into areas that do not have windows. Part of "sealing the Farm House."
577-03-23	Write up notes from the March 6 <sup>th</sup> Meeting with Grant Cunningham at the Farm and send out to the Board.	Becky	08/19/23	Working	Erik's request
582-04-23	Erik will contact Lou to make sure we can close discussion on Google Suite for Non-profits. With additional information, the Board can make a decision to stay with our current plan or go to Google Suite for Non-profits..	Erik and Lou	05/01./23	Working	Concern about losing info that is presently on Google drive
587-04-23	Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden.	Terry	09/15/23	Working	Discussion about Pollinator Garden and classes with BHS students needs details. On hold until school begins in September 2023.
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.
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...
639-03-24	Call Extra Space Storage to inquire about why our monthly rate is now \$134.00 and send out rental contract to the Board.	Lou	04/20/24	Working	Rates keep changing.
640-03-24	Review Recurring Actions and update the costs of those payments with a red ? on the chart.	Christy	05/20/24	Working	Some costs have increased and need to update Recurring Actions Chart
641-03-24	Find the earlier Constellation Energy grant application (which was approved for GFPS) and email it to Erik.	Roy	04/20/24	Working	Board needs to find out if a Constellation Energy account was needed for this first grant application.
	Complete the Maryland Green Registry application for GFPS.	Linda	05/20.24	Working	Linda can complete the application with help from the Board, Linthicum Walks, and by reviewing the Maryland Green website.

<b>RECURRING ACTIONS</b>					
	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .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. <b>Automatic payment</b>
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. <b>Renewed in April 2023 for Automatic Payment</b>
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 <b>Renewed in 2025 for Automatic Payment</b>
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$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 <b>Automatic Payment</b>
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer AACPS Copies to Superintendent, AACPS, and all AA County School Board Members.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices)
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April	?	This return is completed by the Treasurer as part of our State Tax Return preparation.
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018,

					2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020, 2021, 2022 and 2023..
Annually	File "Exempt Organization Fund-Raising Notice" for State of Maryland	Treasurer	August 31st	?	For Charities that raise <b>less than \$25,000.00</b> . 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_ <a href="mailto:dicharity_arbara">arbara</a>
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise <b>\$25,000 or more</b> . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_ <a href="mailto:sos@maryland.gov">sos@maryland.gov</a>
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. <b>State does not send out a reminder. Renewal application sent November 2022. Rec'd certificate n July, 2023.</b>
Bi-annually	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Quarterly					
Bi-annually	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020	Treasurer		1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020 <b>Due June 27<sup>th</sup>, \$390.00 and October 27<sup>th</sup>, \$388.00 (Total cost:</b>	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020 <b>Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and</b>
Quarterly (See dates)	Policy 2. #MY102844500, effective 5/22/2020				Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , Fax: 410-544-6834  Dates for payments for both policies vary each year.  Total Annual insurance premiums: \$2,222.00 Automatic Payment

			\$774.00/year)	January 22, \$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 <sup>th</sup>	\$19.99	<b>Automatic Payment</b>
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account in 2022. 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.