

Goshen Farm Preservation Society Board Meeting,

April 17, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	April 17, 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, Dirk Schwenk, Linda Páez, and Christy Folderauer		
Members/ Guests Attending:	Lou Biondi Phil Runk of JOM		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the April 17, 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 Shannon and Scott would not be present and Christy would 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. Bedell, 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. **(Action Item: 643-04-24)**
 - b) Erik stated that we will change our agenda to accommodate Phil Runk from Cape Vibes JOM to New Business, item a.
 - c) Roy added a discussion on the state of the Nature Play Space (NPS). Children and adults supervising those children are not cleaning up when they leave the NPS. In the last several weeks it has been left a mess.
 - d) Becky asked that we discuss requesting dates for the CSCIA Signboard should be added to Recurring Actions. Becky has been doing this annual task since she became Membership Chair.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik asked if there were any questions on his report.
 - i) As relates to **(Action Item: 641-03-24)**, Roy emailed Erik the Constellation Energy Grant Application he completed and which was granted. Roy also attempted to put

this application on the Google Drive without success. Erik and Dirk explained the steps involved in getting an application into the Grants File and into the correct folder. Roy will attempt this again.

- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Terry stated that when GFPS has Farm Cleanup Days and we put locations and tasks that need to be accomplished on SignUpGenius, Barbara should reach out to the various gardens' chairs to let them know a Cleanup Day is scheduled. They should then send Roy Benner what tasks in their respective gardens need attention. Roy would then send Barbara the locations and tasks for SignUpGenius. Barbara will include a reminder for herself for the next Cleanup Day. (Contact Tracy Smith, Fran Bents, and Larry Jennings.)
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
 - a) Christy joined the Meeting late.
 - b) In response to a question from Erik, Christy reported that she has filed the GFPS Non-Profit Tax paperwork.
 - c) Christy has not finished the bank statement reconciliation. There were some questionable items on the bank statement.
 - i) Several Members stated that they had been billed twice for a PayPal purchase. Christy is looking into this.
 - ii) Another item was an additional charge from Walmart.com a week after the kayaks were purchased. Christy called Walmart and disputed the second charge. FNB cancelled the card as it has been compromised and issued GFPS a new card. Christy will be going to the FNB branch in Severna Park tomorrow to talk to Kelly Zerhusen.
 - iii) The FNB Cape St. Claire Branch is closed and Christy will now be doing GFPS business at the Severna Park branch.
 - d) The balance in the checking account is \$70,965.96 as of March 29, 2024. The balance in the savings account is \$67,624.39.
- 7) Review of Minutes – (Smitty Biondi)
 - a) Approval of the March 20, 2024 Minutes
 - i) **Becky Benner made a motion to approve the March 20, 2024 Board of Directors Meeting Minutes. Barbara Morgan seconded.** Discussion ensued. Becky stated that there was an error in the Minutes regarding the 5 (five) dates listed by JOM for their open mic concerts. The correct dates are May 17th, June 7th, July 19th, August 16th and September 20th. **Becky Benner amended her motion to accept the March 20, 2024 Meeting Minutes with the correct number of JOM concerts and dates of concerts. Bob Nestruck seconded and the motion carried.**
- 8) Committee Reports
 - a) Building & Maintenance (Lou Biondi – No report provided)
 - i) Lou is recovering from surgery..
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - c) Educational Outreach (Terry Brandon – Provided under separate cover)

- i) Terry had nothing to add to his report and there were no questions.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara reported that she has sold 124 Kayak Raffle tickets.
 - ii) Barbara stated that she would like to discuss the Fall Open House either being cancelled or changed to a less involved event. Erik has this discussion under New Business.
 - iii) Barbara asked if anyone from the Board can be at the BHS Family Day to sell Kayak tickets. Roy and Terry will be at the event but will not be selling Kayak Raffle tickets. Barbara will try to be there for an hour or two.
- 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 added that BGE came out today and hooked up our electric meter and put power to the panel and to the receptacle. Roy sent pictures of this work by BGE. There is one more step. Dave Sloskey of Connect Electric and Roy will discuss types of flood lights that can be used.
- g) History and Research (Scott Powers – No report provided)
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported 200 Membership units as of this report.
- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – No report submitted)
 - i) The Farm House security system is working smoothly.
 - ii) Sharon asked Dirk if he had reached out to Astound regarding difficulty reporting and getting a response when our WI-FI goes down. Dirk stated that he and Bob are considering looking into other providers but they have not gotten to this yet.
- l) Member At-large
 - i) Linda Páez – (Provided under separate cover)
 - (a) Linda got a request yesterday to become part of the working group within CCHA and the National Park Service (NPS) Network to Freedom. CCHA working with the NPS would like GFPS to include our Underground Railroad stories. The first meeting of this working group will be April 30th.
 - (b) Linda also reported that the CCHA website is being redeveloped. The link on the page marked Educators does not have GFPS listed. We should be listed as we give tours to groups of all ages. Linda and Terry will be working on getting GFPS information and photos onto this link. Shannon may assist with this.

(Action Item: 644-04-24)

 - (i) Sharon mentioned that at a meeting she attended, she found out that there is no money for buses for field trips in AA County schools.

- (ii) Erik stated that he encountered this last year when Germantown Elementary School asked to visit Goshen Farm to see and talk about the Apiary. The teacher that contacted Erik, later contacted him to say they could not get buses for this trip. Erik went to the school and did a “bee presentation” for the children. He feels that GFPS may need to go to schools to present what GFPS does.
- (iii) Terry reminded the Board that Goshen Farm Family Day sponsored by the Broadneck High School Environmental Literacy Program brings in families from the six elementary schools on the Broadneck Peninsula. Erik stated that he just recently found out that Goshen Farm Family Day is covered by a Parole Rotary Club grant.
- (c) There was no update on Bayview Builders restoration of the Tenant House. On April 1st Rich Lang, Lou Biondi and Linda met to investigate the Tenant House foundation. Rich asked that a volunteer dig around two support pilings that he identified, to see if there was concrete under the pilings. At the April 6th Farm Cleanup Day, Bob dug around these two pilings supporting the Tenant House. There was a foot of concrete supporting each piling. Bob took pictures of the holes and sent them to Linda who forwarded them to Rich Lang.

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

i) Review of Action Items

- (1) **(Action Item: 209-12-15)** Create a plan to increase Board and volunteer involvement. This action is **OBE**. The use of SignUpGenius has improved volunteerism somewhat.
- (2) **(Action Item: 319-03-18)** Price out encapsulation paint, liquid sandpaper and painting supplies for encapsulation project of all painted walls and ceilings. This action is **OBE**. Encapsulation must wait until the foundation stabilization is completed.
- (3) **(Action Item: 540-09-22)** Complete Fall Open House Reconciliation form and send to Board. This action is **OBE**.
- (4) **(Action Item: 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 or February Caper article. This action is **Completed** (resolved by Shannon).
- (5) **(Action Item 639-03-24)** Call Extra Space Storage to inquire about why our monthly rate is now \$132.00 and send out copy of rental contract to the Board. This action is **Completed**.
- (6) **(Action Item: 641-03-24)** Find the earlier Constellation Energy grant application (which was approved for GFPS) and email a copy to Erik. 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 May 2024 Board Meeting.
 - b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the May 2024 Meeting. Erik and Lou will further investigate.
 - c) Lower field – Power – BGE connection to Electric Pole.
 - i) See Roy's Grounds Committee report for update on power to the lower field.
 - d) Tenant House – Roof
 - i) As regards work on the Tenant House, pictures taken of the concrete footings by Bob were sent to Rich Lang and are being reviewed by Rich and Doug Kuchta. Bob will send these pictures to the Board. **(Action Item: 645-04-24)**
 - e) Neighborhood Sun – Funds
 - i) Christy has received no checks from Neighborhood Sun. Linda will contact Neighborhood Sun again regarding these checks. **(Action Item: 646-04-24)**
 - 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 Friday, May^{3rd} 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) When the plaque comes in, the Board will choose several dates for honoring Joe Lamp, and Sharon will reach out to JoAnn Lamp to choose the date that works for her.
 - h) Class of Membership – 1) fees, 2) Non-Profit – number of Members
 - (1) Members Erik, Sharon and Terry have volunteered for the Ad-Hoc Committee to work on Class of Membership details. Becky will reach out to these volunteers to let them know the date of the first meeting. (Refer to Becky's email of November 17, 2023 with examples of fees and numbers of members researched from other organizations.)
 - i) AED Discussion
 - (a) Linda has researched Toll AED Plus and has talked to distributor Ryan Killough about Zoll AED Plus and about purchasing an AED. In general AED's cost about \$2,200.00. Ryan is offering GFPS an AED for a discounted price of \$850.00. Becky asked if the AED was new or refurbished. Linda stated that it is refurbished. Linda stated that several organizations she is working with have purchased an AED through Killough. Discussion ensued. Erik suggested GFPS hold off until we can secure a grant for purchasing the AED. There was

concern voiced by several Board Members that locating a grant would take time and we have the Summer Acoustic Concerts starting in June.

(b) **Linda Páez made a motion that we purchase the {Zoll}AED {Plus} equipment from {Ryan Killough of} Zoll for \$850.00 with tax which includes training on the AED. Dirk Schwenk seconded.** Discussion ensued.

(i) There were questions regarding charging the batteries, the replacement cost of the batteries, inspection of batteries, and cost of these inspections, what Board Member would be in charge of maintenance, where we would put the AED for quick access. It was decided that the Gardeners Shed would be the best location. Roy asked Linda if Ryan Killough could provide a sticker to place on the Gardeners Shed so Members would know the AED is located there.

(ii) Erik called the question. Six (6) Board Members voted yes, three (3) abstained and one voted no. **The motion carried.**

j) F580301 CSCFS Replacement – Goshen Farm Invasive Consideration

i) Roy contacted Erik and asked him to send Emma Pfefferkorn, AA County Department of Public Works (DPW) and Project Manager for the CSC Volunteer Fire Company Project, a letter that Roy had drafted stating that GFPS supports the draft plan DPW has sent to GFPS. Erik will sign the letter and send to DPW. DPW is also communicating with AACPS to receive their support as well.

k) Maryland Green Registry

i) Linda, with Terry's and Bob's assistance is working on this application to have GFPS on the Maryland Green Registry. Becky also offered to assist with completing the application.

l) Move of Summer Concert Series Stage or other options

i) Due to the issue of Roy's plan to move the stage and concert series to the lower field, not considering the distance to the Nature Play Space for children attending concerts with their parents, GFPS is not going forward with this plan. Roy is considering placing several picnic tables in the area he has cleared. Erik and Roy have discussed moving the Apiary from its current location to allow more space for concerts but this is still in discussion as the move would be a great deal of work (and would disrupt the bees).

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) Cape JOM

(a) Barb stated that she received the completed EURAA from Phil Runk with the dates for their Open Mic concerts. The dates requested are May 17th, June 7th, July 19th, August 16th and September 20th. Concerts times are 6PM to

9PM. Phil Runk, Tom Schmidt and Andrew Klejnot (sound team) are now GFPS Members. It is predicted that if everyone who attends donates a \$1,00, the event use charge would be covered. (30 persons covered by the 3 sound team members and \$20.00 by attendees) JOM estimates about 50 attendees/concert. Phil asked the Board for questions and discussion.

- (i) Becky emphasized that we need to differentiate between the Summer Concert Series and the five (5) JOM concerts.
- (ii) Terry asked if there was a problem at a concert could we cancel future concerts? Phil stated that JOM is doing these concerts for the Broadneck Community and to benefit Goshen Farm. If this didn't work out and JOM and GFPS couldn't resolve the problem then JOM would discontinue their concerts.
- (iii) Becky reiterated that there would be a Board Member at the Farm to unlock the gate at the driveway and at the house and lock up after the concert but no Board Member needs to stay. JOM will make parking and handicapped signs for their events. Phil Runk will communicate with Barbara as they plan. Erik asked Phil if he had the contact email for the Shannon, the Communications Chair. Erik suggested that Phil reach out to Scott for contact information for Shannon regarding coordinating publicity. **(Action Item: 647-04-24)**

(iv) Erik called for a vote. The approval vote was unanimous.

- ii) CSCES Kindergarten to bring 58 children on May 28th and 66 children on May 29th from 9-11:30 AM (rain dates May 30th and May 31st). There will be teachers, teacher assistants and plenty of chaperones. Teacher Ms. Fisher and Terry will communicate on the activities for this trip. The Board voted unanimously to approve this event.
 - iii) Stephanie Schwenk requested April 23rd (rain date April 30th) from 8:15–1:30 for 10 children from her daycare program. The Board voted unanimously to approve this request.
 - iv) Barb was contacted by Andrew Gardener to discuss his band playing at Goshen Farm. Scott has no openings for the Summer Concert Series and Barb suggested Andrew contact Phil Runk of JOM about playing at their Open Mic.
- b) Wildhearts Academy – Laura Brino
- (1) Discussion ensued.
 - (a) Barbara Morgan made a motion to use the Wildhearts Academy proposal as presented at the March 20, 2024 Board Meeting. Terry seconded. Discussion ensued.
 - (i) Becky asked about the possibility of having a probationary period. Erik stated that we could include this in the contract.

- (ii) Terry suggested that the children could use the enclosed front porch as a place to go to during inclement weather with some modifications to the porch.
 - (iii) The issue of vaccination was discussed.
 - (iv) Dirk is concerned about their lack of accreditation, liability for GFPS and lack of basic facilities such as bathrooms and running water.
 - (v) Erik called the vote. There were six (6) “no” votes and three (3) abstentions. **The motion did not carry.**
 - (vi) Erik will contact Laura Brino of Wildhearts Academy to tell her the Board’s decision and concerns. Erik feels there may be remediation for some of the Board’s concerns. Erik will get back to the Board with Laura Brino’s response.
- c) Fall Open House – should we cancel
 - i) Discussion ensued. The sense of the Board is to cancel or have a “Goshen Goodies Sale” and invite people to visit the Farm. The Board decided to postpone a decision at this time.
- d) Purchase or fix 10X20 pop-up tent
 - (1) Bill Lambert will come to the Farm on Friday to examine the damage to see if it is repairable. Roy will let the Board know what Bill decides.
- e) Purchase Keurig to have at events
 - (1) Bob talked to Barbara about GFPS purchasing a Keurig. We could use it at many events such as the Harvest Pasta Dinner, Open Houses, Cleanup Days, and more.
 - (a) **Bob Nestruck made a motion that GFPS purchase a Keurig. Linda Páez seconded. The Motion carried.**
- f) AA County Department of Recreation and Parks (AACRP) Proposal – AA County Trail Spurs and Connectors Study
 - (1) Scott sent out a draft proposal of the above study. Erik wanted the Board to be aware of and read this AACRP draft proposal. One of the suggested trail spurs being considered is a trail through Goshen Farm and down the driveway (Radoff Road). Terry noted that Member Pete Stone and his company are involved with the planning of the AA County Trail. Discussion ensued. No position on the proposal was taken by the Board at this time. Becky suggested that the Board review our Mission Statement and Vision as modified and approved during Michael Buchet’s term as regards this draft proposal.
- g) Walk the Walk Foundation – Backpacks for Kids sent Shannon a request for GFPS to partner with this organization. Erik sent Shannon’s email out to the Board. He asked the Board to read this request from the Walk the Walk Foundation. The Board will revisit this at the June Meeting.
- h) Maintaining the Nature Play Space (NPS)
 - i) Roy stated that when he walks by the NPS it is a terrible mess – play materials thrown outside the fence or scattered around the NPS and the cover left off the

sandbox. Dirk cleaned the space a week ago and found the same conditions. Dirk suggested more and better signs be posted reminding parents to clean up and put play items away and encourage those visiting the NPS with their children to become Members. Dirk will create the sign(s) wording, Barbara will create the signs and Roy will put these signs up. **(Action Item: 648-04-24)**

- i) Add task to Recurring Action Chart
 - i) Becky would like the task of the Membership Chair requesting CSCIA Signboard postings (for seven days if possible) for each major GFPS event annually each October added to Recurring Actions. Sharon will add this to Recurring Actions.
- 12) Final Comments from the floor
 - a) Linda asked Roy if we had fish in our Shallow Water Wildlife Pond as she has had an offer of donated koi fish. Roy stated that we don't because the herons eat them.
 - b) Barb asked the Board if they saw the picture Rose Mary sent out of the bonfire in the lower field. Roy stated that there had also been a bonfire near the Memorial Grove last Thursday that he had cleaned up. Erik suggested that for the immediate future, we mount one or two additional trail cameras in that area. Erik and Barbara have trail cameras that they will donate for this purpose. If necessary, Roy will move the trail camera near the storage containers to this area. **(Action Item: 649-04-24)**
 - c) Becky stated that the signage Barbara created for the Spring Open House were wonderful!
 - d) Adjournment
 - i) **Becky Benner made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 10:15 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).
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
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	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google

	Google Drive.				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.
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.
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
642-03-24	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.
643-04-24	When we hear the Board of Education's lease 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.	Board	6/15/24	Working	Hope we receive draft lease before the school year ends...
644-04-24	Get GFPS information and photos onto the CCHA website link Educators.	Linda with Terry's support	06/30/24	Working	This would expand GFPS' footprint in the county. Requests would probably come in to Communications Chair and be forwarded to Educational Outreach Chair.
645-04-24	Send pictures taken of the two concrete footings on the Tenant Houe to Board.	Bob	5/30/24	Working	Board would have pertinent information to work done on Tenant House.
646-04-24	Contact Neighborhood Sun again regarding the three \$100.00 payments checks promised to GFPS.	Linda	05/30/24	Working	In March, Neighborhood Sun sent copies of checks they stated they had sent to Treasurer but Christy has not received as of April 17, 2024.
647-04-24	Give contact information for Shannon regarding coordinating publicity for JOM concerts.	Scott	5/01/24	Working	Shannon needs information from JOM to put onto GFPS website.
648-04-24	Create the sign(s) wording, create the signs and put these signs up in the Nature Play Space (NPS).	Dirk, Barbara and Roy	06/15/24	Working	Nature Play Space is a mess. Signs would direct NPS visitors to clean up when they leave.
649-04-24	Mount one or two additional trail cameras in the lower field.	Roy, Erik Barbara	06/15/24	Working	Bonfires detected in lower field area. Erik and Barb are donating cameras and Roy will decide where to mount.

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 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) Completed in April 2024.
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by the Treasurer as part of our State Tax Return preparation. Completed April

					2023 and 2024.
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 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@md.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	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	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

			cost: \$774.00/year)	22, \$362.00, October 22, \$362.00 and 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 and sign up for their Sign board for events.	Membership Chair	Every September		80% Cape Residents
Annually	Request CSCIA Signboard postings for 5 GFPS events for the coming year.	Membership Chair	Every October	\$250.00	Does not include cost of posting concert dates. This must be done separately at a cost of \$25/for 3 days and \$50 for 7 days.
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. Treasurer transferred on...
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.

	<p>Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401</p>	<p>Beekeepers (Erik Wallace)</p>	<p>January 1</p>	<p>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. Rec'd for 2023.</p>
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