

Goshen Farm Preservation Society Board Meeting,  
June 19, 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>	June 19, 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, Sharon Biondi, Linda Páez, Dirk Schwenk and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the June 19, 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. Shannon Beauchamp Lepthien, Bob Nestruck and Scott Powers were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
  - a) Roy asked to discuss selling the 1948 Ford N8 tractor that was purchased.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
  - a) Erik reported that he completed the Goshen Farm Annual BOD Reports for 2022 and 2023 to the AACPS Superintendent of Schools, the Chief Operating Officer (COO) and the Secretary of the AACPS Board of Education for delivery to the BOE. Erik asked if the reports could be hand-delivered. He was told they could.
    - i) Erik also sent AACPS Chief Operating Officer Bill Heiser an email providing additional information requested for the Goshen Farm Driveway grant proposal. He is awaiting comment and/or approval from AACPS for movement forward on the proposal.
    - ii) Erik also sent an email to AACPS requesting support and a letter from AACPS for inclusion of GFPS on the Network to Freedom. He is awaiting approval and the letter from AACPS.
  - b) Erik asked if there were any questions on his report.
    - (1) There were none.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
  - a) Linda asked for clarification on the grant for the AED. Barbara stated that the grant was actually a \$200.00 – \$300.00 discount on the offer of an AED. Barbara stated that she

had sent Linda several emails with all of the details on this AED offer. Linda stated that she had not received these and Barbara will send the emails again.

- b) Barbara mentioned that she is meeting with Kara McGuirk-Allison the week of July 9<sup>th</sup> to do an interview on Goshen Farm for The Caper. Barbara thinks this will be a good opportunity as GFPS has had little outside publicity since the death of Wendi Winters, reporter on The Capital newspaper.
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
- a) Christy reported that she was with Sharon Smith and they were trying to update the financial report. The computer started rebooting while they were entering information so she does not have the full financial report for May 31, 2024.
    - i) Sharon asked if Christy had the final amount for the 2020 Capital Grant donations. She responded that this figure was part of what she and Sharon Smith were going through tonight.
  - b) Updates on some costs on the Recurring Actions Chart.
    - i) Sharon asked Christy if she was able to get our cost and renewal schedule for GoshenFarm.org domain name renewal – Go Daddy (bill listed as Go-Daddy web order 2317). Christy stated that she has not yet clarified this payment. Secretary has payment every three years of \$63.51 (payment in 2016 for \$63.51 and 2019 for \$63.51). Christy said that we had two payments in March 2022 of \$63.51. This doesn't make sense. Christy will contact Shannon to see if she can sort out the payment schedule and cost. Clarification on domain name renewal will complete **(Action Item: 640-03-24)**
    - ii) Sharon will update the Recurring Actions Chart with the new information we have.
  - c) The balance in the checking account is \$69,333.30 as of May 31, 2024. The balance in the savings account is \$67,624.39.
- 7) Review of Minutes – (Smitty Biondi)
- a) Approval of the April 17, 2024 Minutes
    - i) **Becky Benner made a motion to approve the May 19, 2024 Board of Directors Meeting Minutes with two spelling corrections. Dirk Schwenk seconded.** Discussion ensued. **The motion carried unanimously.**
- 8) Committee Reports
- a) Building & Maintenance (Lou Biondi – No report provided)
    - i) Lou stated that planning the Wine Down at the Farm and Silent Auction (August 18, 2024) and medical issues had consumed his time.
  - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
    - i) Shannon was not present to discuss her report.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)
    - i) Terry added that as concerns the Hoop House plant production, they will have one more harvest on June 20<sup>th</sup> at 8 AM for My Brother's Pantry.

- ii) He also stated that the heat is affecting the plants and we do not expect to have another harvest until late July or August time frame. He will be starting seedlings at his house in late August.
  - iii) Last Terry apologized to Becky and Roy as he had forgotten to add to his report that they had donated a lot of produce from their garden plots to add to the food taken to My Brother's Pantry.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- i) Barbara stated that she is having discussions with Wholesome Healing regarding donating money for free ice cream from Tasty Toucan to children at the July 26<sup>th</sup> concert. She will have more details after this meeting.
  - ii) Barbara reported that 425 Kayak tickets were sold before the drawing at the June 14<sup>th</sup> concert. The net profit after expenses was \$1,931.68. Barbara noted on her reconciliation that was sent to the Board that expenses (kayaks and raffle tickets) were considerably higher this year than last year. She believes that we will have to make some changes in next year's Kayak Raffle plans. Erik thanked Barbara and Christy for all their hard work on the Kayak Raffle!!
  - iii) Terry reported that at the last concert there was a problem with the bees. His daughter was stung and Barbara reported that another concert attendee was stung. Terry noted that we have had discussion about moving the Apiary away from the yard near the seating areas for the concert. He knows that this is not a good time to move the Apiary but we need to discuss what to do in the meanwhile.
    - (1) Erik noticed that the bees have been more aggressive this year. He does not know if it's due to the heat and lack of rain. Erik also noted that no matter where we move the Apiary, the bees will come up to the Shallow Water Wildlife Pond area because of the water.
    - (2) Lou suggested that we put up a safety zone using yellow caution tape up to the pond. We would make an announcement to attendees to stay outside of the safety zone to avoid being stung.
    - (3) Erik suggested that we have spray for pain available for use when necessary.
    - (4) There was additionally a mention that we buy new first aid kits which have packets of salve for stings and insect bites. Some of the medicine in the present kits have expired. Bob has been purchasing replacement items for the kits but it was decided that we buy five new 8 ½" by 11" first aid kits to accommodate the Incident Report form and throw away the old kits. Dirk volunteered to order these. **(Action Item: 651-06-24)**
  - iv) As relates to Becky's comment on using a "hot spot" to alleviate the difficulties at the GFPS Strawberry Festival booth with poor Wi-Fi strength, Erik suggested even the "hot spots" get bogged down with so many being used. Our best bet would be Starlink. Erik will look into the cost of buying or renting this for next year. **(Action Item: 652-06-24)**

- e) Garden (Bob Nestruck – Provided under separate cover)
  - i) Bob did not submit a report for June due to a family emergency. He did let Erik know that the fence painting project is continuing.
- f) Grounds (Roy Benner – Provided under separate cover)
  - i) The new flood lights on the recently installed electric pole that Roy and David Sloskey worked on the fall of 2023 and this spring, made it so much easier and safer for concert attendees to go to their cars in the lower field parking area after the concert!
  - ii) Roy inquired about the person who asked about geo caching at the Farm. Roy and Terry shared some comments but Roy doesn't know if these were passed on. Erik thinks that some points were made and this person decided to move on. The only other place that a geo cache could be placed is down by the entrance sign near Cape St. Claire Road. Erik will talk to her at the next Cub Scout Meeting.
  - iii) Roy stated that he and Erik had a very comprehensive meeting on June 18<sup>th</sup> with Department of Public Works (DPW) and staff from the Critical Areas Commission (CAC) (relating to F580301 CSCFs Replacement). They were responding to our requests that 3 or more acres of Goshen Farm's woodland area be considered for clearing vines and three more acres added for possibly planting new trees and shrubs. Final plans for this under the CAC under the Department of Natural Resources (DNR) will not be decided until CAC submits the plans in the fall of 2024. The new fire station is slated to begin construction in the spring of 2025. This work would be maintained for 5 years by DPW; the CAC is asking for a 10-year period.
  - iv) Erik reported that he and Roy gave a slide presentation to the Rotary Club of Parole to familiarize the organization with what Goshen Farm Preservation Society is and does. The Rotary Club gave a grant to Broadneck HS for the Goshen Farm Family Day event in May. Erik's hope is that the Rotary Club will partner with GFPS in the future. Roy gave examples of projects the club does that benefit the wider community and overseas as well.
  - v) Lou asked Roy if he knew why the Farm House flood-lights closest to the concert stage were not working at the last concert. Roy will look into this as soon as he has time. Lou asked Roy when he decides to check these lights, would he call Lou so Lou can meet him at the Farm.
- g) History and Research (Scott Powers – No report provided)
  - i) In addition to managing the Summer Concert Series, Scott is also assisting Cape Jam and Open Mic (JOM) (Jam and Open Mic) with their six concerts.
  - ii) Scott continues to provide new information on the slave, John Watts, in response to Linda's email about the run-away slave ad she emailed to the Board. Apparently John Watts ran away and Henry Tydings went to court for permission to sell John Watts in-state. After running away the third time, Henry Tydings requested permission to sell John out-of-state. Permission was granted by the court. Scott was unable to find any additional information about what happened to John Watts.

- h) Membership (Becky Benner – Provided under separate cover)
  - i) Becky reported 216 Membership units as of this report, June 16, 2024.
- i) Financial Development (Vacant)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – No report submitted)
  - i) Dirk is getting ready to order the additional cameras for the security system. He is trying to make a decision on whether to order wired or unwired.
- l) Member At-large
  - i) Linda Páez – (Provided under separate cover)
    - (a) Linda was delighted to report that after two years of trying to establish a working relationship with Asbury Broadneck United Methodist Church (ABUMC), she has met with Pastor Tillett. He has informed Linda that their Administrator Mattie Wallace will now inform their Membership of all of our Summer Concerts. Linda did not see anyone she recognized from the church at our last concert and let Pastor Tillett know. He assured Linda that this information would get out to their membership.
    - (b) Linda has also been working hard to develop a working relationship with the Banneker-Douglass Museum (soon to be the Banneker-Douglass-Tubman Museum). Linda has been volunteering at their events for several years and now they have asked her to be part of their volunteer workforce.
    - (c) Linda is hopeful that after attending many meetings with the Commission on African American History and Culture. She has talked with Commissioner, Eleanor Thompson and hopes to develop this relationship.
    - (d) Becky asked about the Maryland Green Registry. Linda has talked with Terry to gather information and will talk to Bob as well. Becky had gathered information for this registry some years ago. Linda asked Becky if she could send this information to her (there is no deadline for signing up for this registry). **(Action Item: 653-06-24)**

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

- i) Review of Action Items
  - (1) **(Action Item: 645-04-24)**, Send pictures taken of the two concrete footings on the Tenant House to Board. This action is **Completed**.
  - (2) While discussing **(Action Item: 632-12-23 )**, regarding organizing all past grant applications and the schedule of recurring grants and getting this information onto Google Drive, Linda mentioned that there was another grant offering to help submit an application for the National Register of Historic Places. Erik stated that until we receive the AACPS lease offer and respond, we cannot apply for this in 2024. The application for the National Register of Historic Places will be a topic for discussion during our lease negotiations.

- 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 August 2024 Board Meeting.
  - b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the August 2024 Meeting. Erik and Lou will further investigate.
  - c) Lower field – Power – BGE connection to Electric Pole.
    - i) This connection has been completed. Erik asked if Dirk planned to put security cameras on the electric pole. Dirk responded that his instinct is to put a wired camera on the pole to avoid overwhelming the Wi-Fi system. Dirk believes that we should use a wildlife camera at this time.
  - d) Tenant House – Roof
    - i) The new tarp has not been put on the leaking roof section. Linda has called Rich Lang regarding the footings and the roof tarp. Linda will visit Bayview Builders in person to discuss the roof tarp.
  - e) Neighborhood Sun – Funds
    - i) Christy has received no mailed checks from Neighborhood Sun. Christy found that the "digital check(s)" had gone to her spam folder. Linda Páez will contact Neighborhood Sun letting them know that GFPS can receive "digital checks" and ask them to resend these to our Treasurer. **(old Action Item: 646-04-24)**
  - f) Memorial Grove Plaque for Joe Lamp
    - i) The date of June 22<sup>nd</sup> chosen by JoAnn Lamp for the plaque ceremony was postponed due to extreme heat. JoAnn suggested that we do this ceremony in the fall when we know it will be cooler. Sharon will reach out to JoAnn Lamp in September to choose a date that works for her and the Board. **(Action Item: 654-06-24)**
  - g) Class of Membership – 1) fees, 2) Non-Profit – number of Members
    - i) Becky will reach out to Members Erik, Sharon and Terry for the Ad-Hoc Committee to work on Class of Membership details when she has a date for the first meeting.. (Refer to Becky's email of November 17, 2023 with examples of fees and numbers of members researched from other organizations.)
  - h) AED Discussion
    - i) Linda has reached out to distributor Ryan Killough about Zoll AED Plus and has asked him to provide GFPS with an itemized invoice or quote to Erik so we know the total cost and what is included with the AED. Erik does not believe he has received this but he will check. Barbara has completed a grant application with another provider of Zoll AED Plus and the grant attached to this sale would bring the cost down to

approximately \$1,000.00. No decision was made at this Meeting to purchase an AED.

- i) F580301 CSCFS Replacement – Goshen Farm CAC Invasives Mitigation Consideration
  - i) Roy stated that he and Erik had a very comprehensive meeting on June 18<sup>th</sup> with Department of Public Works (DPW) and staff from the Critical Areas Commission (CAC) (relating to F580301 CSCFS Replacement). See Section F, item 3 of the Grounds Report for details.
  - j) Maryland Green Registry
    - i) Linda, with Terry’s and Bob’s assistance is still working on this application to have GFPS on the Maryland Green Registry. Becky also offered to assist with completing the application and will send Linda information Becky has collected.
  - k) Move of Summer Concert Series Stage or other options
    - i) Roy and Erik are considering other options for a later date.
  - l) Wildhearts Academy
    - i) This proposal has been determined not viable at this time.
  - m) Anne Arundel County Department of Recreation and Parks (AACRP) Proposal – AA County Trail Spurs and Connection Study
    - i) Board Members have reviewed the link that Barbara sent out and voiced their comments regarding one of the suggested trail spurs being considered - a trail up the Goshen Farm driveway (Radoff Road), through Goshen Farm and the sports fields to connect with Cape St. Claire Elementary School, at the May Board Meeting. The consensus of the Board was not in favor of this trail through Goshen Farm. Erik also informed Dr. William Heiser, COO for AACPS, of this proposal with the link and that the GFPS Board was not in favor of this trail spur. He has not heard back on their position.
  - n) Zeffy -Cashless app for non-profits
    - i) Barbara and Shannon set up the Zeffy account. Barb tried Zeffy out at the June14th concert. It worked well and we get the detailed information we need on sales using Zeffy.
- 11) New Business
  - a) Review 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) Axis Church wishes to have a campout for 50 people at the Farm August 31st to September 1<sup>st</sup> from 3PM to 10AM on the 1<sup>st</sup>. Sarah Solarzano from Axis Church is a GFPS Member. They requested electricity, an additional port-a-pot and permission to have a bonfire. Discussion ensued. We will need to have their Certificate of Liability Insurance and follow the Camping Guidelines. They would also have a \$40.00 fee/day and would pay for the cost of the port-a-pot (\$100.00). Christy will also check with GFPS’s insurance agent regarding this event. Terry would suggest a

- \$100.00 “goodwill” donation. Barb will send them the Camping Guidelines to sign and return and let the church know the port-a-pot needs to be ordered 48 hours in advance. The Board voted to approve the Axis Church request.
- ii) Erik has requested use of the farm by Cub Scout Troop 2214 on July 13<sup>th</sup> from 4-8 PM for their rain gutter regatta for 50 scouts and their families, approximately 100 people. The Board voted to approve.
- b) National Register of Historic Places
    - i) We will not be applying for this grant until we have negotiated our new Lease agreement with AACPS. (There is a clause in our lease that requires AACPS give permission to apply for the National Register of Historic Places and to date these requests from GFPS have been denied.) So this grant application is not feasible until 2025.
  - c) Discuss/vote on Rise Up Coffee being at the last concert (24 Karat)
    - i) Barb was approached by Len Yuhas of the band 24 Karat about having Rise Up Coffee come to our last concert on September 6<sup>th</sup> and pass out free coffee samples to the attendees. Discussion ensued. The Board agreed this could take place.
  - d) Family night versus Member Appreciation Night
    - i) There was an additional discussion about Barbara’s conversation with Wholesome Healing who wants to donate money for free ice cream for children at the July 26<sup>th</sup> concert. Barbara still needs to finalize the amount being donated, what is the cut off age for “children” getting free ice cream and let Tasty Toucan know these details. Barbara added that she feels that this could replace the Member Appreciation Night in 2024.
  - e) Discuss/vote on not having a Fall Open House
    - i) Discussion was held last Meeting but a decision was postponed until the June Meeting.
    - ii) **Dirk Schwenk made a motion that GFPS not hold a Fall Open House. Barbara Morgan seconded.** More discussion ensued. **The motion carried.**
  - f) **Goshen Farm Goodies Sale replacing Fall Open House**
    - i) **Becky Benner made a motion that on September 21<sup>st</sup> instead of the Fall Open House we have the Great Goshen Farm Goodies available for individuals and families to come shop and enjoy the Farm from 12 – 3 PM. Barbara Morgan seconded.** This motion was tabled until Barbara and the Board can talk to Tracy and Bob about this plan (two weeks).
  - g) 1948 Ford N8 Tractor that was purchased - long term plans?/ Sale?-
    - i) Roy discussed his rationale for wanting to sell this tractor. He stated that we have two storage units with one tractor in each. Additionally we have a lawn mower, a small Craftsman mower, a generator and a lift. He wants to put the rototiller in a storage container but there is no room so it is stored in the Hoop House. The 1948 Ford N8 Tractor is not usable or workable – it won’t work a brush hog. Mostly he brings the tractor out for Open Houses for the children to enjoy seeing and sitting



on. Roy would like to sell the tractor and perhaps recoup the \$2,000.00 we paid for it. Dirk asked Roy if he was willing to handle the research and sale of this tractor. Roy stated he would.

**(1) Dirk Schwenk moved that Roy Benner have the authority to sell the 1948 Ford N8 Tractor. Linda Páez seconded. The motion carried.**

12) Final Comments from the floor

- a) Linda noted Today is the National Holiday, Juneteenth, and she noticed that on another heritage website there was an article explaining this holiday and why it was and is important. She thought by next year we could have this on our website and honor Goshen Farm's enslaved people. Erik suggested that Linda send this suggestion to Shannon. Linda said she would send the wording of the article she saw to Erik for approval. **((Action Item: 655-06-24))**

13) Adjournment

- a) **Terry Brandon made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 9:50 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 <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
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 <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.
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..
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	06/15/24	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.
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.
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.
650-05-24	Correct Goshen Farm.org domain name renewal -GoDaddy when Treasurer gets the payment schedule and cost information (including double payment in 2022).	Christy, Sharon	06/19/24	Working	Discrepancy on payment schedule -every 2 or 3 years/ and billed twice in 2022 for \$63.51.
651-06-24	Buy five new 8 ½" by 11" (to accommodate the Incident Report form) First Aid kits.	Dirk	06/30/24	Working	Dirk will research and order 5 kits.
652-06-24	Look into the cost of buying or renting Starlink for next year's Strawberry Festival.	Erik	04/01/25	Working	Could make credit card purchases possible at the Strawberry Festival in 2025.
653-06-24	Send previously gathered information on Maryland Green Registry to Linda.	Becky	08/31/24	Working	Help with completing application...
654-06-24	Reach out to JoAnn Lamp in September to choose a date for commemorating Joe Lamp's plaque that works for her and the Board.	Sharon	09/01/24	Working	Original date was too hot for event.
655-06-24	Send the suggestion of including an article on Juneteenth to Shannon and send wording of article she read to Erik.	Linda	11/01/24	Working	Would be helpful for Shannon to have article set up ahead of Juneteenth 2025.

<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		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 \$119.88. Renewed in April 2024 for \$155.88 <b>Automatic Payment</b>
Every 2 years	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	April or May		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. <b>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) 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 <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: <a href="mailto:dicharity@md.gov">dicharity@md.gov</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: <a href="mailto:dicharity_sos@maryland.gov">dicharity_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  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 <b>Due June 27<sup>th</sup>, \$390.00 and October 27<sup>th</sup>,</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,</b>	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

			\$388.00 (Total cost: \$774.00/year)	\$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Automatic Payment
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June	?	The State does not send out a reminder; only a late notice
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 <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 2022. Treasurer transferred on 05/2024 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	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

	50 Harry S. Truman Parkway Annapolis, Maryland 21401				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 (no copy for Secretary).
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