

Goshen Farm Preservation Society Board Meeting,
July 17, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	July 17, 2024	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Sharon Biondi, Linda Páez, and Shannon Beauchamp Lepthien r		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the July 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. Bob Nestruck, Dirk Schwenk, Barbara Morgan 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) Erik asked to discuss Lease duration for our BoE lease negotiations. Added to New Business, item d.
 - b) Erik added discussion on the Unity Garden Fall Grants. Added to New Business, item e.
 - c) Roy wanted to discuss the buckling Chimney in Room 1 C.
- 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 Dr. 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) Barbara was not present but Erik asked the Board to review her report.
- 6) Treasurer's Report (Christy Folderauer – No Report Provided)
- a) Erik reported that Christy may join the Meeting later.
 - i) Christy was not able to join the Meeting.
 - b) Updates on some costs on the Recurring Actions Chart. (Secretary will leave this in until clarified.)
 - 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)
 - 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 June 19, 2024 Minutes
 - i) **Becky Benner made a motion to approve the June 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. He is pleased with the businesses response for auction items thus far.
 - (1) Roy suggested to Lou that he contact photographer Charles Goldberg. Charles introduced himself to Roy and was interested in taking pictures around Goshen Farm. He may be willing to donate photos of Goshen Farm to the Silent Auction. Shannon will send Lou Mr. Goldblum's contact information.
 - ii) Lou also discussed that he has to take grading measurements for the driveway project and send them to Nikki Glover, Anne Arundel County Department of Inspections and Permits. (This relates to AACPS request to have in writing whether GFPS needs a permit for the driveway grading and graveling project.)
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon asked if anyone had any questions.
 - ii) Shannon has a backlog of GFPS requests to complete.

- iii) Linda asked Shannon if she can get our event and concert schedule to CCHA so they can put this information on their website. Shannon stated that she does not have the time but Barbara Morgan offered to do this communication to CCHA.
 - iv) As relates to getting our GFPS Policies on the website, Becky says she is gathering the policies now. Shannon said Becky could send them to her and she will add them to the website as time permits.
 - v) Shannon initiated a discussion on the Matching Grant “thermometer” on the Home Page as we have now met our goal of \$60,000. Shannon wanted to know how she should announce this information. Discussion ensued. Shannon will send out a MailChimp message stating we met our Matching Grant Goal and thanking everyone for their donations that has made this feat possible. She will also take down the “Matching Grant” option for donations.
- c) Educational Outreach (Terry Brandon – Provided under separate cover)
- i) Terry added that as concerns the Hoop House plant production, they had one harvest on June 20th for My Brother’s Pantry and he will be taking a small amount of Swiss chard, cucumbers and tomatoes to My Brother’s Pantry on Thursday. He does not expect to have another harvest until late August. The heat is making it difficult for the plants to thrive. As reported last month, Terry is starting seedlings in his home.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- i) Barbara was not at the Meeting to discuss her report
 - ii) Plans are falling into place regarding Wholesome Healing donating \$300.00 for free ice cream from Tasty Toucan to children at the July 26th concert.
 - iii) Barbara stated in her report that Cape JOM will be holding a drawing for their raffle of several guitars to benefit GFPS at their last concert
- e) Garden (Bob Nestruck – No Report Provided)
- i) Bob did not submit a report for July 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) Roy reported that he is Working with six (6) Eagle Scouts on their projects.
 - ii) Roy reminded the Board that the new floodlights on the recently installed electric pole that Roy and David Sloskey worked on the fall of 2023 and this spring, are making it much easier and safer for concert attendees to go to their cars in the lower field parking area after the concert! He has installed a lock on the panel which he keeps locked. Any Board Member who has a key to the gate around the Farm House, the Milk House, the Tenant House can operate the lock on the breaker box. One small breaker and one large breaker turns the panel on. Then outside of the breaker box is a waterproof on/off switch that must be flipped. After the event, do the above in reverse and lock the box.
 - iii) The CSCVFC and Mitigation plan is moving forward.

- iv) (Secretary will leave this in.) Lou asked Roy if he knew why the Farm House floodlights 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. **(Action Item: 656-07-24)**
 - v) Roy enthusiastically reported that we now have fruit on three of the seven Pawpaw trees (America's oldest, largest native fruit) in the Goshen Farm Orchard! Roy wants to relabel all of the fruit trees in the Orchard.
 - vi) Roy voiced his concern regarding the Chimney in Room 1-C of the Farmhouse. (In the engineer's last report he recommended stabilizing this chimney.) Roy stated that it seems to be shifting more recently than it has in the last eleven years.
 - vii) Last, Roy noted Linda's concern about spraying for the CSCFS Replacement of trees on Goshen Farm and clearing invasive species from the area to be planted. Roy reviewed the plans for handling different trees and plants to be removed. Department of Public Works and the Critical Areas Commission will be reviewing their final plans for this work with GFPS prior to final approval.
 - g) History and Research (Scott Powers – No report provided)
 - i) Scott continues to manage the Summer Concert Series. Scott is also assisting Cape Jam and Open Mic (JOM) with their six concerts.
 - h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported 222 Membership units as of this report, July 12, 2024.
 - i) Financial Development (Vacant)
 - j) Volunteer Coordination (Vacant)
 - k) Security (Dirk Schwenk – No report submitted)
 - i) Erik thanked Dirk, Roy, and Becky for their work in getting the five First Aid kits ordered, deciding where they should be placed and getting them mounted.
 - ii) Dirk is still working on ordering 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 asked if there were any questions on her extensive report.
 - (i) Becky asked that in Linda's report on attending meetings with various organizations, could she highlight the top two or three topics that were addressed at these Meetings that would be pertinent to GFPS.
 - 1. Linda stated that she was attending many of these meetings to make these organizations aware of GFPS and working to develop a trusted relationship and future partnership with these organizations. If a topic is discussed that would be pertinent to GFPS she will add this to her report.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
 - i) Review of Action Items

- (1) **(Action Item: 634-02-24)**, Send out reminder to Members in a MailChimp to **close** and lock the driveway gate when they are leaving the Farm. Shannon has a statement to this effect on our website and in our MailChimp messages. She will leave this on the website and future MailChimp messages and add the word “close” as a reminder. This action is **Completed**.
 - (2) **(Action Item: 649-04-24)**, Mount one or two additional trail cameras in the lower field. Roy mounted two cameras in the lower field. This action is **Completed**.
 - (3) **(Action Item: 651-05-24)**, Buy five new 8 1/2 by 11” (to accommodate the Incident Report form) First Aid Kits. This action is **Completed** and the kits are mounted in the Farm House, the Sharing Garden shed, the Hoop House, and the two storage containers.
- 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 October 2024 Board Meeting.
 - b) Google Suite and movement to “Free/Non-Profit edition” was postponed to the October 2024 Meeting. Erik and Lou will further investigate.
 - c) Tenant House- Roof/Old Siding – water damage
 - i) Linda visited Bayview Builders in person to discuss the roof tarp. Rich Lang was not there and Linda has not heard back from Rich.
 - d) Neighborhood Sun – Funds
 - i) Linda reached out to Neighborhood Sun letting them know that GFPS can receive “digital checks”. We will close this Action Item when we have verification from Christy that she has received the checks from Neighborhood Sun. **(old Action Item: 646-04-24)**
 - e) Memorial Grove Plaque for Joe Lamp
 - i) A new date(s) in September will be determined by the Board and JoAnn Lamp for the plaque ceremony. Sharon will reach out to JoAnn Lamp in September to choose a date that works for her and the Board. **(old Action Item: 654-06-24)**
 - f) 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.)
 - g) AED Discussion

- i) Linda had 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 and report back to the Board if he finds this invoice. No decision was made at this Meeting to purchase an AED.
 - h) F580301 CSCFS Replacement – Goshen Farm CAC Invasives Mitigation Consideration
 - i) Roy stated that GFPS will have a meeting laying out the final plan 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 June Grounds Report for details.
 - i) 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.
 - j) Move of Summer Concert Series Stage or other options
 - i) Roy and Erik are considering other options for a later date.
 - ii) Becky suggested moving the Apiary near the Soil Health Pit.
 - k) Anne Arundel County Department of Recreation and Parks (AACRP) Proposal – AA County Trail Spurs and Connection Study
 - i) Erik will continue to monitor the activity on the trail spur study/proposal. GFPS has many reasons for opposing the trail spur going through Goshen Farm.
 - l) CSC Podcast – VP interview with Kara McGuirk-Allison
 - i) Barb and Kara are working out dates for this interview.
 - m) Network to Freedom / Underground Railway-National Park Service
 - i) Erik has a letter he is sending out tonight for Dr. Heiser to sign approving GFPS’ participation. The application may be as much as forty hours of work. Erik believes this is worth pursuing and Linda has agreed to do the research. She also mentioned that there is a grant for research that she will revisit and send out to the Board.

(Action Item: 656-07-24) It is highly unlikely that this all can be accomplished by the August 2024 deadline set out by the National Park Service. GFPS could probably be added when we have the research data. Erik and the Board believes we should go forward, perhaps for the January 2025 deadline.

 - (1) Lou suggested approaching Broadneck HS for students who might want to do research for this project.
 - n) Permitting for the Driveway
 - i) Postponed until October.
- 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) (Secretary will leave this approved request in until all paperwork is received) Axis Church wishes to have a campout for 50 people at the Farm August 31st to September 1st from 3PM to 10AM on the 1st. 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.
- b) Roy put Erik in touch with Anne Kyle, Program Development Manager for The Department of Commerce Office of Tourism. Anne wants to promote Goshen Farm as a site related to The Underground Railroad Network to Freedom due to a history of runaways. Involvement with this promotion relates to the discussion above with applying to participate in the National Park Service's site on the Network to Freedom. Erik has not received a signed letter from Dr. Heiser for permission to apply to the National Park Service's grant. Both of these endeavors will be on hold for all of the reasons listed above (Old Business, item m). The sense of the Board is to go forward with Anne Kyle's request when we have enough research to promote GFPS as a site for the Office of Tourism.
- c) Professional Photos – Charles Goldblum
 - i) Both Shannon and Roy have communicated with Charles Goldblum who wishes to take photographs of Goshen Farm. Charles has also communicated with Lou regarding giving GFPS several framed photographs he has taken at the Farm to the Silent Auction on August 18th (Wine Down at the Farm event). Discussion ensued. Shannon has been in communication with Charles. She needs updated photos of the buildings and the Farm property and she is working on providing Charles a list of what we need for the website. He is offering his work for no cost to GFPS.
- d) Lease Duration
 - i) Erik has had discussions with Dr. Heiser COO of AACPS regarding our lease duration negotiations. Erik has explained that GFPS needs a lease duration long enough for us to apply for grants that require a minimum of 15 years. Erik suggested a twenty (20) to twenty-five (25) year lease. This lease would allow us to plan, apply and execute grant opportunities related to the GFPS five-year plan that was presented to Dr. Heiser in 2023.
 - ii) Erik also asked that the new lease give us leeway to extend the lease if we were completing a grant project and needed more time.
 - iii) Lou suggested that we get a copy of leases they have done with various sites. He also wants GFPS to get a copy of the AACPS 20-year plan for construction of new schools. Lou believes Dana Schallheim would be helpful in this endeavor. Lou will

reach out to Dana and the AACPS to procure this information. **(Action Item:(657-07-24)**

e) Unity Gardens Fall Grants opportunity

- i) Linda brought up a potential grant from Unity Gardens accepting proposals until August 1, 2024. Linda suggested several projects that GFPS could put forward including a rain garden in front of the Tenant House to help with the erosion problem. Linda stated more information can be found at [Unity Gardens.org/grant - information](https://www.unitygardens.org/grant-information).

f) Chimney shifting in Room 1-C in the Farm House.

- i) Lou has to follow up with Darian Beverungen of Planning and Zoning Cultural Resources Division regarding restrictions related to the historic nature of this chimney stabilization and permits required. **(Action Item: 658-07-24)** He also has to contact MD Department of Public Works again to determine if chimney repair would be allowed as a “drawdown” on our 2020 Capital Grant. **(old Action Item: 604-07-23)**
- ii) Terry recommended that GFPS have an emergency fund raiser.
- iii) Erik suggested that we may not have time to find out if the original 2020 State Grant will cover this.

12) Final Comments from the floor

- a) Roy had a question about the date of the next GFPS concert. There is a JOM concert on July 19th and a Summer Concert on July 26th which will offer free ice cream for children under 12.

13) Adjournment

- a) **Becky Benner made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 9:05 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).
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.
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 Ongoing	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..
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.
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.
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. (Erik will check to see if he received this from Linda.)
656-07-24	There is a grant for research for run-away slaves that Linda will revisit and send out to the Board.	Linda	9/15/24	Working	I we apply for this grant we could get High school students to do the research for payment.
657-07-24	Get a copy of leases AACPS has done with various sites. Get a copy of the AACPS 20-year plan for construction of new schools.	Lou	10/15/24	Working	Will enlist Dana Shallheim's assistance on these requests.
658-07-24	Contact MD Department of Public Works again to determine if chimney repair would be allowed as a "drawdown" on our 2020 Capital Grant.	Lou	10/15/24	Working	Lou did not hear back from Darien Beverungen of Planning and Zoning Cultural Resources Division.

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		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 Automatic Payment
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. 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	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445,	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.

			Due June 27th, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/year)	effective May 22, 2020 Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Total Annual insurance premiums: \$2,222.00 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 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 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 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. Rec'd for 2023 (no copy for Secretary).
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