

Goshen Farm Preservation Society Board Meeting,
August 21, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan, Vice President	Recorder:	Zoom and Sharon Biondi
Date:	August 21, 2024	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Sharon Biondi, Linda Páez, and Christy Folderauer		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) Vice President Barbara Morgan called the August 21, 2024 Board Meeting to order at 7:30 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Barbara welcomed the Board Members present. Bob Nestruck, Dirk Schwenk, Erik Wallace, Shannon Beauchamp Lepthien and Scott Powers were not in attendance. Barbara established that we had a quorum.
- 3) Barbara requested changes or additions to the Agenda from Board Members.
 - a) Sharon asked for discussion on the two tables she and Lou purchased for the Wine Down at the Farm event. Do we keep them or return them? Added to New Business, Item d.
 - b) Becky wanted to discuss the tomato sauce for the Harvest Pasta Dinner.
 - c) Becky wanted to discuss eliminating plot 5 from the CSCES use and using it for planting strawberries.
 - d) Becky wants to discuss the CSC Recognized Organization materials in more detail.
 - e) Becky wants to discuss the Goshen Farm Goodies Sale details.
 - f) Barb wants to discuss Cape JOM Halloween event.
 - g) Barb wants to discuss Zeffy.
 - h) Christy wants to discuss Astound.
 - i) Christy wants to add discussion on Walmart.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
- 5) Erik was not at the Board Meeting. Barbara asked the Board to read his report. If anyone has questions, they should email them to Erik after August 23rd.

- a) Becky noted that Erik had received the invoice from Ryan Killlough of Heart Rescue, LLC for the Zoll AED Plus. Becky asked if we need a motion to pay the invoice. Erik told Linda that we would need a new motion due to the change in price. The new motion will be handled under Old Business, item g.
- 6) Vice President's Report (Barbara Morgan – Provided under separate cover)
- a) Barbara asked if there were any questions. There were none.
 - b) Barbara has received more items from Ann Brice Worthington's daughter-in-law, Gale.
 - i) She will need Lou to give her the code to enter our storage facility to store these items. Lou will get Barbara these codes.
 - ii) Barb also reported that Tracy Smith has offered to plant and maintain strawberry plants in plot 5 to give away at the Strawberry Festival/GFPS booth. Bob will contact CSCES and let them know that the Sharing Garden is not making plot 5 available to the students in 2025. **(Action Item: 659-08-24)** Barb will let Bob know to make this call.
- 7) Treasurer's Report (Christy Folderauer – Provided under separate cover)
- a) Christy sent out the June and July Financial Reports.
 - i) Christy asked if anyone had questions on her reports. There were no questions.
 - ii) The balance in the checking account is \$69,859.10 and the balance in the savings account is \$67,632.82.
 - iii) On the July debit card statement, \$52.98 was credited back to GFPS from Walmart. This has now resolved the questionable charge on our GFPS debit card account related to our Walmart account and the need to cancel our debit card and receive a new one.
 - iv) Christy noted that our internet carrier, Astound, had not billed GFPS for June or July. Christy contacted Astound and they needed our new debit card number for automatic payment. That issue has been resolved.
 - v) As relates to our internet service from Astound, there have been issues with poor internet strength.
 - (1) Christy spoke with their customer service person and she said that GFPS pays \$90/month for 100 megabytes including the modem/router rental (\$20/month or \$240/year). Astound can offer GFPS \$85/ month for 1000megabytes. It was recommended that we buy our own modem/router. Christy went on the Best Buy site to look at a modem/router combo that would handle 1000 megabytes at a cost of \$99 to buy. A motion to buy the Arris modem/router will occur during New Business.
 - 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)

8) Review of Minutes – (Smitty Biondi)

a) Approval of the June 19, 2024 Minutes

- i) **Becky Benner made a motion to approve the July 17, 2024 GFPS Board of Directors Meeting Minutes. Terry Brandon seconded.** Discussion ensued. **The motion carried unanimously.**

9) 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 will get the final Reconciliation Report out to the Board in several days. He believes we will net more than \$5,000.00 at this event.

(1) Lou is also planning on sending out personalized thank you letters to all the auction donors.

- 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 was unable to attend the Meeting. Barb directed any Board Member that has questions regarding Shannon's report to call or email her their questions.

c) Educational Outreach (Terry Brandon – Provided under separate cover)

- i) Terry stated that Jeanne Klingler has been an enormous help getting the hydroponic growing bins ready for the fall planting. He hopes to harvest lettuce in late September or mid-October.

d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)

- i) Barbara asked if anyone had questions. There were none

ii) Becky stated that using the Sharing Garden CSCES plot 5 to grow strawberry plants was a good idea. CSCES did not use their plot in 2024 and no one from the school has been to the Garden to weed or plant. As Becky Mails CSCES PTO the invoice for renting plot 5, she will not send the invoice to CSCES PTO for payment for 2025 Membership.

iii) Roy stated that it is a shame that there seems to be no one at the school to work with the students on this plot as he thinks it is a great experience for children to learn about planting and caring for their vegetables.

- e) Garden (Bob Nestruck – No Report Provided)
 - i) Bob did not submit a report for August due to a continuing family emergency.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy added that he will be buying a new lock for the driveway gate.
 - ii) Roy also added that he received an email from Brandon Willey, a state forester, who is going to do a woodland management plan for our 23 acres. Brandon will contact Roy in September to let Roy know when he will be coming to the Farm. The advantage of this plan is Brandon will then bring other groups into different sections of our woods. They will cut invasive vines for us.
 - iii) Roy reported that he is working with six (6) Eagle Scouts candidates on their projects.
 - iv) The F580301 CSCVFC Replacement and Mitigation Plan is moving forward. Roy emailed KCI Technologies, the contractor for the Mitigation Plan, changes and corrections on the 12th of August. KCI made the corrections to their plan. Emma Pfefferkorn will email Roy the final plan on Friday, August 30th, have a “turn the page” review with GFPS and KCI and have the plan to the Critical Area Commission by September 2nd. This review will be held by teleconferencing. Roy noted that the proposed Mitigation plan will cost tens of thousands of dollars (or more) and will not cost GFPS anything. Roy will send the date, time of, and link to the review meeting to the Board
 - v) (Secretary will leave this in from June.) 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: 660-08-24)**
 - vi) Linda thanked Roy for showing Ann Kyle around the Farm. Ann took a picture of the Henson-Hall Slave Garden and included this picture in the publicity for the Network to Freedom site of the Maryland Office of Tourism that is going to be public starting September 8th for a month.
- 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 stated that she and Roy were outside of Philadelphia on the weekend of August 3rd and went to Colonial Pennsylvania Farmstead in Newton Square, Pa. The Colonial Pennsylvania Farmstead Board of Directors are responsible for the heritage aspect of this museum, and it is part of Ridley State Park (Pennsylvania State Park System). They have volunteers there 6 days a week dressed in period clothing, there are farm animals on site, they have demonstrations on weaving and dye making, and people who are knowledgeable about colonial farm kitchens and cooking. They came away from their visit with several booklets from their visit, and Becky hopes to incorporate some of their ideas into Goshen Farm’s marketing.

- ii) Becky reported 225 Membership units as of this report, August 21, 2024.
 - i) Financial Development (Vacant)
 - j) Volunteer Coordination (Vacant)
 - k) Security (Dirk Schwenk – No report submitted)
 - i) Dirk was not at the Meeting.
 - 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.
 - (b) Linda added to her report that her meeting on August 21st with Dr. Ka’mal McClarin , Region 1 Program Coordinator for the National Underground Railroad Network to Freedom for the National Park Service (NPS) was cancelled. They were to discuss the NPS application for the Network to Freedom inclusion of Goshen Farm.
 - (c) Both Roy and Linda attended the AACBoE Meeting on August 21st regarding our lease addendum. Superintendent Dr. Bedell told Linda that the Lease Agreement Addendum was for a 25-year lease.
 - (d) Lou suggested that Erik contact Dr. Bedell and ask him to meet with us for a photo opportunity and signing of this lease (by all parties) to put on our website and The Caper.
- 10) Review of Action Items and Recurring Actions (Smitty Biondi)
- i) Review of Action Items
 - (1) **(Action Item: 601-07-23)**, Check out company links Erik proposed for non-profit purchase of AED and report back to the Board on the most economic option. This action is **Completed**.
 - (2) **(Action Item: 623-10-23)**, Create receipt form for accepting donations of items which indemnifies GFPS. This action is **Completed**.
 - (3) **(Action Item: 640-03-24)**, Review Recurring Actions and update cost of those payments with a red? on the chart. This action is **Completed**.
 - (4) **As relates to (Action Item: 644-04-24)**, Get GFPS information and photos onto the CCHA website link Educators. Linda will send Terry and Lou the original request from CCHA so they know the parameters of this request. **(Action Item: 661-08-24)**
 - (5) **(Action Item: 648-04-24)**, Create the sign(s) wording, create the signs and put these signs up in the Nature Play Space. This action is **Completed**.
 - (6) **(Action Item: 652-06-24)**, Look into the cost of buying or renting Starlink for next year’s Strawberry Festival. This action is **Completed**.

- (7) **(Action Item: 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. This Action Is **Completed**. Scheduled and then rescheduled for September 28th.

11) Old Business

- a) Milk House costs estimate, grants, plan
- i) Roy and Lou will meet to discuss the previous engineering report on what is needed and the steps to repair the Milk House and whether this report covers all issues with the Milk House foundation. Roy can then work up an estimate for repairing the Milk House. Further discussion on this will be postponed until the engineer's report is reviewed by Roy and Lou. This was postponed until the 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.
- ii) Barbara will get Jay and another volunteer to cover the roof with a large tarp that Christy will provide from Richard's Tree Care.
- 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 of Saturday, September 28th from 11 AM to 1 PM was agreed upon by the Board and Joann Lamp for the plaque ceremony. Sharon will reach out to Barbara for assistance with this event. Becky has volunteered to make a fruit platter, Linda has volunteered for set-up and Barbara will give Sharon the \$50 in gift certificates from Grauls to buy what is needed. We will need volunteers to set up chairs and a pop-up at the Memorial Grove and to set up the refreshment table near the Farm House.
- 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
- (1) Erik has received the invoice from distributor Ryan Killough for the Zoll AED Plus with an itemized invoice, what is included with the AED and total cost which Erik provided to the Board. Barbara called for a motion. **Linda Páez made a motion**

that we purchase the AED, Zoll AED Plus, from Heart Rescue LLC Ryan Killough to include the AED, free training and the wall mount AED storage cabinet for \$1,500.00. The motion was seconded by Sharon Biondi and carried unanimously.

(2) A training date and the number of people who will be trained should be set up soon.

- h) F580301 CSCFS Replacement – Goshen Farm CAC Invasives Mitigation Consideration
 - i) This item was covered under the Grounds Committee report. See Section F, item 4 of the August 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) CSC Podcast – VP interview with Kara McGuirk-Allison
 - i) The Cape St. Claire Podcast was completed. In addition to their interview, Barbara also took Kara into the Farm House for a tour.
 - l) Permitting for the Driveway
 - i) Postponed until October. Lou has to get the elevation of the area that will be completed and send to Planning and Zoning.
 - m) Chimney shifting in Room 1-c of the Farm House
 - i) Lou must follow up with Darian Beverungen of Planning and Zoning Cultural Resources Section regarding restrictions related to the historic nature of this chimney stabilization and permits required. **(old 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)**
 - n) Lease Status
 - i) The Lease addendum to give GFPS a 25-year Lease was approved at the BoE Meeting on August 21, 2024! Roy Benner and Linda Páez were present at this meeting.
- 12) 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) Axia Church decided to cancel their plans for a campout and breakfast for 50 attendees on August 31st through September 1st. They instead had a service and breakfast at the Farm on August 4th.

- ii) St Andrew by the Bay requested use of the Farm on October 13th from 4 PM to 7 PM. Jen Minor made the request. St Andrews wants to have a Parent Ministry Potluck for 100 people. Jen Minor is not a GFPS Member. Discussion ensued. St. Andrew would need the One-day Liability Insurance, if needed, the church would need to rent an additional port-a-pot and pay fee of \$10/for every 10 attendees. The Board approved pending Jen Minor becoming a Member and payment of Membership and usage fee prior to event.
 - iii) Pack 2214 requested use of the Farm 2 times a month on the 1st and 3rd Mondays from 6:30 – 7:30 PM for 15 children and 15 adults. The Board approved this request.
 - iv) Cape JOM wants to add an open Mic on Saturday, October 12th with a Halloween theme from 4 – 8 PM. The Board approved this request from Cape JOM.
- b) Railway to Freedom / Underground Railway-National Park Service
- i) Erik has sent a letter to Dr. Heiser to sign for approval for 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. **(old 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 believe we should go forward, perhaps for the January 2025 deadline.
 - (1) Linda stated at tonight's Meeting that she has a committee to work on the application.
- c) Kayak Raffle/Zeffy
- i) Barb discussed her thinking on changing the Kayak Raffle. If we use Zeffy, we would not need raffle tickets printed which would save a cost. Barbara thinks we should raffle each Kayak separately which would give two winners for this event. Going forward with using Zeffy as our primary payment venue, Barbara, Christy and Shannon still have some research to do on Zeffy. One example is holding a silent auction on-line.
- d) Return or buy two folding tables purchased by Lou for the Wine Down at the Farm event
- i) The cost of the two 6-foot folding tables was \$127.00. Lou suggested we return the tables, look for a better price and buy five 6-foot non folding tables. Lou stated that we borrowed five 6-foot tables for the above event. Several Board Members will research prices, and the Board will entertain a motion to purchase at the best price at the October Meeting.
- e) Preparations for Harvest Pasta Dinner
- i) Becky voiced her concern that the Sharing Gardeners have not harvested many tomatoes. Normally, the Gardeners have an abundance of extra tomatoes which are collected to make tomato sauce for the Harvest Pasta Dinner. Bob would then send out an email requesting volunteers to make sauce with the collected tomatoes. This

- year the Gardeners do not. Becky thought she could buy tomatoes at various farm stands and find volunteers to make the sauce.
- ii) Bob has not sent out emails to the Gardeners regarding sauce. It is important at this time to determine if Bob is going forward with the Harvest Pasta Dinner or cancelling the event. Sharon mentioned that when she last spoke with Bob, he shared a concern about having the dinner in an enclosed space with the uptick in COVID cases. Barbara will reach out to Bob regarding the Harvest Pasta Dinner. If he is cancelling, Gloria Dei! Church and Galway Bay Restaurant need to be notified.
- f) CSCIA Recognized Organization Form Completion
- i) Becky received the form today and will give the Board the details for 2025.
 - (1) The clean-up fee is \$250.00/year for utilizing the one time a month (for Meetings) and \$250.00 for the Java & Jazz/Tea & Tunes event in March.
 - (2) While we do all monthly Meetings on Zoom, the Annual Meeting is held in person and on Zoom.
 - (3) As a CSCIA Recognized Organization, we have our Meetings and events on the CSCIA Calendar, and we have our Mail sent to and held at the clubhouse.
 - ii) Astound Internet Service
 - (1) Earlier in the Meeting we discussed upgrading to 1000 megabytes for \$85.00/month and buy rather than rent a modem/router combo for \$99.00. Discussion ensued. Lou suggested that we upgrade to 300 megabytes for \$60.00/month. We then need an analysis of where we have our routers and extenders to expand our signal. Lou will call Bill Szczytko for contacts to find out what we need to do to improve signal strength. **(Action Item: 661-08-24)**
Christy Folderauer made a motion that the Board agrees to upgrade our service from Astound to 600 megabytes for \$75.00/month plus taxes and fees, purchase a compatible modem/router combo for no more than \$150.00 and purchase an appropriate antennae for no more than \$200.00. Becky Benner seconded. The motion carried.
 - iii) Christy suggested that the Poplar tree (with white paint on it) at the gate and several smaller Poplar trees close to the driveway should come down. Grounds Chair Roy Benner agreed.
- 13) Final Comments from the floor
- a) None
- 13) Adjournment
- a) **Terry Brandon made a motion to adjourn. Linda Páez seconded the motion and the motion carried. The meeting ended at 10:09 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.
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.
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	Board	03/20/24	Working	Erik recommended that Terry sign up for this

	committee should send Becky an email..				committee.
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.
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.
653-06-24	Send previously gathered information on Maryland Green Registry to Linda.	Becky	08/31/24	Working	Help with completing application...
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.
659-08-24	Contact CSCES and let them know that the Sharing Garden is not making plot 5 available to the students in 2025.	Bob	10/15/24	Working	CSCES has not worked their plot for two years. Will use for strawberry plants in 2025.
660-08-24	Check Farm House floodlights closest to the concert stage.	Roy and Lou	10/15/24	Working	Not consistently working.
661-08-24	Call Bill Szczytko for contacts to find out what we need to do to improve signal strength.	Lou	11/15/24	Working	There are areas of the Farm where the internet signal is weak.

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 03/11/2025		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. The cost in 2025 will be \$65.98 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 US003LKBE0)	Treasurer	End of every month		\$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, Member at Large and Security). Updated billing: \$720 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month Automatic Payment
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send to Chief Operating Officer AACPS Copies to Superintendent, AACPS, and all AA County School Board Members.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices) 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		State does not send out a reminder. Renewal application sent November 2022. Rec'd certificate 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,	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,	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

			\$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 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	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). Rec'd for 2024
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