

Goshen Farm Preservation Society Board Meeting,

May 15, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	May 15, 2024	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Linda Páez, and Christy Folderauer		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the May 15, 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. Christy would try to join the Meeting later. Shannon Beauchamp Lepthien, Dirk Schwenk 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) Barb would like to discuss the payment app – Zeffy. Added to New Business, item d.
 - b) Barbara reported that she heard from two businesses about donating for an event – one wanted to donate to the July 26th concert and another to the Membership Appreciation Night concert. Added to New Business, item e.
 - c) Becky would like to address the Board paying for guests who worked the Harvest Pasta Dinner at Galway Bay. (Erik covered the cost of the guests’ meals at the May dinner.) Added to New Business, item f.
 - d) Sharon wants to put the draft Annual Membership Meeting draft on the website. New Business, Item g.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik asked if there were any questions on his report.
 - i) Erik mentioned that he sent an email to AACPS for Driveway Grant approval. AACPS sent questions back that need to be addressed. Lou will be recontacting Mr. Cromwell to see if the price quoted in 2023 is the same.
 - 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.

- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara submitted a grant proposal for purchasing an AED. The paperwork stated we would hear back by May 22, 2024.
 - b) Barbara asked Sharon to send Rose Mary Stocker and Stephen Stocker a thank you letter for their donation to purchase the ingredients for the Specialty Coffees for Java & Jazz/Tea & Tunes event.
 - i) Barb will look for the email from Rose Mary listing these expenses for our records and forward to Sharon.
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
 - a) Christy reported that she did receive the invoice from Statewide Septic for the additional port-a-potty for Goshen Farm Family Day and she will forward this to Stacy Roth for payment.
 - b) Becky asked if Christy had taken care of the Walmart problem mentioned last Meeting. Christy said she had gotten a letter stating that Walmart was investigating this charge. Christy has a new debit card to use for purchases, etc.
 - c) There was discussion regarding an outstanding invoice from architect Amy Taylor who did architectural drawings of the Farm House to be submitted with our 2020 Matching Grant Proposal to the State Legislature. There were errors on measurements and Vice President Michael Buchet asked Amy for corrections. GFPS made a partial payment and held \$100.00 in reserve until the corrections were made. There was no response from Amy Taylor and no additional payment to her.
 - d) Christy sent the Board the Profit and Loss showing \$1,426.26 that represents the 25% calculation of the new income of \$19,679.68 for 2023 less the First Floor Stabilization of \$13,974.64 (= \$5,705.04). The \$1,426.26 will be moved to the savings account and listed under restricted funds – Farm House General Projects Account in the QuickBooks accounting system.
 - i) Erik asked Christy to go over how the 25% net of income is calculated. Christy reviewed the calculations for Erik and the Board.
 - ii) **Christy Folderauer made a motion to move \$1,426.26 for the 25% allocation of the Profit Loss for 2023 from checking to savings. Barbara Morgan seconded. The motion carried.**
 - e) Christy updated some costs on the Recurring Actions Chart.
 - i) GoshenFarm.org domain name renewal – Go Daddy (bill listed as Go-Daddy web order 2317). 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) Secretary has Renew Basic Managed Word Press- GoDaddy (listed as Go Daddy Web Order 2077) annually for \$119.88. This has increased in 2024 to \$155.88 annually. This was renewed in April 2024 for \$155.88.
 - iii) Secretary has Renew SSL (security) on GFPS Website – Go Daddy annually for \$189.98. Christy stated this payment is every two years and now costs \$199.98. This was renewed on April 2024 for \$199.98. (Treasurer’s report shows GFPS paid \$159.98 in 2020, \$189.98 in 2022 and \$199.98 in 2024.)
 - iv) Sharon will update the Recurring Actions Chart with the new information we have.
(Action Item: 650-05-24)
 - f) The balance in the checking account is \$70,520.78 as of April 30, 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 April 17, 2024 Board of Directors Meeting Minutes. Barbara Morgan seconded.** Discussion ensued. Linda stated that the motion in the Minutes was incorrect and the cost of the AED should have been \$1,350.00 with a \$500.00 tax rebate at the end of the year. The Treasurer clarified that as a Tax-exempt organization, GFPS pays no taxes and is not eligible for a tax refund. Becky suggested that Linda get an invoice (quote) from Ryan Killough, Owner of Heart Rescue, LLC.
 - ii) We tabled the Approval of the Minutes until the June Meeting after we sort out the AED costs.
 - iii) After later discussion under Old Business ,item h., it was decided that Linda’s original motion that was seconded and approved would stay in the April 17, 2024 Minutes. A new motion to purchase the Zoll AED Plus will be made at the June Meeting if the Board agrees to do so.
(1) Becky Benner made a motion to accept the April 17, 2024 Minutes with two spelling corrections. Barbara Morgan seconded. The motion carried with one “opposed”.
- 8) Committee Reports
- a) Building & Maintenance (Lou Biondi – No report provided)
 - i) Lou stated that by the June Meeting he will get the Free/Non-profit email option information to discuss with Erik and gather the information on the driveway repair for AACPS’s questions received by Erik and forwarded to Lou.
 - ii) Roy asked about the RFP for stabilization of the Farm House foundation. Lou has not worked on this. Erik asked if Lou needed assistance on this, perhaps from Dirk Schwenk. Lou will first try to reach out to the Membership to see if anyone has contract experience. The deadline for spending the grant monies is 2027.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - c) Educational Outreach (Terry Brandon – Provided under separate cover)

- i) Terry added that GFPS will be working with the CSCES second graders on Friday, May 17, 2024 and the CSCES kindergarteners the end of May. He states that he has hosts for these two events but feels we are putting a strain on the pool of 12 volunteers that respond to host these school events. Erik asked Terry if he has talking points for the hosts to use. Terry said that Roy had created the Walking Tour with talking points for the 24 QR code sites and Terry sends these out to any Member who volunteers to be a host for these school fieldtrips.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barb stated that the Broadneck Baptist Church cancelled their event for May 19th but the Girl Scouts are still holding their Archery event on May 18th.
 - ii) Barbara reported that she has sold 7 more tickets for a total of 131 Kayak Raffle tickets.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Roy stated that he noticed that some Sharing Gardeners were placing pots and other items in the walkways around the plots. For safety reasons, these walkways need to be clear. Bob will send an email to the Gardeners to remove items from the walkways.
 - ii) Roy mentioned that the driveway gate is still being left open. Bob will send an email to the Gardeners that states that the last person out needs to lock the gate. Barb will make an additional sign stating this and put it at the driveway gate. Barb will also remind Shannon to post this message on the website and send a “blast” to all Members.
 - iii) Bob will send a third additional email reminding Gardeners that only organic products are to be used in the Sharing Garden.
 - iv) Becky stated that some Gardeners are growing mint in their plots. Mint spreads so it should be grown in pots. Bob will talk to these individuals about their mint.
 - v) Regarding areas of the Sharing Garden fence that needs repair or replacement, Bob has some Gardeners lined up to replace boards and paint these sections.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Dave Sloskey of Connect Electric and Roy have discussed types of floodlights to be used on the new electric pole. It was decided to use three small LED flood lights (one directed at the driveway into the field, one directed beside the Soil Health Pit and one directed at the lower field near the storage containers). They will see how much light these give in these three areas and if larger flood lights will be needed. There may be an additional large flood light added for the field to project more light.
 - (1) Erik asked if these lights would be on a timer. Roy said they will be on a switch on the breaker box and we should install a key lock on the box.
 - (2) Terry asked about putting a camera on the pole. Roy stated that Dave Sloskey is putting an electrical duplex outlet on the pole. This could be used for either a camera or Wi-Fi if needed.

- ii) Roy has not heard back from Emma Pfefferkorn, Project Manager for the CSC Volunteer Fire Company Fire Station project at the Department of Public Works, regarding the tree planting on the Farm. Erik received a letter from the BoE stating they were in agreement with this plan.
- iii) The AA County Soil Conservation District (AACSCD) was out to check on the possibility of three step pools - one in front of the Tenant House and two off the driveway. It was hoped that these pools would mitigate some of the run-off from this area that has been eroding the driveway. Unfortunately when they took borings, the soil samples indicated they would not percolate so the water wouldn't infiltrate into the soil fast enough. Instead of three step pools, we would have three standing water ponds. So this idea was not workable. AACSCD is studying other options.
- 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) with their six concerts.
 - ii) Scott provided 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 208 Membership units as of this report.
 - i) Financial Development (Vacant)
 - j) Volunteer Coordination (Vacant)
 - k) Security (Dirk Schwenk – No report submitted)
 - l) Member At-large
 - i) Linda Páez – (Provided under separate cover)
 - (a) There were no questions on Linda's report.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
 - i) Review of Action Items
 - (1) **(Action Item: 612-09-24)**, Set up a Nature Play Space (NPS) SignUpGenius for a work day or send out an email with recurring dates for cleaning up the NPS. This action is **Completed**. Working in the NPS is now included in SignUpGenius for Goshen Farm Work Days.
 - (2) **(Action Item: 633-02-24)**, Check with "honored guests" and choose several dates that are best for attending a dinner at Galway Bay restaurant and email the Board with the dates. This action is **Completed**. The dinner was attended by Board Members and guests on May 3rd.

(3) **(Action Item: 647-04-24)**, Give contact information to Shannon regarding publicity for JOM concerts. This action is **Completed**. Both Shannon and JOM are publicizing JOM concerts on Facebook.

(4) **As relates to (Action Item 648-04-24)**, Barbara contacted Dirk about the wording for the sign she will make to encourage parents to clean up the NPS when they leave. Barbara has not heard back from Dirk to date. She will send him a reminder email.

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 June 2024 Board Meeting.

b) Google Suite and movement to "Free/Non-Profit edition" was postponed to the June 2024 Meeting. Erik and Lou will further investigate.

c) Lower field – Power – BGE connection to Electric Pole.

i) See Roy's Grounds Committee report for update on power to the electric pole by the storage containers.

d) Tenant House – Roof

i) As regards work on the Tenant House, pictures taken of the concrete footings by Bob were sent to Rich Lang and are being reviewed by Rich and Doug Kuchta. Bob will send these pictures to the Board. **(Action Item: 645-04-24)**

ii) The new tarp has not been put on the leaking roof section. Linda has called Rich Lang regarding the footings and the roof tarp.

e) Neighborhood Sun – Funds

i) Christy has received no checks from Neighborhood Sun. Linda Páez will again contact Neighborhood Sun regarding these checks. **(Action Item: 646-04-24)**

f) Memorial Grove Plaque for Joe Lamp

i) Lou picked up the plaque. The Board chose two dates for honoring Joe Lamp; Saturday, June 22th and Saturday, June 29nd. Sharon will reach out to JoAnn Lamp to choose the date that works for her.

g) Class of Membership – 1) fees, 2) Non-Profit – number of Members

(1) 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

(a) 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 so we know

the total cost and what is included with the AED. Barbara has completed a grant application to help with this purchase and should know by May 22nd if GFPS is awarded the grant. A new motion may be made at the June Meeting regarding this purchase after the Board has received Ryan Killough's quote.

(b) (Secretary is leaving this May 20, 2024 motion in for the June Meeting discussion.) **Linda Páez made a motion that we purchase the {Zoll} AED {Plus} equipment from {Ryan Killough of} Zoll for \$850.00 with tax which includes training on the AED. Dirk Schwenk seconded.** Discussion ensued.

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

i) F580301 CSCFS Replacement – Goshen Farm Invasives Consideration

i) Roy has not heard from Emma Pfefferkorn, AA County Department of Public Works (DPW) and Project Manager for the CSC Volunteer Fire Company Project, regarding the tree planting proposal.

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.

k) Move of Summer Concert Series Stage or other options

(1) Other options are being considered. Roy is considering placing several picnic tables in the area he has cleared. Erik and Roy have discussed moving the Apiary from its current location to allow more space for concerts but this is still in discussion as the move would be a great deal of work (and would disrupt the bees).

l) Wildhearts Academy

i) Erik has not heard back from Laura Brino since informing her that the GFPS Board voted not to host Wild Hearts Academy classes at this time.

m) AA County Department of Recreation and Parks (AACRP) Proposal – AA County Trail Spurs and Connection Study

i) Board Members were encouraged to go to the link that Barbara sent out and voice their comments, support or nonsupport for the proposal. Discussion ensued regarding one of the suggested trail spurs being considered - a trail through Goshen Farm and down the driveway (Radoff Road) to connect with the Cape St. Claire Elementary School.

11) New Business

a) Event Use Application Log and new Event Use or Rental Application and Agreement (EURAA) forms (Open means there is still paperwork to be completed or the event has been approved but has not occurred.)

- i) Erik has been contacted by a Cub Scout troop that wants to use the Farm on a regular basis for their meetings. Erik needs to contact the troop to discuss the use in more detail. Then he will have them contact Barbara.
- ii) Christy stated that she is going to set up a separate account on the Chart of Accounts for funds coming in for Use or Rental of the Farm so she can keep track of these funds.
- b) Walk the Walk Foundation
 - i) Shannon sent the Board a request from this foundation to partner with them to pack backpacks for children of low-income families for school in the fall.
 - ii) Barb stated that other than possibly giving them space to pack the backpacks, there is no more we can offer. In a partnership, both partners should benefit and other than positive publicity, GFPS would not benefit from volunteering our Members' time.
 - iii) Erik stated that we will table further discussion until Shannon is present at the Meeting.
- c) Network to Freedom-National Park Service (NPS) Underground Railroad website
 - i) GFPS needs to get approval from the BoE before we spend many hours working on this CCHA project with NPS. Erik has sent a letter to Dr. Heiser and the BoE asking their approval. He has not heard back yet.
 - (1) At a CCHA meeting, Linda said it was interesting because they brought up an ad for a runaway slave named John Watts who was owned by Henry Tydings. At this meeting, Eleanor Thompson added that there were many Watts families who may be descendants of John Watts living in AA County. GFPS does not have John Watts on the list of enslaved people at Goshen Farm.
- d) Zeffy – Nonprofit Cash App
 - i) Barbara has been investigating a new payment system other than PayPal. The CSC Volunteer Fire Company uses Zeffy, they are pleased how easy it is to use, and it is free. Barb would like to set this payment system up and try it out for donations at the JOM concert in May. She encourage Board Members to go to the Zeffy website www.zeffy.com and read the comparisons with other payment venues. Christy will send Erik the email address of the Vice President of the CSC Volunteer Fire Company so he can get her review of Zeffy.
- e) Barbara received two emails from businesses to sponsor events. One was Wholesome Healing who specifically requested sponsoring the July 26th concert. Barbara thought one idea would be for this woman to sponsor Ice cream for this concert. Barb will reach out to Nicole Neboshynsky of Tasty Toucan to discuss this. The other business was D K Plumbing. She thought she would ask them to sponsor Membership Appreciation Night. Other events were discussed. Barb will get more information from both businesses.
- f) Galway Bay Dinner cost

- (1) Becky suggested that the cost of guests at this annual “thank you” dinner be covered by the Board as a reimbursement. Erik paid for the guests’ dinners in May.
- g) Sharon requested that the draft Minutes of the Annual Membership Meeting be put on the website with the other Meeting Minutes.
- i) **Sharon Biondi made a motion that we include the draft Minutes of the Annual Membership Meeting on the website to be replaced when the Minutes are approved by the Membership at the Annual Membership Meeting. Linda Páez seconded. The motion carried.**
- 12) Final Comments from the floor
- a) Roy announced that today is Becky’s birthday. Congratulations were shouted to Becky!
- b) Christy announced that the Matching Grant donations have reached \$61,190.77! She will review all of her figures to verify this total. She will then transfer \$19,356.16 to the Savings account (under the First Floor Stabilization account in Quick Books).
- 13) Adjournment
- a) **Becky Benner made a motion to adjourn. Bob Nestruck seconded the motion and the motion carried. The meeting ended at 9:32 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	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	6/15/24	Working	Hope we receive draft lease before the school year ends...
644-04-24	Get GFPS information and photos onto the CCHA website link Educators.	Linda with Terry's support	06/30/24	Working	This would expand GFPS' footprint in the county. Requests would probably come in to Communications Chair and be forwarded to Educational Outreach Chair.
645-04-24	Send pictures taken of the two concrete footings on the Tenant Houe to Board.	Bob	5/30/24	Working	Board would have pertinent information to work done on Tenant House.
646-04-24	Contact Neighborhood Sun again regarding the three \$100.00 payments checks promised to GFPS.	Linda	05/30/24	Working	In March, Neighborhood Sun sent copies of checks they stated they had sent to Treasurer but Christy has not received as of April 17, 2024.
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 – Go Daddy when Treasurer gets the payment schedule and cost information.	Christy, Sharon	6/19/24	Working	Discrepancy in when this payment is due (every two years ? and cost as billed twice in 2022 for \$63.51).

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 2 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 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		Received new Certification in September 2017. Valid until September 30, 2022. State does not send out a reminder. Renewal application sent November 2022. Rec'd certificate n July, 2023.
Bi-annually Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY102844500, effective 5/22/2020	Treasurer	1.Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020 Due June 27th, \$390.00 and October 27th,	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).
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