

Goshen Farm Preservation Society Board Meeting,  
September 18, 2024

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Zoom and Sharon Biondi
<b>Date:</b>	September 18, 2024	<b>Time: 7:30 PM</b>	7:30 PM
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the September 18 2024 Board Meeting to order at 7:31 PM.
  - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
  - a) Erik welcomed the Board Members present. Shannon Beauchamp Lepthien, Dirk Schwenk, Linda Páez 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) Becky asked to discuss the CSCIA Signboard reservation for the GFPS Annual Membership Meeting to post for three days. Added to Old Business.
  - b) Becky asked for an update on ordering the AED.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
  - a) Erik stated that he had received an email from Mrs. McCrea to come into the AACPS facility and sign the addendum for the lease extension. Erik sent the BoE an email on 8/29/2024 and 9/15/2024 asking for a copy of the proposed addendum to the GFPS Lease for signature. Erik will let Dirk Schwenk and the Board read over the lease addendum prior to signing.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
  - a) Barbara asked if there were any questions.
    - i) Becky asked about the status of Goshen Farm’s listing on the Department of Tourism website, VisitMaryland.org. Barb has been communicating with Anne Kyle making edits and correcting information about Goshen Farm. Barb will send out the link when Anne lets her know it is complete.

- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
  - a) Christy stated that all the transfers of monies from checking to savings have been completed. She and Sharon Smith will be meeting in the next week to enter this information into QuickBooks. Christy will send out a complete financial report after these entries are completed and checked.
  - b) Christy stated that Richard's Tree Care put another large tarp on the Tenant House roof.
  - c) Christy told Lou and Bob that she will bring the bucket truck to the Farm on Sunday (22<sup>nd</sup>) to put up the antenna for the Wi-Fi.
- 7) Review of Minutes – (Smitty Biondi)
  - a) Approval of the August 21, 2024 Minutes
    - i) **Becky Benner made a motion to approve the August 21, 2024, GFPS Board of Directors Meeting Minutes. Bob Nestruck seconded.** Discussion ensued. **The motion carried unanimously.**
- 8) Committee Reports
  - a) Building & Maintenance (Lou Biondi – No report provided)
    - (1) Lou stated that he is working on wrapping up the Wine Down at the Farm event and sending out thank you letters to the donors.
  - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
    - i) Shannon was unable to attend the Meeting.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)
    - i) Terry stated he noted that in Shannon's September Communication Report that she was going to make some changes to a page that relates to the Environmental Literacy Signature Program at BHS. Terry sent Shannon an email letting her know that GFPS is still working with the Signature Program and this page needs to be kept and perhaps expanded. Erik will make sure that Shannon understands what this program involves. **(Action Item: 662-09-24)**
      - (1) Terry also reported that 50 BHS students are scheduled for November 7<sup>th</sup> and 8<sup>th</sup> for a "work/service" visit.
    - ii) After the heat of July and August, the seedlings planted in the Hoop House in September are growing nicely. Terry hopes to have some lettuce to deliver to My Brother's Pantry in October.
  - d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
    - i) Barbara asked if anyone had any questions. There were none.
    - ii) Barb stated that she received a final report on the Summer Concert Series revenue from Scott. She reviewed the report and stated that she will send this to the Board. Total net revenue was \$1,064.00.
    - iii) Erik asked about Cape JOM and Barb stated that Cape JOM will be turning their proceeds over to GFPS after their last concert on October 12<sup>th</sup>.

- iv) Barbara reported that GFPS has had many Event Use and Rental Applications come in and we will review these under New Business.
- v) Terry hopes that our Educational Outreach Program can grow to include visitors other than students. Erik stated that with the help of State forester Brandon Willey who visited the Farm to talk about providing GFPS a Forest Management Plan, we may be able to get available grant information and manpower to make Goshen Farm's grounds a showcase for AA County and bring in more visitors.
- e) Garden (Bob Nestruck – No Report Provided)
  - i) Bob did not submit a report for September due to a continuing family emergency. He hopes to have a report in October.
  - ii) Bob reported that he and Tracy Smith are making products for the Goshen Farm Goodies Sale on September 21<sup>st</sup>.
    - (1) Bob reported that Jeanne Klingler is placing signs made by Barb for the Goodies sale and will deliver one to the Cape Conservation Corps to put up at their plant sale on September 21<sup>st</sup>, directing people back to Goshen Farm's Goodies sale.
    - (2) Last Bob reported that when Richard's Tree Care brings the bucket truck to the Farm, the antenna (and the spikes that Roy purchased to discourage perching birds) can be placed on the Farm House roof.
- f) Grounds (Roy Benner – Provided under separate cover)
  - i) Roy reported that he is working with seven (7) Eagle Scout candidates on their projects.
    - (1) Roy reported that Nicholas Coles (Troop 995) completed his Eagle Scout Service project of building three picnic tables and delivered them on 9/15/24. Nicholas gave Roy a \$15.00 check left over from his project. Roy remarked that these picnic tables are the finest we have received!
  - ii) Roy Met with Brandon Willey and Kari Wurth, state foresters, who will do a Forest Management Plan for the remaining 17 acres. Also present at this meeting was Erik Wallace and Emma Pfefferkorn. GFPS must complete a "Forest Stewardship Plan – Request Form".
  - iii) The F580301 CSCVFC Replacement and Mitigation Plan is moving forward. The final plan was forwarded to the Critical Areas Commission for their October Subcommittee Meeting. The Mitigation Plan will be forwarded to the Commission in November. If this plan is approved, this will allow the construction of the new CSC Fire Station to move forward and then the 3-1/2-acre Mitigation Plan at Goshen Farm can proceed.
  - iv) Roy purchased a tarp and covered the addition on the south side of the Tenant House roof. Roy also placed 2" X 4" studs supporting the rotten roof rafters in the addition's roof.
- 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 seven concerts.

- ii) Scott will participate in the meeting at Goshen Farm with Charles “Chuck” Carroll Brice IV and his sister Lisa on October 19<sup>th</sup>.
  - h) Membership (Becky Benner – Provided under separate cover)
    - i) Becky reported that she submitted GFPS’ 2025 events to CSCIA to be included in the CSCIA 2025 Calendar. These include:
      - (1) January 15 (Wednesday) – GFPS Annual Membership Meeting, CSC Clubhouse
      - (2) March 9 (Sunday) - Java & Jazz/Tea & Tunes, CSC Clubhouse
      - (3) April 12 (Saturday) – Spring Open House, Goshen Farm
      - (4) August 17 (Sunday) – Wine Down at the Farm/Silent Auction, Goshen Farm
      - (5) September 20 (Saturday) – Fall Open House, Goshen Farm
      - (6) October 18 (Saturday) – Harvest Pasta Dinner, Gloria Dei! Lutheran Church
    - ii) Becky also had CSCIA change the Signboard from Open House to Goshen Farm Goodies Sale (September 21<sup>st</sup>).
    - iii) Becky reported 232 Membership units as of this report, September 15, 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 the additional cameras for the security system. He is deciding on whether to order wired or unwired cameras.
  - l) Member At-large
    - i) Linda Páez – (Provided under separate cover)
      - (a) Linda was not at the Meeting.
      - (b) Linda met on September 5th with Dr. Ka’mal McClarin, Region 1 Program Coordinator for the National Underground Railroad Network to Freedom for the National Park Service (NPS) to discuss the NPS application for the Network to Freedom inclusion of Goshen Farm.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
- i) Review of Action Items
    - (1) **(Action Item: 643-07-24)**, When GFPS hears from 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. This action is **OBE**.
    - (2) **(Action Item: 646-04-24)**, Contact Neighborhood Sun again regarding the three \$100.00 payment checks promised to GFPS. This action is **Completed**.
    - (3) **(Action Item: 650-05-24)**, Correct Goshen Farm.org domain name renewal – GoDaddy when Treasurer gets the payment schedule and cost information. This action is **Completed**.

- (4) **(Action Item: 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. This action is **OBE**.
- (5) As relates to **(Action Item: 660-08-24)**, Check Farm House floodlights closest to concert stage. Erik and son, Lyle, will check out these floodlights.

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 November 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) Roy and Christy both put tarps on the Tenant House roof. The roof of the addition is now covered.
  - ii) We have had no communication from Bayview Builders regarding roof replacement.
- d) Neighborhood Sun – Funds
  - i) Christy received \$300.00 in digital checks from Neighborhood Sun for GFPS Members who signed up with them.
- e) 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.)
- f) F580301 CSCFS Replacement – Goshen Farm CAC Invasives Mitigation Consideration
  - i) This item was covered under the Grounds Committee report. See Section f, item iii of the September Grounds Report for details.
- g) 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.
- h) Move of Summer Concert Series Stage or other options
  - i) Roy and Erik are considering other options for a later date.
- i) Permitting for the Driveway
  - i) Postponed until October. Lou must get the elevation of the driveway area that will be completed and send to Planning and Zoning.
- j) 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 must 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)**
  - k) Lease Status
    - i) The Lease addendum to give GFPS a 25-year Lease was approved at the BoE Meeting on August 21, 2024! Erik received a copy of the lease amendment and sent it to the GFPS Board and Dirk to review. Dirk approved of the lease amendment. Erik and Barbara will go to AACPS on Friday September 20, 2024 to sign the lease.
  - l) Railway to Freedom/Underground Railroad, National Park Service Application Committee update
    - i) Linda was not available tonight to discuss progress with the application.
  - m) Status of the AED
    - i) Christy stated that the payment for the Zoll AED Plus was mailed.
    - ii) Erik will contact Ryan Killough, Heart Rescue LLC, to ascertain next steps. **(Action Item: 663-09-24)**
- 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) Jill Sewell’s request for Cub Scout Pack 224 Wolf Den Meetings for 20 scouts for one Wednesday per month on 9/11, 10/ 09, of 2024 and March and May of 2025. The Board approved this request.
    - ii) Jill Sewell’s request for Girl Scout Troop 2305 for meetings on the first and third Sundays of September, October, March, April and May from 4:30 to 6:30 PM. The Board approved this request.
    - iii) Stacy Roth’s request for 50 BHS students for two work/training sessions on November 7<sup>th</sup> and 8<sup>th</sup> from 9:15 AM – 2:30 PM. The Board approved this request.
    - iv) Request from Broadneck Baptist Church for Sunday, October 13<sup>th</sup> for Church Service and yard work. The Board approved this request.
    - v) Request From Member, Tracey Sands of Perilla Wellness for Yoga at the Farm Sunday afternoons at 4 PM for 30 people. It will be a free one-hour yoga class for Members, and Nonmembers will make a donation to GFPS. October 13<sup>th</sup> is good but September 29<sup>th</sup> and October 6<sup>th</sup> have a conflict. Barbara will contact Tracey to see if she is willing to move the class time to 2 PM for these two classes. The Board approved this request pending the time change for two classes.

- vi) Crystal Wyatt of Key School requested April 24<sup>th</sup> or May 6<sup>th</sup> or May 7<sup>th</sup> for a bee education field trip to the Farm. Erik will choose a date and let Crystal know. The Board approved this request.
- b) 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.
- c) Inventory of Donated Items
  - i) After getting the information from various Board Members, Barb put the Inventory of Donated Items on the Drive. This inventory can be added to, changed, etc. as we move forward.
- d) Charles “Chuck” Carroll Brice IV and his sister Lisa - Contact and Meeting date.
  - i) Chuck gave us two dates: October 12<sup>th</sup> and October 19<sup>th</sup>. Discussion ensued. The Board chose Saturday, October 19<sup>th</sup> for the visit with the Brice Family members. Barb and Scott will contact Chuck for a time.
  - ii) Sharon will attempt to record the visit, and Barb suggested taking pictures of Chuck and Lisa for our records.
  - iii) Barb will contact Chuck later to have Chuck set up a Zoom Meeting with his father Charles Carroll Brice III (94 years of age). **(Action Item: 664-09-24)**
- e) Neighborhood Sun – Info Session Promotion to Membership
  - i) It was recommended that GFPS do this promotion via a Zoom meeting. Discussion ensued. Neighborhood Sun would set up the Zoom meeting. Barb will get back to Neighborhood Sun to set up the meeting sometime in February 2025. Shannon will advertise this Info Session Promotion to GFPS Members. **(Action Item: 665-09-24)**
- f) CCHA Flex Fund Grant
  - i) Becky will get the grant contract to Erik for his signature. She still has other details regarding the GFPS brochure to finalize with CCHA.
- g) Goshen Goodies Sale (October 21<sup>st</sup> from 10 AM to 2 PM) – Zeffy setup for sale or using the Square
  - i) Tracy or Bob will send the list of items and the price to Barb. Barb has already set up Zeffy for the honey sales. Christy suggested doing the same products breakdown in the Square and Zeffy so both are available to the purchaser.
  - ii) Barb will send Bob the login information for both the Square and Zeffy.
  - iii) Barb asked Bob if he would set up the Keurig for the Goodies sale and charge \$1.00/cup. Bob stated he will. Christy will donate K-cups to GFPS for this and other events.
- h) Need to inventory our signs and organize
  - i) Barb will go to the Farm early on October 21<sup>st</sup> to inventory the signs. Barb will then determine what signs we will need to make for upcoming events in 2025.

- i) Signs using Goshen Farm Goodies flyer for Goshen Farm and the Cape Conservation Corps (CCC) Native Plant Sale
  - i) Barb has placed a sign along CSC Road with the CCC signs for the plant sale.
  - ii) Barb will put another sign on her front porch for Jeanne Klingler to take to the CCC plant sale.
- j) Schedule a date/time to sign new lease
  - (1) Erik suggested he and Barb sign the lease on Friday, September 20<sup>th</sup>. He will let Barb know the time.
- k) Signboard reservations for GFPS Annual Meeting (3 days)
  - i) January 15, 2025 is our Annual Membership Meeting. CSCIA has their Annual Meeting January 14, 2025 and is using the Signboard to advertise this from January 11<sup>th</sup> – the 14<sup>th</sup>. Becky suggested that GFPS advertise our Annual Meeting on the Signboard January 8<sup>th</sup> - the 10<sup>th</sup> for a cost of \$25.00. The Board concurred.
- 12) Final Comments from the floor
  - a) Lou commented that there were several Committee reports that he did not receive, and one report came to his personal email. Erik asked that all Board Members check to make sure that they include all of the Board email addresses (and Lou) and are using the correct email address. Linda and Terry now have working GFPS email addresses.
  - b) Sharon asked if JoAnne Lamp donates to GFPS, to what project(s) could she donate. Erik suggested if JoAnne Lamp makes a donation it could go to General Fund and the Board would decide what project to apply the donation. Discussion ensued. There will be more discussion with JoAnne and the Board.
- 13) Adjournment
  - a) **Becky Benner made a motion to adjourn. Christy Folderauer seconded the motion and the motion carried. The meeting ended at 9:20 PM.**

## ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (2023)..
207-12-15	Develop and execute well plan.	Building Chair, Roy,	09-01-16	Working	Need well for garden expansion and Farm House use Last information about cost of drilling a new well was about \$17,000 (information from Member, Jim McCrea).
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Grant Project. Members: Lou, Becky, and Christy
432-02-21	Develop a plan for improving volunteerism in the Sharing Garden and send this plan to the President. (Gardeners agree to complete 6 hours volunteer work/year as part of their plot rental agreement.)	Bob	03-39-21	Working	In addition to Work Days planned by Roy, Roy has submitted a list of projects for the grounds. Bob could send out a few tasks from this list periodically to Gardeners in an email or on Garden Facebook page..
437-02-21	Continue meeting with Shannon Lepthien Beauchamp of Color Fire Media to update the website. The Board approved Color Fire Media's plan for updating the website. The Board will continue to review progress and updates.	Shannon, Barbara, and Board	02-28-21	Working	Reviews will occur at these meetings, and future meetings for the website redesign. Actual edits and updates will be done by Shannon as time allows and as <b>updates are needed</b> . (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda Páez, and Board input	07-03—21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the Goshen Farm book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project.	Terry, Linda Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	?	06-30-22	Working	After Board reviews bids
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/243	Working	Postponed until new By-Law's change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google

	Google Drive.				Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	
573-02-23	Review GFPS forms on Google Drive to make sure we have the latest approved edition on the Google Drive before transferring the forms to the website.	Becky and Lou	03/30/23	Working	After the forms are reviewed, incorrect versions will be deleted, the correct version approved by the Board can go back up on Google Drive and later onto the website.
574-03-23	Request a quote from Dave Weir for additional plexiglass windows and locks for all windows in the Farm House.	Lou	04/30/23	Working	Will let more light into areas that do not have windows. Part of "sealing the Farm House."
577-03-23	Write up notes from the March 6 <sup>th</sup> Meeting with Grant Cunningham at the Farm and send out to the Board.	Becky	08/19/23	Working	Erik's request
582-04-23	Erik will contact Lou to make sure we can close discussion on Google Suite for Non-profits. With additional information, the Board can make a decision to stay with our current plan or go to Google Suite for Non-profits..	Erik and Lou	05/01./23	Working	Concern about losing info that is presently on Google drive
587-04-23	Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden.	Terry	09/15/23	Working	Discussion about Pollinator Garden and classes with BHS students needs details. On hold until school begins in September 2023.
591-05-23	Make a new video of Roy giving a tour of the Farm House for next year's Maryland Day event.	Erik	11/15/23	Working	To be included in 2024 virtual MD Day event.
595-06-23	Check AACPS language on their prohibitions and have Shannon send out a MailChimp message to Members to remind them that Goshen Farm is owned by the BoE and we must follow their prohibitions on alcohol, firearms, etc.	Barbara	As needed	Working	There was an incident with a Gardener's son using an Air Soft Rifle at the Farm. Bob will copy AACPS prohibitions from our lease into a Word document and send to Shannon to be posted on the website.
596-06-23	Call Mr. Facciponti prior to GFPS having an event and ask him not to park in the driveway.	Barbara	As needed for events	Working	If we get No Parking signs from the AACPS per their policy, we will not need to make this call.
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.
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.
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.
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. Erik and Lyle Wallace will check floodlights.
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.
662-09-24	Ensure that Shannon understands what The Environmental Literacy Signature Program involves.	Erik and Terry	11/15/24	Working	Shannon has a page on our website regarding the Program but is unfamiliar with the program.
663-09-24	Erik will contact Ryan Killough, Heart Rescue LLC to ascertain next steps.	Erik	11/15/24	Working	Schedule AED training, etc.
664-09-24	Contact Chuck to set up a Zoom Meeting with his father Charles Carroll Brice III (94 years of age).	Barb, Scott	11/15/24	Working	An opportunity to get information on the Brice family's life as owners of Goshen Farm.
665-09-24	Set up Zoom Meeting in February to promote Neighborhood Sun to GFPS Members. When date and time are set, give Shannon the necessary info to promote this event.	Neighborhood Sun, Barb, Shannon	01/25/2025	Working	GFPS receives \$100 for every Member that signs up with Neighborhood Sun. (Payments sent to GFPS 3 months after sign-up.)

<b>RECURRING ACTIONS</b>					
	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 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. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 <b>Automatic Payment</b>
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.88. Renewed in April 2023 for \$119.88. Renewed in April 2024 for \$155.88 <b>Automatic Payment</b>
Every 2 years	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	April or May		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. <b>Automatic Payment</b>
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, Member at Large and Security). Updated billing: \$7.20 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month <b>Automatic Payment</b>
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send report to Chief Operating Officer AACPS. Copies go to Superintendent, AACPS, and all AA County School Board Members. President's Annual Report was completed for 2022 and 2023 by President Wallace.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices) Completed in April

					2024.
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by the Treasurer as part of our State Tax Return preparation. Completed April 2023 and 2024.
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020, 2021, 2022.and 2023.
Annually	File "Exempt Organization Fund-Raising Notice" for State of Maryland	Treasurer	August 31st	?	For Charities that raise <b>less than \$25,000.00</b> . If GFPS raises \$25,000.00 or more then the Treasurer needs to file a different form. Copy of the signed 990-N must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: 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 <b>\$25,000 or more</b> . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027		<b>State does not send out a reminder.</b> 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 <b>Due June 27<sup>th</sup> \$390.00 and</b>	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , Fax: 410-544-6834  Dates for payments for both policies vary each year.

			<b>October 27<sup>th</sup>, \$388.00 (Total cost: \$774.00/year)</b>	<b>Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)</b>	Total Annual insurance premiums: \$2,222.00 <b>Automatic Payment</b>
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		<b>The State does not send out a reminder</b> ; 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. Six new kits purchased in July 2024.
Annually	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in Servant's Quarters, and 2 in Storage Container that houses tractor and mowers.	T & S Fire Protection Company of Glen Burnie	Every October		T & S Fire Protection Company of Glen Burnie will contact Grounds Chair Roy Benner each October on his cell phone for extinguishers' inspection. T & S charges \$4.00/extinguisher, \$40.00 travel fee and a \$20.00 Inspection fee. Total approx. cost is \$80.00. T&S phone: 410-760-3958 Done 9/23
Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization and sign up for their Sign board for events.	Membership Chair	Every September		80% Cape Residents
Annually	Request CSCIA Signboard postings for 5 GFPS events for the coming year.	Membership Chair	Every October	\$250.00	Does not include cost of posting concert dates. This must be done separately at a cost of \$25/for 3 days and \$50 for 7 days.
Bi-Annually	Post Facebook posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS. Events Chair posts events to all three groups.
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Drive	Treasurer	December 15 <sup>th</sup>	\$19.99	<b>Automatic Payment</b>
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account. In 2022. Treasurer transferred on 12/20/23 for 2022. Treasurer transferred on 05/2024 for 2023.
Every 10 years	Replace surge protector in electric panel	Building & Maintenance Chair	April, 2028		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer recommended replacing surge protector every 10 years.
Annually	Honeybee Colony Registration Maryland Department of Agriculture	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the

	Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401				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). Rec'd for 2024
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