

Goshen Farm Preservation Society Board Meeting,  
October 16, 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>	October 16, 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 and Phil Runk		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the October 16, 2024 Board Meeting to order at 7:30 PM.
  - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
  - a) Erik welcomed the Board Members present. Shannon Beauchamp Lepthien, 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 for an update on ordering the AED.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
  - a) Erik stated that he had received a copy of the addendum to the lease. He sent this out to the Board and asked Dirk to review the addendum. There were no objections from the Board or Dirk. Erik and Barbara will go to the AA County Board of Education to sign the addendum to the lease on September 20<sup>th</sup>.
  - b) Erik also requested that the Committee Chairs send him their yearly reports by mid-November. Erik will use these yearly reports to write the yearly report due to the AACPS and gather materials needed to send out to Members prior to the GFPS Annual Membership Meeting and election. He will send this request out in an email so those Board Members who were not at this Meeting will be aware of his request.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
  - a) Barbara asked if there were any questions.
    - i) There were no questions on Barbara’s report.
  - b) Barbara asked Erik if we were going to discuss the two Members who may be interested in serving on the Board in 2025.

- i) Erik stated that both Members have been sent the Chair Responsibilities descriptions for those Board Chair positions that were open. Erik will contact both Members to discuss their interest and answer any questions they may have. **(Action: 666-10-24)**
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
  - a) Christy stated that the Financial Report was just emailed to the Board.
  - b) Christy noted she had reached out to Bayview Builders to find out if there would be any further assistance with the Tenant House. They have not yet responded.
- 7) Review of Minutes – (Smitty Biondi)
  - a) Approval of the September 18, 2024 Minutes
    - i) **Becky Benner made a motion to approve the September 18, 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 reached out to Google to have GFPS changed to a Google Suite non-profit account but has not had a response from them. Erik stated that when he logs on to his administrative account it shows that the account has moved to Google Workplace For Nonprofits account, and it is free. (Note: Google Suite became Google Workplace for Nonprofits on 10/06/2022.) This action is closed. He thanked Lou for getting this action finished. Erik suggested that Board Members note any changes or difficulties they may observe and let him know by email. (The President, Vice President and Building & Maintenance Chair are set up as administrators on the Google account.)
  - b) Communications (Shannon Beauchamp Lepthien – No report provided)
    - i) Shannon was unable to attend the Meeting.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)
    - i) Terry and Shannon are working on a description of the Environmental Literacy Program at BHS for the website.
  - d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
    - i) Barbara asked if anyone had any questions.
      - (1) Becky asked about the suggestion in Barbara's report that we move the Spring Open House to June. Barbara stated that this suggestion came from Tracy Smith. One of Tracy's reasons was that the weather would be better. Discussion ensued.
        - (a) Barbara believes that whether we keep the date in April or move the date to June, we need to make the event more interesting. She feels that we should have "farm related" vendors such as candle making or woodworking with demonstrations (and sales). Becky stated that the CSCIA for the Signboard is still open for most dates in June. Lou suggested Board Members send Barbara names of vendors and contact information. He will contact Captain

Avery and suggested Roy could reach out to Hancock's Resolution for information on vendors. Sharon suggested that the Spring Open House we had the same day as the CSC Fire Station brought in many guests. We can check with the CSC Fire Station to see when they have their spring Open House. **(Action Item: 667-10-24)**

- (b) Barbara reported that Perilla Wellness Yoga has brought in one new Member, and they had 6 people attend with \$40.00 in donations. The Nonmembers pay \$10.00 to attend.
- (c) The plaque dedication for Member Earling Joseph "Joe" Lamp held on September 28, 2024 in the Memorial Grove was well attended. 21 guests including Board Members, Joann Lamp and Joe's family and friends gathered for the ceremony.
- ii) Barbara reported that GFPS has had one Event Use and Rental Application come in and we will review this application under New Business.
- e) Garden (Bob Nestruck – Provided under separate cover)
  - (1) Bob reported that Wendy Thorton Ruffo painted the new section of the Sharing Garden fence.
- f) Grounds (Roy Benner – Provided under separate cover)
  - i) Roy reported that he is working with six (6) Eagle Scout candidates on their projects.
    - (1)
  - ii) Roy reported that The F580301 CSCVFC Replacement and Mitigation Plan is moving forward. The final plan was forwarded to the Critical Areas Commission (CAC) for their October Subcommittee Meeting and the plan was approved today. The Mitigation Plan was forwarded to the CCA for their meeting on November 6<sup>th</sup> for approval. If this plan is approved, this will allow the construction of the new CSC Fire Station to move forward and then the 5-1/2-acre Mitigation Plan at Goshen Farm can proceed.
  - iii) Roy also reported on his and Becky's visit to Hancock's Resolution for their "Harvest Festival and the War of 1812 Remembrance". They were particularly interested in the new Barn & Visitors Center which cost 2.6 million dollars. Roy thought that AA County Recreation & Parks funded this project as they own Hancock's Resolution. He learned that there was a donor who donated a large amount of money towards this project and the county matched some of the cost. A park ranger will be responsible for running the Barn & Visitor Center. Roy sent pictures of the inside and outside of this large building. Becky stated that the Friends of Hancock's Resolution is responsible for fundraising.
- g) History and Research (Scott Powers – No report provided)
  - i) The meeting at the Farm has been arranged by Scott and Barbara with Charles "Chuck" Carroll Brice IV and his sister Lisa for October 19<sup>th</sup>. The Brices will gift GFPS a farm ledger from when their grandfather, Charles Carroll Brice II, was the owner of Goshen Farm. Barbara will be in touch with Chuck about his arranging a Zoom

meeting to talk to his father, Charles Carroll Brice III, who is 94. It is hoped that the meeting will be recorded.

h) Membership (Becky Benner – Provided under separate cover)

i) At the CSCIA Meeting Becky received some interesting news. Beau Breeden had been contacted by the owners of Fairwinds Marina. As a courtesy to the Board of Governors, they are letting them know Fairwinds Marina is proposing to change the use of their marina. In the area where the Marina now has boats in dry dock on land, the owner proposes to put in housing for 55 and over residents or a Boatel. This will mean that the marina might have residences on site in townhouse condominiums. There is no county sewage on the property, so the owner proposes to connect to the county sewage piping system in Cape St Claire on Fairwinds Drive. There could be 30 – 50 condominiums. If Fairwinds decides to build condominiums, there will be an opportunity for neighborhood organizations and individuals to comment on this project.

ii) Becky reported 235 Membership units as of this report, October 16, 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 deciding on whether to order wired or unwired cameras.

l) Member At-large

i) Linda Páez – (Provided under separate cover)

(a) Linda was unable to attend the Meeting.

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

i) Review of Action Items

(1) **(Action Item: 577-03-23)**, Write up the notes from the March 6<sup>th</sup> Meeting with Grant Cunningham at the Farm and send this to the Board. This action is **OBE**.

(2) **(Action Item: 582-04-23)**, Erik will contact Lou to make sure we can close discussion on Google Suite for Nonprofits. With additional information, the Board can decide to stay with our current plan or go to Google Suite for non-profits. This action is **Completed**. (We are now on the Google Workplace For Nonprofits at no cost to GFPS.)

(3) **(Action Item: 587-04-23)**, Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden. This action is **OBE**.

(4) **(Action Item: 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. This action is **OBE**.

- (5) **(Action Item: 596-06-23)**, Call Mr. Facciponti prior to GFPS having an event and ask him not to park in the driveway. This action is **OBE**. Roy offered to draft yet another letter to Mr. Facciponti requesting that he not park (3 cars) at the bottom of Goshen Farm’s driveway, send it to Erik and Erik will sign it.
- (6) **(Action Item: 607-08-23)**, Schedule follow-up meeting with Dr. Heiser after 2023 school year has resumed. This action is **Completed**.
  - (a) As relates to the above Action, the Board still wants to know information on other BoE properties. Lou has agreed to draft a request for copies of leases and budgets from these organizations. New **(Action Item: 668-10-24)**
- (7) **(Action Item: 661-08-24)**, Call Bill Szczytko for contacts to find out what we need to do to improve Wi-Fi signal strength. This action is **OBE**.

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 December 2024 Board Meeting.
- b) Google Suite “Free/Non-Profit edition”, now Google Workspace For Nonprofits, is now the plan used by GFPS.
- 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) Class of Membership – 1) fees, 2) Nonprofit – 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.)
  - ii) Erik will reach out to a nonprofit he works with and see if he can get their membership categories and fees. He will send this information to Becky.
- e) 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.
- f) Move of Summer Concert Series Stage and Apiary
  - i) Roy and Erik are considering other options for a later date.
- g) Permitting for the Driveway

- i) Postponed until November. Lou must get the elevation of the driveway area that will be completed and send to the AA County Department of Planning and Zoning Cultural Resource Division. Roy has spoken to Dean Cowherd and Dean thinks that Roy's storm management plan is workable. Roy will approach the AA County Soil Conservation District and ask them to create a plan for the area above the circle near the bottom of the driveway. **(Action Item: 669-10-24)**
  - h) 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 Board 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)**
  - i) Railway to Freedom/Underground Railroad, National Park Service Application Committee update
    - i) Linda was not available tonight to discuss progress with the application.
  - j) 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 discuss dates for training the Board on the AED. **(Action Item: 663-09-24)** Erik will send out an email to the Board with several dates to choose from for training.
  - k) Cape JOM – Phil Runk
    - i) Phil reviewed the JOM season's concerts and the additional Halloween-themed event. They had six events (May through October), helped set up the sound for two Summer Concert series concerts and the musicians and guests enjoyed the concerts. Phil noted that the longer these events were held the larger the crowd size grew. Phil would like to have the same arrangement for 2025. He asked for Board feedback and the Board felt it was a positive experience. Erik stated that Cape JOM was a good steward of Goshen Farm.
  - l) Charles Carroll Brice IV and his sister Lisa, October 19<sup>th</sup> visit
    - i) Barbara suggested a tour of the property and the Farm House. There should be time to visit as they might have questions about the time their family lived at Goshen and the history in general. We should have some light refreshments. The visit on October 19<sup>th</sup> will start at 10AM and end around 1PM. Helpers should show up at 9:30AM to set up tables and the coffee pot. Becky asked Barbara to send an email asking if the family has any photographs from the family's time at Goshen Farm. Lou will take pictures of the visit.
  - m) Neighborhood Sun – Information Session promotion to Membership
    - i) Barbara is working on this session for GFPS Members for February. Shannon will advertise the session on the website.
- 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) Stacy Roth from Broadneck HS Environmental Literacy Signature Program (ELSP) requested May 3<sup>rd</sup> with rain date of the 4<sup>th</sup> for the Environmental Ed Community Engagement for 200 people. The event will be from 10AM – 3PM. Stacy requested another port-a-pot for this event.
  - ii) Erik asked Terry to find out if Stacy is interested in the invasive plant mitigation and creating an educational component related to this. If she is interested, Erik would reach out to the Annapolis Rotary Club for a grant to pay for this component. Lou suggested that this could be a Capstone Project at BHS. Stacy asked for speakers during the school year for her Environmental Signature Program. Roy believes that Emma Pfefferkorn and members of her staff would be excellent speakers on invasive species mitigation. Terry informed Erik that Stacy Roth is going on maternity leave in November. Allison Davis will be covering Stacy’s responsibilities for ELSP while Stacy is on leave.
  - iii) The Board approved this request.
- b) CSCES Sharing Garden Plot #5 (Membership)
  - (1) Becky will send the CSC PTO a letter stating that GFPS will not be renewing their Sharing Garden Plot (# 5) as if has not been used for three years.
- c) Letter to Dr. Carol Benson thanking her for her support for Goshen Farm since February 2015. (Membership)
  - i) Dr. Carol Benson is retiring from Chesapeake Crossroads Heritage Area (CCHA) on December 31, 2024. She has been a “god send” for Goshen Farm. Before Goshen Farm was added to the CCHA, Carol allowed Becky to sit in on the Education Committee meetings, the Small Organization Groups meetings, the Council meetings, the Summit meetings and attend various activities. She has really been on Goshen Farm’s side. Becky would like to send Carol a Thank You letter acknowledging that for years she has been a supporter of all that GFPS has been trying to do and is doing. Erik asked Becky to send him a draft letter. He would like to add some thoughts as well and sign the letter.
- d) Nov/Dec Goshen Farm Goodies Planning – Dates / Promotion
  - i) Bob and Tracy Smith recommend Saturday, November 30<sup>th</sup> from 10AM to 2PM for the Goshen Farm Goodies Sale. The Board agreed on this date. Barbara will let Shannon know the date and time, so she can advertise the event.
- e) Workshop sponsored by Preservation Maryland and NPS to assist the organizations in our area in planning for the Semi Quincentennial (America’s 250<sup>th</sup> birthday) in 2026. (Páez)
  - (1) This workshop is on October 24<sup>st</sup> at Maryland Hall.
  - (2) Becky noted that when she went to the CCHA website to register, the workshop registration was closed. Becky also stated that she let CCHA know that Goshen

Farm would be doing construction on stabilizing the foundation of the Farm House and would not be able to hold tours of the House in 2026.

- f) Thank you letter and check for \$150.00 to Gloria Dei! Lutheran Church
    - i) **Becky Benner made a motion that GFPS send a thank you letter and check for \$150.00 to Gloria Dei! Lutheran Church for the proposed use of their Main Hall which had to be canceled due to extenuating circumstances. Bob Nestruck seconded. The motion carried unanimously**
    - ii) Bob will deliver the thank you letter and check for \$150.00 to Gloria Dei'.
  - g) Erik thanked Sharon for communicating with Joann Lamp and organizing the Plaque Dedication for Earling Joseph "Joe" Lamp. He also acknowledged all the Board members who helped with set up for the event in the Memorial Grove and helped with setup and provided food for refreshments in the Farm House.
- 12) Final Comments from the floor
- a) There were none.
- 13) Adjournment
- a) **Becky Benner made a motion to adjourn. Barbara Morgan seconded the motion and the motion carried. The meeting ended at 9:50 PM.**

## ACTIONS

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

566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google 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."
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.
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.
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 committee should send Becky an email..	Board	03/20/24	Working	Erik recommended that Terry sign up for this 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 Board 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 AACO Dept. 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 three 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.
662-09-24	Ensure that Shannon understands what The Broadneck HS 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 AED training dates.	Erik	11/15/24	Working	Schedule AED training, etc. Send out email with potential date choices.
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 information 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 to be sent to GFPS 3 months after sign-up.)
666-10-24	Contact both Members to discuss their interest and answer any questions they may have regarding Board Chair responsibilities.	Erik	11/05/24	Working	These two Members interested in serving on the Board may agree to chair a committee or serve on a committee. Financial Development and Volunteer Coordinator vacant.
667-10-24	Board Members contact historic sites, etc. and get potential vendor information and contact information for Spring Open House. Send this information to Events Chair.	Board	12/15/24	Working	Lou contact Captain Avery Museum, Roy or Becky contact Hancock Resolution and other Board Member send their suggestions for vendors to Barbara.
668-10-24	Draft a request for copies of leases and budgets from BoE leased organizations and send to President.	Lou	1/10/25	Working	President will sign and send final request letter.
669-10-24	Approach the AA County Soil Conservation District and ask them to create a storm management plan for the area at the top of the driveway.	Roy	12/15/24	Working	This will tie in with the driveway remediation plan. Both plans, all permits, and permission from AACPS should be completed in time for the June/July grant opportunity.

## RECURRING ACTIONS

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. 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	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability	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>Due June 27<sup>th</sup>, \$390.00 and October 27<sup>th</sup>, \$388.00 (Total cost: \$774.00/year)</b>	#MY1028445, effective May 22, 2020 <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 Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing address and completes for our total number of hives. GFPS receives the certification in January. When the recertification forms are received in the mail, they should be given to Beekeeper, Erik Wallace. The Secretary keeps a copy. Rec'd for 2023 (no copy for Secretary). Rec'd for 2024