

Goshen Farm Preservation Society Board Meeting

December 18, 2024

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	December 18, 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, Dirk Schwenk, 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 December 18, 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 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) There were no changes or additions.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik highlighted the following activities from this month.
 - i) Erik followed up with Dr. Heiser on Goshen Farm’s Forest Management Plan. Dr. Heiser has approved Goshen Farm moving forward with the Plan and Erik has signed the appropriate paperwork to move forward with the State Forester. Roy noted there will be no cost to GFPS for the Forester’s services and drafting the Forest Management Plan.
 - ii) Erik provided Linda with the signed Network to Freedom permission to participate from AACPS/BoE to be sent with the GFPS application when completed.
 - iii) Erik reviewed and provided guidance on FOI letter to be delivered to AACPS requesting information and copies of lease agreements associated with other AACPS sponsored organizations. We may use this information for future lease negotiations, policies, etc.
 - b) There were no questions on the President’s Report.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)

- a) Barb discussed Linda’s request for old photos for the National Park Service Network to Freedom application. She has photos of some owners but Barbara is concerned about getting permission from those families to share with National Park Service’s Network to Freedom website. Erik recommended that Barb reach out to these families and get permission before sharing on the above website.
 - b) Barb stated that she added pictures from 2024 to Google drive.
 - c) As relates to the Annual Membership Meeting, Becky asked whether we should provide refreshments. Barb stated beverages such as water and coffee and cookies would be great.
 - i) Becky also asked about having a Member work the Annual Meeting check-in table.
 - (1) Sharon will reach out to Laura Murray and Jenni Biondi. Bob will reach out to Tracy Smith.
 - ii) There were no questions on Vice President’s report.
- 6) Treasurer’s Report (Christy Folderauer – Provided under separate cover)
- a) Christy stated that the Financial Report was emailed to the Board tonight.
 - b) Christy reported that the checking account total as of November 29, 2024, is \$55,611.53.
 - c) Christy noted that she had not received donation money from Cape JOM as was discussed and agreed upon when Phil Runk asked about having Cape JOM concerts at the Farm. (See May 15, 2024, GFPS Monthly Meeting Minutes.)
 - i) Dirk called Phil Runk during the Meeting and Phil stated he had money for GFPS. Erik gave Dirk his address and asked him to tell Phil to drop the money at Erik’s house. Erik will drop this money off at the Treasurer’s house.
- 7) Review of Minutes – (Smitty Biondi)
- a) Approval of November 20, 2024, Minutes
 - i) **Becky Benner made a motion to approve the Minutes of the November 20, 2024, GFPS Board of Directors Meeting Minutes. Barbara Morgan seconded. The motion carried.**
- 8) Committee Reports
- a) Building & Maintenance (Lou Biondi – No report provided)
 - (1) Terry asked for an explanation regarding how the 2020 Capital Grant for stabilizing the foundation is going.
 - (a) Lou explained that the Department of General Services has initiated a new system for communicating with grantees regarding Capital Bond Bills. When Lou used his previous contact to inquire about including the Chimney repair in our grant, he found out about this new system and that everything is on a portal now. He has received a response that the Chimney repair can be included. Lou has GFPS registered on the portal and can send and receive information on this portal.
 - (b) Lou had previously sent out the Statement of Work (all the steps laid out by the engineer) to the Board. This is what he will use to create the “boiler

plates” for the RFPs. Becky and Erik stated that they had not received this Statement of Work. Lou will resend to the Board.

- b) Communications (Shannon Beauchamp Lepthien – No report provided)
- c) Educational Outreach (Terry Brandon – Provided under separate cover)
 - i) Terry reported that his team members, Jeanne Klingler and Karen Hodges, will be harvesting greens tomorrow and Terry will deliver produce tomorrow to My Brother’s Pantry. Then the Hoop House will go into a quiet period.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barb will talk about Java & Jazz/Tea & Tunes, Maryland Day, and Spring Open House under New Business.
 - ii) Barbara asked if anyone had any questions.
 - (1) Sharon asked if Barb would scan and upload to Goggle Drive the two genealogy reports that were provided by Charles Carroll Brice IV when he and his family visited the Farm on October 19, 2024. Barb stated she would.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob will be at the Farm tomorrow to work with Astound to fix some problems.
 - ii) He also plans to hide some wiring in the Farm House in the near future. Erik asked him to let Erik know and he would try to assist.
 - iii) Bob also talked to Tracy about purchasing more cow fencing for trellises to support climbing plants.
 - iv) There were no questions on his report.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy reported that he is working with four (4) Eagle Scout candidates on their projects.
 - (1) Regarding Luke Hooper’s (Troop 385) Well House Project, something interesting was discovered. When Luke was digging holes for the 6’x 6’ posts for support, he and Roy discovered two concrete footings. Roy mentioned that the Midshipmen had discovered a pump that Roy thought would have driven a windmill. The discovery of the two footings lends credence to the possibility that there had been a windmill pumping water up from the well. Roy directed the Board to a picture in his report of the original well house. He noted that it has an opening on the roof and he believes this was for the rod connecting the windmill to the water to go through the roof. While this is speculation on Roy’s part, he believes that this supports his theory of a windmill providing water for the Farm during the late 1800s.
 - ii) Roy reported that the F580301 CSCVFC Replacement and Mitigation Plan is moving forward. The DNR Critical Areas Commission staff met with Emma Pfefferkorn of the AACDPW and Roy to finalize the CSCVFC Mitigation Plan details. GFPS will provide intermediate mowing to control any re-emergence of Invasives during the coming years.

- iii) Roy emptied another trailer filled with weeds from the Pollinator Garden & Monarch Waystation (PG&MW) weeded by David Drew. David has planted many new native plants donated by Member Larry Jennings within the PG&MW.
 - iv) Roy also reported that he found a CD disk copy of the taped Mianna Jopp (Tenant House resident from 1975 – 1986) interview of 2013. Roy will print out a copy of the Mianna Jopp interview. This should go out to the Board and onto Google Drive under “Oral Histories”). **(Action Item:676-12-24)**
 - g) History and Research (Scott Powers – No report provided)
 - i) Scott is clarifying information on donations from Cape JOM’s concerts with Phil Runk.
 - h) Membership (Becky Benner – Provided under separate cover)
 - i) Becky reported 241 Membership units as December 15, 2024.
 - ii) (Secretary will leave in for new Financial Development Chairs related to the CSCES Garden Plot.) Becky composed a letter to the CSCES PTO President and Treasurer stating that they will not be paying for a Sharing Garden plot for 2025 (CSCES has not used this plot for three years). The letter will be signed and sent out by Bob.
 - (1) There was a brief discussion about using this plot to grow the strawberry plants given away at the Strawberry Festival
 - iii) Becky and Roy attended Dr. Carol Benson’s retirement party at Rams Head Tavern. They talked with Jane Cox who will be replacing Carol as Executive Director of CCHA. Jane is very excited about working with Goshen Farm.
 - i) Financial Development (Vacant)
 - j) Volunteer Coordination (Vacant)
 - k) Security (Dirk Schwenk – No report submitted)
 - i) Dirk is still working on ordering 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 asked if there were any questions.
 - (i) Becky made a change to an acronym in Linda’s report after asking Linda (NPR changed to NPS, National Park Service) for clarity.
- 9) Review of Action Items and Recurring Actions (Smitty Biondi)
- i) Review of Action Items
 - (1) **(Action Item:591-05-23)**, Make a new video of Roy giving a tour of the Farm House for the 2024 Maryland Day event. This action is **OBE**.
 - (2) **(Action Item: 644-04-24)**, Get GFPS information and photos onto the CCHA website link, Educators. This action is **Completed**. Erik checked the website and noted that there is information and photos on for GFPS. However, Lou Biondi’s cell phone number is given as contact person. Erik will work on changing this, possibly through a “ghost” number from Google. **(New Action Item: 677-12-24)**

- (3) **(Action Item:663-09-24)**, Roy will contact Ryan Killough, Heart Rescue LLC, to ascertain training dates. This action is **Completed**.
- (4) **(Action Item: 668-10-24)**, Draft a request letter for copies of leases and Budgets from BoE leased organizations and send to GFPS President. This action is **Completed**.
- (5) **(Action Item:671-11-24)**, Put the new large tarp provided by Bayview Builders on the Tenant House. This action is **Completed**.

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 March 2025 Board Meeting.
- b) Tenant House- Roof/Old Siding – water damage
 - i) We have had no communication from Bayview Builders regarding roof replacement.
 - (1) Sharon and Lou will draft a letter to Rich Lang of Bayview Builders stating what they have done on the Tenant House, what work they have proposed to do on the Tenant House and if they intend to do this work or have decided not to donate further work. A rough draft was sent to Erik for review. After Erik reviewed the letter, the letter was corrected, and Christy dropped off the letter to Bayview Builders.
- c) 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.) More research needs to be done on Nonprofit Membership – have not been able to find any nonprofits that have this category.
- d) Maryland Green Registry
 - i) Still working. Becky also offered to assist with completing the application and will send Linda information Becky has collected.
- e) Move of Summer Concert Series Stage and Apiary
 - i) Roy and Erik are considering other options for a later date.
- f) Permitting for the Driveway
 - i) Lou ascertained the elevation of the driveway area that will be completed, then completed the standard Grading Application form. Erik signed the form and Lou thought Erik submitted it to the AA County Department of Inspections and Permits. He did not and Lou sent in the form. When Lou called the above agency, he was told that they had not issued GFPS a permit as there is a fee of \$1370.00 that has to

- accompany this application for a permit. This will be discussed at the February Board Meeting.
- ii) Lou asked Roy to keep him abreast of his discussion with Dean Cowherd and the AA County Soil Conservation District regarding Roy's storm management idea for the area above the circle near the bottom of the driveway.
 - g) Chimney shifting in Room 1-C of the Farm House
 - i) (Leave in Minutes.) Lou followed 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. Lou was told by Darian that Maryland Historical Trust and Darians office will need detailed plans of the work to be done. **No work can be done by the contractor until it is approved by these agencies.** Lou also contacted MD Department of Government Services (DGS) again using their new portal and was informed that the Chimney repair would be allowed as a "drawdown" on our 2020 Capital Grant. **(old Action Item: 604-07-23)**
 - ii) Lou will have to have the contractors who gave us an estimate for this work out again to discuss the wall in Room-C-3 shifting off its foundation. This may be the cause of the chimney issue. **(Action Item: 678-12-24)**
 - h) National Underground Railroad Network to Freedom, National Park Service Application Committee update
 - i) Linda is continuing to gather information and complete the application.
 - i) Status of the AED
 - i) All interested Board Members attended the training with Ryan Killough, Heart Rescue LLC on the AED on December 11, 2024. Becky stated she has the training certificates for everyone who attended and she will fill in the names and distribute.
 - j) Neighborhood Sun – Information Session Promotion to Membership
 - i) Roy and Barbara are working on this session for GFPS Members for February. Barb will send out several dates in February to Roy, Becky and Linda and then set a date with Neighborhood Sun. Shannon will advertise the session on the website.
 - k) Letter to Dr. Carol Benson thanking her support to GFPS since February 2015
 - i) Becky is drafting a letter of gratitude to Carol Benson, Executive Director of CCHA, for Erik to sign. Carol is retiring from CCHA December 31, 2024.
 - 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) There were no new requests this month.
 - b) Committee Budgets and FY2025 Budget
 - (1) Based on the Committee Chairs budgets, Erik reviewed the draft FY2025 Budget to present to the Membership at the January 15, 2025 Annual Meeting. Erik asked if there were any questions.

- (2) Becky had a question regarding postage. Erik clarified the information.
- a) Items for delivery to Membership for Annual Meeting
 - i) Erik has a list: Minutes from January 2024 Annual Meeting, Budget, President's Report including a summary of Committee Chair Reports (Chair persons will be invited to read their reports during the Meeting), Agenda, and ballots (with questions). Board Members should send Barb questions that should be included in the ballot. Lou reminded the Board that Members need to have notice of the Meeting ten days in advance.
 - b) Maryland Day- Dan Meyer Choir
 - i) Barb received a request for Dan Meyer regarding the choir performing at the Farm on one of the days (March 21st – 23rd) for free. The Choir does not require tents or mics. Barb will reach out to Dan Meyer for more information. The Board would like Saturday, March 22nd as the date. We may be able to borrow Christy's two large tents.
 - c) Placement of the AED.
 - i) Roy is concerned that leaving the AED out in the weather is not a good idea. He would like to build a box and hang it on the outside of the chain link fence where it is visible. The Board agreed that this was an innovative idea.
 - d) Driveway parking – letter to Lou Facciponti
 - (1) A letter drafted by Roy regarding parking on the GFPS driveway and signed by Erik, was sent to Mr. Facciponti. Roy has not seen cars parked on our driveway since the letter was mailed.
- 5) Final Comments from the Floor
- a) Linda attended a meeting of the Blacks of the Chesapeake Organization this afternoon. They are starting a new youth development program with grants. Linda suggested we investigate inviting them to Goshen Farm for a field trip. This organization is in early planning stages. Linda had asked some time ago about a sheet that volunteers use when giving tours of the Farm. There is a Walking Tour of Goshen Farm information sheet. Erik will send this to Linda.
 - b) Becky mentioned that the grill cover needs replacement. Roy and Erk will look at the cover to decide if the cover can be taped or needs to be replaced.
- 13) Adjournment
- a) **Linda Páez made a motion to adjourn. Bob Nestruck seconded the motion and the motion carried. The meeting ended at 9:27 PM.**

ACTIONS

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
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	1/15/23	Working	Postponed until new By-Law 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	
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."

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 Board 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.
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.
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	If 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 Darian Beverungen of AACO Dept. Planning and Zoning Cultural Resources Section.
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, Roy and 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.) Barb will send out dates to Roy and Linda.
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.
670-11-24	Draft description of Goshen Farm's role in the new CSCVFC Fire Station and Mitigation Plan from the Critical Areas Commission (CAC) and send to Shannon for an article in the Caper and on the website.	Roy and Shannon	1/10/25	Working	Roy and Shannon will work together on this article. Erik suggested that this go out to Members and the public well before any work is begun in the spring.

672-11-24	Draft a letter to Rich Lang of Bayview Builders stating what they have done on the Tenant House, what work they have proposed to do on the Tenant House and if they intend to do this work.	Lou and Sharon	1/10/25	Working	Send draft to Erik to review.
673-11-24	Send Linda Maryland Green Registry information already gathered.	Becky	12/30/24		
674-11-24	Research the law regarding wording on No Parking and Towing signage.	Erik	1/10/25	Working	After letter is sent to Mr. Facciponti. With Dirk's assistance if necessary.
675-11-24	Research cost of ready-made No Parking signs.	Roy	1/30/25	Working	Sign for bottom of driveway
676-12-24	print out a copy of the Mianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories").	Roy and Becky	3/30/25	Working	Prevent loss of this interview
677-12-24	Change the contact person and phone number on the CCHA website link, Educators.	Erik	3/01/25	Working	Lou Biondi's cell phone is now on the website.
678-12-24	Have the contractors who gave us an estimate for this work out again to discuss the wall in room-C-3 shifting off of its foundation.	Lou	2/31/25	Working	This shifting problem may be causing the problems with the chimney.

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 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: \$7.20 (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 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 less than \$25,000.00 . If GFPS raises \$25,000.00 or more then the Treasurer needs to file a different form. Copy of the signed 990-N must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity@md.gov
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise \$25,000 or more . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027		State does not send out a reminder. Renewal application sent November 2022. Rec'd certificate July, 2023.
Bi-annually Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY102844500, effective 5/22/2020	Treasurer	1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020	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: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year.

			Due June 27th, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/year)	#MY1028445, effective May 22, 2020 Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Total Annual insurance premiums: \$2,222.00 Automatic Payment
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the Farm House and Garden Shed. 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 th	\$19.99	Automatic Payment
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account. In 2022. Treasurer transferred on 12/20/23 for 2022. Treasurer transferred on 05/2024 for 2023.
Every 10 years	Replace surge protector in electric panel	Building & Maintenance Chair	April, 2028		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer

					recommended replacing surge protector every 10 years.
Annually	Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing address and completes for our total number of hives. GFPS receives the certification in January. When the recertification forms are received in the mail, they should be given to Beekeeper, Erik Wallace. The Secretary keeps a copy. Rec'd for 2023 (no copy for Secretary). Rec'd for 2024