

Goshen Farm Preservation Society Board Meeting,
March 19, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Becky Benner, and Sharon Biondi
Date:	March 19, 2025	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Christy Folderauer, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Jessica Corliss, and Lori Runk		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the March 19, 2025. 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. Sharon Biondi, Shannon Beauchamp Lepthien, Linda Páez, Dirk Schwenk, and Scott Powers were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Erik stated he tried to take items out of people’s reports and/or notes to him.
 - b) Becky asked to add CCHA’s 2025 Maryland Day to bring the Board up to speed on GFPS’ participation and activities. Added to New Business, Item j.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) There were no questions on the President’s Report.
 - b) Terry asked for a summary of the moving of the bees and how that’s playing out. Erik reported that three of the Apiary’s beehives died over the winter and there are eight active hives. That is normal and it’s normal to lose up to 50%. Roy had cleared the area near the Soil Health Pit and deconstructed the outer fence, posts, and 6”x6” timbers and placed them near the Soil Health Pit. Relocation does several things: the Apiary is out of the area in case GFPS does go forward with the pavilion or some kind of structure for bands. The new location puts the Apiary away from people wandering around. It gets it away from kids and folks playing in that area. Geotextile underlayment will be in place, and wood chips on top of it prior to the hives being moved to the new location. The hives should be moved within the next two weeks,

- c) Becky asked about transplanting plants from the old location to the new (forsythia, tulips, lavender, etc.). Erik agreed with moving the plants, definitely lavender, for the honeybees.
 - d) The African American Heritage Preservation Program grant was finally released, and Erik is making Dr. Heiser and the Board of Education aware that GFPS intends to move forward with that grant.
 - e) Stu Bailey gave me, the President, a Civil War musket that had been hanging over his family's mantle. It will be placed in Room 1-G until we determine where to use it.
 - f) Becky raised the topic of all grant applications or funding requests are going out and the Board does not have a chance to review or approve. There are many times that something will be put in that is not accurate or semi-accurate. More eyes make a better presentation to whomever the grantor or funder would be. Jessica agreed and noted that the Board needs to review the submittal in its entirety for official application.
 - g) Erik noted that he has not received the Network to Freedom Application submittal to place on the internal drive. Placement on the drive allows the grant writer to pull pieces from it for future grant applications.
 - h) The Network to Freedom deadline was early March; GFPS should know soon if it will be placed on that website
- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
- a) Barbara did not submit a Vice President's report "...as there was nothing to report."
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
- a) Christy reported that the GFPS checking account contained \$98,904.16 and the savings account contained (as of December 2024) \$88,801.08.
 - b) She has gone through all the grant information and has two adjustments on the First Floor Stabilization to share with the Secretary.
 - c) Christy noted that the \$60,000 from the 2020 Capital Grant cannot be put in the books as GFPS has not yet received the funds. She is maintaining a separate sheet detailing the funds dispersed by the State. McCon Engineering, Inc., and David Weir have been paid directly by the State of Maryland. GFPS is responsible for separate invoices from McCon Engineering, David Weir, and (no name given). Remaining in the 2020 Capital Grant fund is \$43,000 +/-.
 - d) During her and Sharon Smith (QuickBooks extraordinaire) have almost completed their reconciliation into the GFPS accounts and still have \$5,753 in savings requiring justification. This amount was entered before Christy's accepting the Treasurer position. They will continue their analysis.
 - e) Christy stated that the savings account contains the 25% from profit and loss, the First Floor Windows and "something else." She will provide a breakdown with labels, etc.
- 7) Review of Minutes – February 19, 2025, Board Meeting (Sharon Biondi)
- a) **Pre-motion discussion, Becky offered two instances where her notes were a little more detailed than what was printed in the Minutes. [Italicized note on Page 6 and Page 8 of the March Minutes.] Lou noted that a Committee Chair does not need to be a**

Board Member and a committee member does not need to be a Board Member. Jessica Corliss made a motion to accept the February 19, 2025, Board of Director's Meeting Minutes. Becky Benner seconded the motion, and the motion carried.

- b) Becky advised the Board that she had emailed a copy of the "Policy for the Use of Goshen Farm and Facilities" as reference to the Event Use/Rental Application and Agreement Form.
- 8) Committee Reports. Please read the reports ahead of time. Each committee will have 5 minutes to discuss any question and to answer any questions.
- a) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) Erik noted that he had looked at the information between Lou and Roy on the First Floor Stabilization and thought a package could now be sent to Dr. Heiser and crew. Lou suggested the package go through Erik.
 - ii) Lou asked if Roy could meet with him and Cooper Paving tomorrow, Thursday. Roy agreed.
 - iii) Becky told Lou that she had a new contractor name for historic construction and would forward it to him.
 - iv) Jessica asked for the timeline for the additional estimate on the pond area mentioned in Lou's report. Erik noted that area was actually a water-slowng enhancement. Lou will attempt to get estimates within the next two weeks.
 - v) Lou stated he discovered as GFPS is a nonprofit organization, any permit fee would be \$112.00. Becky noted that Goshen Farm is considered a farm by the Anne Arundel Soil Conservation District (August 7, 2013) and may not require permitting for farm-related activities. Erik noted that he and Lou have been talking with both the BoE and AA Co for months about the permitting process. Lou stated the BoE required permits for projects. Lou will find out if land that's classified as farm or agricultural requires permits. If GFPS applies for a grant and needs the BoE's approval, the BoE will make GFPS get a permit. If using GFPS' money, there wouldn't be any need for a permit. Erik suggested Lou ask the driveway contractors if they have a sense whether a permit is required. Lou suggested a quick note to Dirk saying if a permit isn't required by the County and the BoE is making GFPS do this outside the terms of the Lease, then the BoE should be required to pay for the permit.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon was not able to attend the meeting.
 - ii) Discussion about late report submittal. Erik will email the Board as a whole and reiterate that Chairs try to get their monthly report in a week ahead of time, that would be best and allow time for folks to review. Becky requested four days.
 - c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) A question about the Strawberry Festival to which Barbara responded that the plants have been transplanted and GFPS will definitely give away strawberry plants, and there are many more strawberry plants than last year. Barbara had a huge thank you to Terry, Bob, Billie Grant, Tracy Smith, and Kevin Avery.

- ii) Becky asked if the GFPS trifold brochures had been given to the GFPS group for distribution at the CSCES STEAM Night. Jessie commented that they had seed packets but no brochures.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara’s biggest concern is that GFPS should not rent to anyone who’s not a Member, unless it’s the AACPS. She recently realized that it is GFPS policy that states GFPS does not rent to anyone who is not a Member. Use of Goshen Farm is reserved for Members only.
 - ii) Barbara is also concerned about alcohol on the Farm. There is not a statement concerning alcohol at a use/rental event. Barbara suggested, “Alcohol is permitted at Catered Events Only.” GFPS should be asking the potential user/renter if the event is not catered, GFPS will be happy to help them get a liquor license. Barbara feels that the Fee Schedule that Jessica produced should be looked at and reviewed. Jessica used fees from another organization and they may appear pricey, but does the Board want 100- 150 people at the Farm for a private event? If the Board does, the user/renter should be contributing significantly to the facilities, including portable toilets. Renting a pavilion at Broadneck Park costs \$150. Goshen Farm has 23 acres and is a private farm, so how much more should Goshen’s price tag be for any of these events?
 - iii) Barbara feels strongly that the Use/Rental Form needs to be tightened so the Events Chairs do not ask redundant questions. Jessica and Shannon modified the Form, Barbara and Erik reviewed the modifications but haven’t seen the final revised Form.
 - iv) Discussion about the size of events ensued. Barbara suggested if there is a sizeable private event with more than 100-300 guests, Goshen Farm should have an Event Planner as no one has the time. The user/rental should pay for the venue, at least \$1000.00, to cover maintenance fees.
 - v) Liability coverage concerning students ensued.
 - (1) If AACPS students are on a field trip sponsored by a school in the AACPS system, AACPS insurance covers the student(s).
 - (2) If the AACPS student(s) is with a teacher, AACPS covers them.
 - vi) If the student is working alone, i.e., no AACPS Staff, the student is not covered by AACPS liability coverage. [NOTE: Becky noted that GFPS policy has been to require the student to become a GFPS Member thus the student is covered by the GFPS liability insurance. There has been no pushback from the student to pay the \$20.00 Individual Membership fee.] Lou felt that any school-related activities should not involve paying for a GFPS membership. It was suggested that the Lease and GFPS insurance coverage should be reviewed.
 - vii) Barabara noted there is a lot going on event wise.
 - (1) Place Kayak Raffle tickets on individual Facebook pages; GFPS is up from this time last year but would love to sell all tickets this year.

- (2) Lot going on with the Open house
- viii) Bob mentioned scheduling a Cleanup Day; however, Barbara cannot add to her Events schedule.
- ix) Regarding Maryland Day, Goshen Farm is on the CCHA website; Shannon has been posting on Facebook and apparently the website; maps will be picked up tomorrow to be placed in a Welcome to Goshen Farm Packet for a self-guided tour or viewing four YouTube virtual tours of the Farm. Gates will be open 10am – 5:00pm; no one needed to be at the Farm, although it does help to have someone available to answer questions.
- x) Regarding the CSCIA Strawberry Festival’s hamburger/hot dog booth, Erik provided more information: the Cub Scouts signed up to take over the booth. If the Scouts need additional volunteers, Jessica will assist. Lori noted she has a spinning wheel that could be used for Goshen Farm at the Strawberry Festival.
- e) Garden (Bob Nestruck – Provided under separate cover)
- i) Bob provided the following information: Excess strawberry plants (after planting give-away plants in red cups and placing in the Hot House) will be planted in Sharing Garden plot #5.
- ii) Roy asked Bob if he spoke with Member Charles Goldblum regarding his offer to assist with security cameras and internet upgrades. Bob has not.
- iii) Becky asked about using Neem as a broadcast weedkiller, i.e., spreading it on the walkways in the Sharing Garden. Bob replied that Neem is effective in killing larva stage insects under the wood chips.
- iv) Discussion about a Members’ Cleanup Day before the April 12th Spring Open House. After discussion, it was determined Cleanup Day should be April 5th from 9:30am – 2:00pm, the Saturday before Open House.
- v) Discussion about SignUpGenius for Cleanup Day and for when the Open House occurs Barbara will draft one for Cleanup Day; Lori has made one for the Spring Open House.
- vi) Lori offered to provide package materials for the children; Bob noted that there are a lot of children’s activities on the second floor; scavenger hunt; Barbara noted she has made packets for two age groups; Becky noted she has prepared multiple packets for children throughout several years and can provide the pages for the Open House.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy gave a shout-out for Gavin Casey, a new Member, who has been helping with Grounds projects. Gavin and Bill Hays, who has helped for several years, have helped move the Apiary fence to the new location.
- ii) Roy continues to work with three Eagle Scout candidates who are in the planning stages and three Eagle Scouts who are completing their Project paperwork.
- g) History and Research (Scott Powers -- No report submitted)

- i) Scott is working on the Summer Concert Series and will provide the bands' names.
- h) Membership (Becky Benner – Provided under separate cover)
 - i) Total Membership Units are 180 as of March 16, 2025.
 - ii) Becky is concerned about Board Members stating that there are X number of new Members brought into GFPS. As Membership Committee, no one becomes a Member until she/he has paid the Membership fee.
 - iii) GFPS has five less Members in 2025 than the 185 total memberships at the same time in 2024.
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jessica would like feedback on digitalizing the Membership Form and would like edits from Becky who has not been available to respond. Becky noted that she has a lot of edits and comments which relate to the many variables of membership. The numerous edits will be forwarded to Jessica. Shannon and Jessica have done a tremendous amount of work on the online form and there are also many problems with the Zeffy platform which is not helpful to the person who has paid money. Jessica felt there will be an uptick in Membership income when the digital option is available for folks to renew or to become new members. Becky noted there are many who do receive USPS mail, which is a great marketing piece, because it reinforces, “Hey, we’re still around and just down the street from you.” Edits and comments from Becky will be sent to Jessica by the Spring Open House date.
 - ii) Financial development has two areas focusing on revenue; the first is internal revenue membership, event use, existing fundraisers and adding events with price points from \$25 for an event to \$175 for a gala event where there’s dinner and drinks. Jessica suggested adding some type of new event within the next year and focusing on just one, perhaps Fall, Halloween, and she welcomes suggestions. Barbara suggested an offline meeting to go over results of events done in the past.
 - iii) June 4, 2025, a Wednesday, is a GFPS fundraising night at Broadneck Grill, receiving 10% of sales on takeout or dine in, no percentage on alcohol.
 - iv) Erik noted that the Harvest Pasta Dinner has not taken place in the last two or three years and that could be an event to focus on: drawing a larger crowd, a different crowd, change it up, maybe do something different.
 - v) Terry asked about the “roundup” at Cape Ace Hardware and could GFPS do that again? Barbara said GFPS would need to get on her schedule which is early. Jessica will check with Melissa Wade and see when GFPS could be on the roundup for 2025 or 2026. Christy stated that Melissa sponsored Java & Jazz / Tea & Tunes, the kayaks, A Yeti cooler for the wine Tasting, so Ace Hardware is already doing quit a bit. Jessica stated GFPS should be expanding to new people and not be hitting up the same people. Lori asked if another business would be willing to do the roundup; the Financial Committee will look into it.
 - vi) The second part of the financial plan is to increase external funding i.e., grants. Jessica researched the Maryland Historical Trust grants, all of which have very

different requirements. Each grant is funded to the same Trust. Focus now will be on the June application for the African American Heritage Preservation Program grant which has two parts. First, Erik is communicating with the BoE to convey the easement requirement. Erik also noted that Jessica could meet with the MHT staff and make sure that there is agreement the GFPS application will meet the criteria. If there are questions from MHT, they could be addressed by the BoE and if the BoE has questions, they can be relayed to MHT. Jessica noted that the Ad Hoc African American Heritage Committee research team will have someone assigned to all of the information sessions for this particular grant funding. Second is putting together GFPS' determination of eligibility as GFPS does not have a historic registry, which is prerequisite to the determination of eligibility before completing the grant application. Jessica indicated "...a lot of pre-work [on grants] needs to be done."

- vii) Jessica asked if anyone is able to attend the in-person information meetings to please let her know. Neither she nor Lori can attend without taking time from work.
- j) Volunteer Coordination
 - i) Erik asked Jessica and Lori to continue helping at events.
- k) Security
 - i) Dirk was not able to attend the meeting.
- l) Ad Hoc African American Heritage Committee
 - i) Linda Páez – (Provided under separate cover)
 - (1) Linda was not able to attend the meeting.
 - (2) Erik asked the Board to please review her report.
 - (3) Erik has set up an email address for the African American Heritage Committee; aahc@goshenfarm.org.
- 9) Review of Action Items (Secretary – Provided under separate cover)
 - i) Secretary Sharon Biondi was not able to attend the meeting.
 - ii) Review of Action Items was tabled until the April Board Meeting.
- 10) Old Business:
 - a) Milkhouse costs estimate, grants, plan
 - i) Status is unchanged.
 - b) Tenant House – Roof/Old Siding – water damage, next steps?
 - i) Lou has not heard from Bayview Builders, except through Christy who ran into Bruce Dowling a month ago. Bruce told Christy he was waiting for the weather to break to then create a meeting when the weather was a little nicer. Erik asked Lou to reach out to Bruce. Erik has concerns as the Tenant House seems to be a little bit farther off its foundation.
 - c) Class of Membership Working Group- 1) Fees, 2) Nonprofit – number of members
 - i) GFPS will have to develop this (possibly a tiered structure).

- ii) Becky noted that a number of small nonprofit heritage sites have been contacted and several of them have said, “We’re lucky to just get members; the heck with nonprofit organizations.”
- iii) Only two sites (as stated over three months ago in Becky’s research) do charge. One is a very large, large organization and starts at \$150 for 100 members; \$250 for 200, etc. The second charges \$30 and it’s a case-by-case situation. As stated, the response is basically, “We don’t do nonprofits, we do individual or family memberships.” Erik summarized that a nonprofit could be promoted inside of the nonprofit, but people would join individually
- d) Maryland Green Registry
 - i) Tabled until the April meeting.
- e) Move of Summer Concert Series Stage / Apiary - Status
 - i) Relocation of the Apiary to near the Soil Health Pit was discussed earlier.
- f) Permitting for Driveway - Status
 - i) Lou will have further discussions with contractors.
- g) Chimney in Room 1-C is buckling – Status / **Action Items 658-07-24 and 604-07-23**
 - i) Current status was discussed in Lou’s report and there will be further discussions about that.
- h) National Park Service Network to Freedom / Underground Railroad - Application Update
 - i) Erik had spoken with Linda and Scott to try to get the final application placed on the Shared drive. Hopefully that application will be accepted.
- i) Neighborhood Sun – Info Session promotion to GFPS Membership
 - i) The outcome of the webinar was that one person apparently joined, for \$100 to GFPS. Roy: Not many people attended. Terry: The presentation was good and Natalia Franco is able to do tables and all kinds of things (in response to Barbara’s query), there is still potential. Barbara: Will invite her to the Spring Open House. Erik: Do we want to do another webinar in four or six months? Barbara: GFPS should do a webinar again as people on Facebook are complaining about electric bills. Lou: If she attends the Open House, people in the middle of a crowd, at a table will not be as effective as if Natalia has a potential date, people can leave their email address for registering for the webinar, and she will notify them.
- j) Marcia and David Brice’s visit to Goshen Farm on March 2, 2025
 - i) Bob reported it was a nice visit. Marcia didn’t have much to add as she was a young teenager. She said Mrs. Radoff was very nice. She has some pictures she would send that she had gotten from a cousin but noted that Ann Worthington has all the pictures. Nothing earthshattering came out of the visit.
- k) Inventory of tee shirts and need to organize and inventory signs
 - i) Barbara would like to get the merchandise on the website to sell and to move it. Need a good inventory to store, sell, and mail out weekly or monthly. Erik reminded her to add honey and other items to the merchandise. Discussion of mailing charges occurred.

- l) Membership Outreach: STEAM Night at Cape St. Claire Elementary School
 - i) Terry, Jessica, Lori, and Jeanne Klingler attended the STEAM Night. The night went well but the GFPS trifold brochures could be used for the future. Jessica noted that they had seed packs for parents and the packs had scan codes. People took the packs and used the scan code. Lori felt that they should go to other local schools for STEM and STEAM Night and promote Goshen Farm. Terry provided the seed packs which cost \$.50 each for a total of \$90+.
- 11) New Business
- a) Review Event Use Application Log and any new Event Use Applications (Events)
 - (1) Event Use Application Log. - Google Sheets
 - 1) There are no new applications.
 - 2) Max Shipp is the Broadneck High School Student Coordinator for the 2025 Goshen Farm Family Day and requested a new form and the old form. Max wishes to have two food trucks, the requested barbeque truck and the new request, a snowball truck. Roy will determine where the trucks should be parked. Discussion occurred regarding if a new form should be submitted. The consensus of the Board was that adding the second truck was acceptable.
 - b) Real time security cameras
 - i) Already talked about earlier. Bob said he will tap into Charles' (Goldblum) expertise.
 - c) African American Heritage Preservation Program Grant (progress / next steps)
 - i) Already talked about.
 - d) Roses & Thorns review of the Java & Jazz / Tea & Tunes event

Thought J&J/T&T went well. Barbara said the event raised a good bit of money but not as much as last year. She took good notes for next year. She also noted that part of the income was sales of honey and kayak raffle tickets not normally included in J&J/T&T income. There were many good reviews by attendees. Barbara also announced The Jazz Perpetuators will no longer donate their services for J&J/T&T or the Wine Tasting. The Jazz Perpetuators have been wonderful to GFPS but should they play at two events? She thought GFPS should shake it up and have another band for the Wine Tasting. Barbara asked Jessica and Lori for help finding live music for next year.

Barbara asked for comments from the Board regarding changing bands for the Wine Tasting. Comments included: The Jazz Perpetuators are no longer donating their appearance (\$500 per event); diversity options and possibly attract a different crowd; followers of a new band could mean new people; people attending both events will hear The Jazz Perpetrators twice in a year; there are different demographics at the two events; more people may attend the Wine Tasting if different music is offered; possibly have two bands at the Wine Tasting. Jessica and Lori will try to schedule bands to play at the Wine Tasting on August 17th from 4-7 which may be receptive to performing for free knowing that GFPS is a nonprofit.
 - e) Photo IDs of New Members of the GFPS Board of Directors, for personal business identification and for inclusion on the GFPS website.
 - i) Photographs are already on the website.

- ii) ID cards are not needed is the consensus of the Board.
- f) Business Cards
 - i) Valuable for networking events, speaking with individuals interested in Goshen Farm, asking business owners for donations, etc. Access to Vistaprint is on the Password Page sheet and a template already exists. Complete necessary information and order. Questions, contact Erik; he'll provide a general information sheet.
 - ii) Lori noted she knows a printer who may work with GFPS. She'll give the information to Barbara.
 - iii) Jessica asked if the scan code could be printed on the card. Lou offered suggestions; Erik reiterated he will provide a VistaPrint information sheet.
- g) Board approval and election of a GFPS Board of Directors' Member as liaison to the Chesapeake Crossroads Heritage Area Coordinating Council:
 - a) Jane Cox, new CCHA Executive Director, should have Goshen support with a GFPS Board Member who has years of participation, support, and networking with CCHA personnel and representatives of the multiple heritage sites;
 - b) The GFPS liaison should be familiar with the former Four Rivers Heritage Area history, activities, and accomplishments and with the current, rebranded Chesapeake Crossroads Heritage Area history, activities, and accomplishments.
 - i) Dr. Carol Benson, former Executive Director of CCHA, has provided Jane with information about the different heritage sites, their liaisons, their activities, etc. Since Jane is a "newbie," GFPS should have someone who is very familiar with background of not only GFPS but the Four Rivers Heritage Area and the newly rebranded Chesapeake Crossroads Heritage Area. GFPS should have someone who will help Jane in her new position. Jane has been very supportive of GFPS in her former role as Administrator of Anne Arundel County's Department of Planning and Zoning, Cultural Resources Section, and GFPS should continue to support Jane with someone who is very knowledgeable and can help her in her new position.
 - ii) Erik noted it is very difficult for him to attend the quarterly meetings as they occur during the day. **Jessica Corliss nominated Becky Benner as liaison to the CCHA Coordinating Council and Barbara Morgan seconded the nomination. The motion passed.**
 - iii) Erik asked if Becky was interested in being the liaison to CCHA and noted Becky would be best suited for the job. Becky stated that she has known Jane for many years on both a professional and personal level and these associations may provide enhancements for GFPS through the dual relationships.
 - iv) Erik offered congratulations and asked that he be advised of the Council's activities and will try to attend the virtual meetings when available. Jessica asked Becky to coordinate with her and Lori (Financial Development Co-Chairs) and target FY2027.
- h) Event Use Fee Schedule. Should be discussed / approved if acceptable
 - i) Discussion will be tabled until the May Board meeting.
 - (1) Erik asked Jessica if she were still trying to get together a final firm fee schedule for the Board to approve.

(2) Erik asked people to provide comments to Jessica about the draft fee schedule. Jessica will email the draft to the Board. The Board can still make choices to depart from the fee schedule on a one-off situation.

i) Strawberry Festival – hamburgers/hot dogs

i) We talked about.

j) Maryland Day

i) We talked about.

12) Final Comments from the floor

a) Lori asked if Christy could reserve branches 4' – 6" thick for making cookies at the Open House. Christy had left the Zoom meeting; Lori is to contact Christy directly.

b) Lou had an issue and felt someone should talk with Linda to determine what she has been doing with CCHA. He thought she was meeting with a subgroup, Small Organizations (such as Linthicum Walks, Hancock's Resolution), the smaller heritage sites, which are left out of a lot of things and which share information (self-help) for the smaller sites. Erik asked Becky to follow up with Linda. Becky noted that she already participates in the Small Organizations Committee, the Education Committee, and also networks with many heritage sites on her own time. She appreciates being elected as the "official" liaison for GFPS as opposed to touching base on an individual basis.

c) Jessica wished to make sure that GFPS has the documentation for the FY26 AAHPP grant for the driveway. She said any kind of work to happen must wait until October. GFPS can't begin work until the grant is awarded. Erik noted that the award won't occur until sometime in 2026.

13) Adjournment

i) **Becky Benner made a motion to adjourn the Meeting. Bob Nestruck seconded. The motion carried.** The Meeting adjourned at 9:22pm.

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 and Dirk. (Boiler plate from BoE)
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	Review engineer's report.
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.
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.
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 .Delivered to Rich Lang by Christy in January. No response yet.
676-12-24	Print out copy of Mjianna 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
678-12-24	Have the contractors who gave us an estimate for the Chimney stabilization come out again to discuss the wall in room C-1 shifting off its foundation.	Lou	4/01/25	Working	The shifting problem may be causing the problems with the chimney in same room.
679-02-24	Review the February Financial Development Report and then give Jessica feedback and information requested in the next month.	Board Members	5/01/25	Working	Assist with Financial Development Committee with Three-Year Plan.
680-02-25	Review the Engineer Statement of Work and architectural drawings for the first Floor Stabilization project and respond to Lou with comments and/or questions in the next week.	Board Members	3/31/25	Working	Read and review for clarification and any problems seen.
681-02-25	Review the February Financial Development Report including the Three-year Plan and give Jessica feedback and information requested	Board Members	5/01/25	Working	Jessica needs more information and input to "flesh out" her ideas.

RECURRING ACTIONS

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	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 Due June 27th \$390.00 and October 27th,	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028445, effective May 22, 2020	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year. Total Annual insurance premiums: \$2,222.00

			\$388.00 (Total cost: \$774.00/year)	Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Automatic Payment
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the Farm House and Garden Shed. 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	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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