

Goshen Farm Preservation Society Board Meeting,
April 16, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	April 16, 2025	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Jessica Corliss, Shannon Beauchamp Lepthien , Linda Páez, and Sharon Biondi		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the April 16, 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. Barbara Morgan, Dirk Schwenk, Christy Folderauer Scott Powers and Lori Runk 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 to add to the Agenda.
 - i) Terry would like to discuss handicap access for Goshen Farm and particularly the Sharing Garden. Added to New Business, e.
 - ii) Roy would like to discuss installing a new frost-free hydrant outside the Sharing Garden for watering outside the Garden. Added to New Business, d.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) There were no questions on the President’s Report.
 - b) Erik added that the Key School (contact Cheryl Wyatt) will be coming to the Farm on April 24th for about two hours for a discussion about the Apiary. If time permits, they will also spend time in the Nature Play Space.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara was not available for the Meeting.
 - b) Barbara submitted a Vice President’s report. Most importantly, she asked Board Members to let her and the President know if there is an emergency situation that prevents that Board member from working on or completing an item that may be time sensitive. Others Board Members may be willing to assist.

- 6) Treasurer's Report (Christy Folderauer – No Report provided)
 - a) Christy was not available for the Meeting
- 7) Review of Minutes – February 19, 2025, Board Meeting (Sharon Biondi)
 - a) Prior to a motion to approve the Minutes, Linda had questions about the motion of the March 19th Board Meeting that named Becky Benner as GFPS representative on the CCHA Coordinating Council. Linda stated that she was elected to be a representative by CCHA to be on the Coordinating Council (August 16, 2023). Erik will review the March Board Meeting Minutes' recording and contact CCHA Executive Director Jane Cox regarding placement on this committee for clarification. **(Action Item: 682-04-25)**
 - b) Linda asked for the March Meeting Minutes to be changed to reflect her objection to the above mentioned motion. Sharon explained that the Minutes reflect what happened at the Meeting. Sharon will add Linda's objection to the current April Meeting Minutes.
 - b) Terry had a question about Chairs sending in Committee reports. Erik explained that Committee Chairs including committees that are co-chaired are responsible for a monthly committee report.
 - c) **Becky made a motion to accept the March 19, 2025 Board of Directors Meeting Minutes. Bob Nestruck seconded, and the motion carried with one "no" vote.**
- 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) Lou added that he did hear back from Bill Warnock at McCrone Engineering regarding an estimate of a site survey to support a grading license application. Bill Warnock stated he would work up the costs and write a letter to Erik to provide BoE and AA County Inspections and Permits a statement that in his professional opinion, a permit would not be required. Lou expects the letter and cost estimate during the week of April 14th.
 - ii) Lou stated that he has not heard back from Cooper Paving and he is disappointed as they were very professional on their site visit.
 - iii) Last, Lou stated that Sharon's recall of Dr. Heiser's response to Erik sending him the write up for the driveway improvement was that Dr. Heiser stated if a permit was required that GFPS would be responsible for the cost of the permit and any other related expenses. Erik believes that that is correct but will look back at his email correspondence with Dr. Heiser related to the improvement to the driveway and the grant application to fund this work. **(Action Item: 683-04-25)**
 - iv) Becky asked Lou if the chosen contractor would be able to get "millings" for the driveway from the road work that is being done on College Parkway at this time. Lou stated that as this work on the driveway would not be done until 2026 if the grant is approved, those millings would be unavailable.
 - v) Jess reminded Lou that the African American Heritage Preservation Program (AAHPP) Grant requires two to three bids from contractors. Lou stated that we would have at least two estimates. Contractors rarely do bids for work that is more than 60 days

out due to likely cost increases in materials, etc., and this grant money will not be awarded until 2026.

- b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) There were several questions to Shannon from the Board.
 - ii) Sharon asked if the incomplete Member list issue that resulted in many Members not being on the MailChimp request for volunteers to sign up for the Spring clean up and the Spring Open House has been resolved. Shannon said that she has the complete Membership list, and this has been resolved.
 - iii) Roy would like to add a biography of a Board Member each month to the Caper. For example, Roy would write this up starting with Erik and send the draft to Erik to review. This would be in addition to what is normally covered in the Caper. Shannon agreed that this would be a good addition. She welcomes any write-ups that Board Members would like to create and send to her to include. Shannon needs to clarify both the font size and the page size with the printer.
 - iv) Becky stated that her comments regarding Zeffy should not be taken as criticism of Shannon or Jess. She is just concerned about getting the information needed for Membership tracking and fees or donations that come in with Membership payments from Zeffy.
 - v) Terry asked about the new “Contact us!” that will be on the website. After a person clicks on “Contact us!”, there will be topics given and the person would drop their question or request in an email to the Board Member that handles that topic. Shannon’s team is testing this now.
- c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry voiced his concern that older Gardeners have a difficult time working in the Sharing Garden. Are there things that can be done to make gardening more accessible and easier on older Members.
 - (1) Roy stated that he is putting one or more frost-free hydrants outside the Garden for easier access (dragging the hose around is difficult and heavy).
 - (2) Another project is paving the main path through the Garden parallel with the Farm House. This would help people on walkers or those that need a stable walkway due to balance issues. Jess stated that she is looking at grants from AARP and asked Roy to send her this list of projects to help older adults use and access the Garden.
 - (3) Last, Roy is suggesting that we leave the Main Gate open until night. Opening and closing the gate is difficult for older Members.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara was unable to attend the Meeting tonight. Her Events report covered a lot of material and Erik asked the Board to review Barbara’s report. (The Secretary is including some information from Barbara’s report and the March Minutes as there

are discussions to be had and decisions to be made and there were no Action Items included with who was responsible.)

(1) Barbara has made changes to the Event Use/Rental Application and Agreement (EURAA) and has sent these changes out to the Board for review. Jessica and Shannon have modified the EURAA form, and Barbara and Erik have reviewed the modifications but haven't seen the final revised draft Form.

(a) There are specific decisions to be made regarding the finalized Event Use/Rental Application and Agreement Form: alcohol at private events, maximum number of guests at an event, fee schedule and liability. These decisions should be made by the Events Chairs and Financial Development Chairs with input from the Board. **(Action Item: 684-04-25)**

(b) What is clear about "private rental" of the Farm is that GFPS Policy states it is reserved for GFPS Members only.

(2) AACPS student(s) Coming to the Farm.

(a) If the AACPS student(s) is with a teacher, AACPS Liability Insurance covers the student(s).

(b) 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 (AACPS) school-related activities should not involve paying for a GFPS membership. It was suggested that the Anne Arundel County Board of Education (AACBOE) Lease should be reviewed by the President and GFPS insurance coverage should be reviewed by the Treasurer. **(Action Item: 685-04-25)**

ii) Barbara's report noted there is a lot going on event wise.

(1) Strawberry Festival (and parade) -June 7th (Rain Date is June 8th)

(2) Spring Open House – New date is June 21st

(3) Summer Concerts starting June 27th (no band schedule as of this Meeting)

(4) Cape Music JOM (Schedule?)

(5) Wine Tasting – August 17th

(6) Fall Open House (Substitute Goshen Goodies pop-up for Open House?)

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) have been planted in Sharing Garden plot #5. These plants should be ready for giving away at the GFPS booth during the CSCIA Strawberry Festival.

ii) Bob added that he bought a new grill cover as the old one was not reparable.

- iii) Roy stated that he has created a new, updated Sharing Garden Map with names of plot renters. He will have Becky review this, laminate it and give to Bob to put up at the Sharing Garden. Bob said he has laminate and he will laminate several to put up.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) 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. He is concerned that he has sent multiple emails to several who are planning their projects and he has not heard back.
 - (1) Jess stated that she will contact Lori Runk regarding Philip Runk’s Eagle Scout Project. She believes that he will not be moving forward on his project and will ask Lori to verify this in an email to Roy.
 - ii) Roy wanted the Board to know that Christy and Richards’s Tree Care assisted Roy in taking down several trees that were covered in vines in the new Apiary area.
 - iii) The last addition to Roy’s report was he met with Susan Coale from Gloria Dei! Church who was to oversee bringing a group for Holy Monday (April 21st). Susan Coale and her group had never been to Goshen Farm. Roy gave Susan a tour and brief history talk about the Farm prior to April 14st and then gave Susan and her group a tour and history presentation when they came on Holy Monday. Roy also informed the group about the Summer Concert Series held at the Farm. Roy stayed with the group of 12 for two hours of the four hours that they visited the Farm. He was gratified that the 12 guests enjoyed their visit and were now familiar with the Farm and its history.
 - iv) Roy discussed the adventure of moving the beehives with Erik to their new location.
 - v) Sharon asked Erik if he was going to send her the Apiary honey donation total so she could write him a thank you note and put this donation under Friends of Goshen Farm on the website. Erik will send her a copy of this accounting statement. **(Action Item: 686-04-25).**
 - vi) Bob Nestruck, upon hearing this exchange, stated he would also send Sharon the accounting for the Goshen Farm Goodies’ Sale profit that he and Tracy Smith handled in 2024. **(Action Item: 687-04-25)**
- 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 188 as of this report date of April 13, 2025.
 - ii) Becky is concerned about the drop in Membership renewals and new Member applications in April 2025 (200 in April 2024 and 188 in April 2025). Becky believes that one significant reason is the April 12th Spring Open House that was canceled due to rain and has been rescheduled for June 21st. Typically, Open Houses bring in quite a few new or renewed Memberships.

- iii) Becky also believes that as Goshen Farm is a heritage site, we are able to support the other heritage groups but more importantly to support our own mission of not only having a historic Farm House but a historic piece of property.
- iv) Becky discussed the CCHA plans for observing the America250 Semiquincentennial Celebration. This celebration is not limited to the particular history of the heritage site but may reflect any time of historic events (War of Independence, War of 1812, World War I, World War II, etc.).
 - (1) Jane Cox, Executive Director of CCHA announced plans for the Maryland250, the Annapolis250 and the CCHA observation of Two Lights for Tomorrow that sparked the war for Independence outside Boston in 1775. **One if by land, Two if by sea** is Maryland250, Annapolis250 and CCHA's kick-off to a year-plus celebration of America's Semiquincentennial. In Annapolis, "Paul Revere" (in period clothing) will arrive on horseback bearing two lanterns to be mounted in the State House. The event will occur April 18, at 7:00pm at Lawyers Mall.
- v) Last, Becky and Roy visited Jefferson Patterson Park & Museum for the "Discovering Archaeology Day" on April 12th. Becky was able to gather numerous handouts and ideas that could be incorporated into materials for distribution at GFPS events. Becky also gathered numerous documents and materials related to the African American Heritage Committee's mission and delivered these to Linda Páez for her committee's work. While at the museum, Becky and Roy learned that all artifacts found in Maryland (after they are cleaned and scrutinized) are deposited in the Jefferson Patterson Park & Museum. Several years ago, Goshen Farm, under the direction of Jane Cox and staff from the Lost Towns Project, had an archaeological dig at the location of what once was the back door of the original Farm House. The artifacts from this dig are housed in the Jefferson Patterson Park & Museum.
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jessica stated that when she and Lori originally ran for Financial Development Co-chairs, she had envisioned Lori doing more work on the Volunteer Coordination Committee (which is vacant). She has discovered in the interim that Financial Development still needs help from Lori.
 - ii) Financial Development has been working on Internal fundraising.
 - (1) Jessica and Shannon have been working on digitizing the Membership Form and Event Use/Rental Application and Agreement (EURAA) forms and Jess has placed these drafts on Google Drive. Both would be Google forms and translate onto our website easily. Becky will review the Membership form. 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. Jessica feels there will be an uptick in Membership income when the digital option is available for folks to renew or to become new members. Edits and comments from Becky will be sent to Jessica by the Spring Open House date (June 21st). Barbara is working with Jess and Shannon on the draft EURAA Form.

- (2) Shannon stated that on the Event Page, a person now can click on individual GFPS events for more detail. Shannon would like to add a “Would you like to host an Event” section to this Event Page which would also have the requirements and restrictions (including the GFPS policies such as “Campfires on the property” for setting up an event for GFPS.
 - (3) Wednesday, June 4, 2025 from 4pm – 9pm, is a GFPS fundraising night at Broadneck Grill, GFPS will receive 10% of sales on takeout or dine in, no percentage on alcohol.
- iii) The second part of the financial plan is to increase external funding, i.e., grants.
- (1) Jessica continues to research the Maryland Historical Trust grants, all of which have very different requirements. Each grant is funded to the same Trust.
 - (2) Jessica also continues to research other grants such as the AARP grants.
 - (3) Focus now will be on the June 30th application deadline for the African American Heritage Preservation Program grant which has two parts. First, Erik is communicating with Dr. Heiser, AACPS, and 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.” Jessica hopes to have the draft grant application completed prior to the May 21st Board Meeting.
 - (a) Linda gave Jess the history of the prior two grant applications that GFPS was working on for this very grant and why we were unable to complete the grant application both years.
 - (b) Jess stated that she would be reaching out to Linda to help with information for the “narrative section” of the grant application.
 - (c) Jess asked Lou if he could reach out to our School Board Representative, Dana Schallheim, for a letter of recommendation for the driveway grant application. Lou asked Jess for a copy or wording for this letter to be emailed to him.
 - (d) Becky clarified with Jess that Jess and Lori are Financial Development Co-chairs and the Volunteers Chair is vacant.
- b) Volunteer Coordination (Vacant)
- i) Erik asked Jessica and Lori to continue helping at events.
- c) Security

- i) Dirk was not able to attend the meeting.
- d) Ad Hoc African American Heritage Committee Linda Páez (No report provided due to error on Agenda)
- i) On March 19th, Linda went to an Award Program called “The Few, The Many”. One of the awardees was Chemeka Cole who puts on concerts. Linda stayed after the meeting to see if Ms. Cole could do a concert during the GFPS Summer Concert Series. Linda contacted Scott to let him know about Ms. Cole’s willingness to fill a slot for the Summer Concerts and he was thrilled. Scott and Linda are waiting for a date when Ms. Cole can come to the Farm to see our stage set-up, etc.
 - (1) Linda attended the quarterly meeting of the Commission on African American History and Culture (CAAHC) in Frederick Maryland and made new contacts and represented GFPS so people attending would know about our organization.
 - (2) On April 8th, Linda attended the CCHA Small Organization Committee Meeting. She attends with Becky and they both comment during the meeting. Linda brought the group up to date on GFPS’ new African American Heritage Committee chaired by Linda.
 - (3) On April 9th, Linda attended a reception at the Paca House to honor Jane Cox’s new appointment as Executive Director of CCHA.
 - (4) Linda represented GFPS on April 19th at Hancock’s Resolution and handed out brochures provided by Becky and promoted our free Summer Concert Series.
 - (5) Today, April 16th she attended the meeting of the CCHA Coordinating Council and updated the committee on the new GFPS African American Heritage Committee.
 - (a) Jane Cox created a special program with two speakers who updated the organizations on the situation regarding state and federal grant monies not coming through much longer or not at all. Jane emphasized that we all need to support each heritage site’s events.
 - (i) One such event coming up is on April 26th and 27th at Historic London Town & Gardens. They will be celebrating the birthday of a 200 year-old tree on their grounds. Anyone interested in this free event should go to the Historic London Town website to register at historiclondontown.org/events.
 - (ii) Erik asked if this loss on grant funding could have an impact on the AAHPP grant in this cycle that we are in the process of applying. Linda stated “Yes.”
 - (iii) Related to this administration’s cuts and changes, Linda said the second speaker was in charge of education grants and events involving children. The speaker said that students who are being trained in colleges to become teachers (K-7) are no longer taking civics and history courses – this is being wiped out of the K-7 curriculum. There will be no money to support grants for organizations promoting activities for civics or history for children. The speaker stated that our organizations need to promote

programs for children in these two areas as they will not be taught civics or history in our schools. GFPS needs to think about some events for children.

1. As part of her work at the Banneker-Douglass-Tubman Museum, Linda has been promoting the museum to bring students to Goshen Farm to visit the Henson–Hall Slave Garden. The Banneker-Douglass-Tubman Museum has received a grant for bus transportation for field trips. She worked with the Education Director, Abiola Apentola, and has put him in touch with Tracy Smith to schedule field trips to Goshen Farm before school ends.

(iv) Linda reported that Jane Cox wants the CCHA organization to focus on the growth of the CCHA. One opportunity for growth is to engage with the National Park Service, specifically the National Underground Railroad Network to Freedom project. Linda stated in this meeting that she has worked on this project and GFPS has applied to be on the Network to Freedom website. So GFPS is on target with this goal of CCHA growth.

(v) Last, Linda reported that three new members were added to the CCHA Coordinating Council – Deedee Strum from Blacks of the Chesapeake, Barbara Goyette of the Hammond Harwood House and Chanel Compton Johnson of the Banneker-Douglass-Tubman Museum.

5) Review of Action Items (Secretary – Provided under separate cover)

i) Review of Action Items was tabled until the May Board Meeting.

6) 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).

d) Maryland Green Registry

i) Tabled until the May meeting.

e) Move of Summer Concert Series Stage / Apiary - Status

i) The Apiary has been relocated to near the Soil Health Pit and the fence surrounding the Apiary has been reinstalled. This will allow Roy, with assistance, to move the Summer Concert stage.

- f) National Park Service National Underground Railroad Network to Freedom - Application Update
 - i) Erik had spoken with Linda and Scott to try to get the final application placed on the Shared drive. The application has been sent in. Hopefully that application will be accepted by Dr. Ka'mal McClarin from the National Park Service.
 - g) Chimney in Room 1-C is buckling – Status / **Action Items 658-07-24** and **604-07-23**
 - i) Discussion was postponed on the work needed to stabilize the chimney.
 - h) AAHPP Grant (progress/next steps)
 - i) The AAHPP Grant was discussed under the Financial Development report. See 8,j.
 - i) Real time Security cameras
 - i) Bob, Erik and Charles Goldblum are working on installation of these cameras.
 - j) Event Use Fee Schedule
 - i) There will be more discussion on these fees when Barbara is at the Meeting. Jess and Barbara are working on these “rental” fee schedules and will discuss with the Board for consensus.
- 7) New Business
- a) Provide Events Chair more leeway in approval of events forms without the need for Board oversight for every event usage?
 - 1) Once the Event Use/Rental Application and Agreement becomes finalized and digitized on the website, the Board discussed giving Barbara the ability to approve these applications if similar to previous events by Host Member. If a difficult request for use comes to Barbara, she will bring it to the Board for discussion and approval. Until the above action for the digital application is complete, Barbara can approve simple requests and repeat requests approved from previous years. More difficult requests should come before the Board.
 - 2) Event Use Application Log. - Google Sheets
 - 1) Review Event Use Application Log and any new Event Use Applications (Events)
 - a. Axis Church, Member Sarah Solorzano, for church service on August 3rd Morning until early afternoon
 - i. Approved by the Board.
 - b. Best Beginnings Preschool, Member Stef Schwenk, preschool visit to Goshen Farm on April 17th.
 - i. Approved by the Board.
 - b) Consider leaving the driveway gate locked open for the coming summer period – Roy

After discussion, the Board decided that when the cameras are mounted, tested and running, then we will test leaving the driveway gate locked open.
 - c) Discuss Goshen Farm and its lack of handicap access for Members and guests who need special walking paths and the opening and closing of the driveway gate.
 - 1) Discussed earlier in the Meeting.

- d. Install a new frost-free hydrant outside the Sharing Garden for watering outside the Sharing Garden.
 - 1) The Board thought this was a good idea. Roy stated that a frost-free hydrant could cost as much as \$200.00. Our Procurement Policy allows Roy to spend this money as it is under the \$500.00 limit. The Board approved and monies from the Apiary or Sharing Garden budgets could be used for purchasing the hydrant.
- e. Information from CCHA Coordinating Council Meeting
 - 1) Linda made arrangements with Justin Schmitz, Director of Horticulture at Historic London Town to meet with Linda and Tracy Smith at Historic London Town & Gardens to see what he is doing with plants from Africa. This meeting will take place in May.
- f. Event Use/Rental Fee Schedule -This will be discussed when Barbara is at the Meeting.
- g. F580301 Easement update (CSC Firehouse development)
 - 1) Roy stated that the easements have been modified along the border with the CSCES to allow for access in and out of Goshen Farm in case the driveway is blocked, i.e. a fallen tree.
- h. Liability Insurance from Selective Way Insurance Group
 - 1) Erik received a certified letter with respect to our General Liability Policy S2432984 stating, "...effective on the date indicated above (April 4, 2025). GL Minimum Premium is increasing from \$250 to \$750."
 - 2) Erik stated that we may want to look into another insurance company for our general liability insurance policy. Erik notified Christy of this increase. Erik suggested getting an insurance "market survey".
 - 3) Discussion ensued.
 - 4) Sharon stated that she needs information on our current Recurring Actions Chart as the Amount of \$250 did not match what we had listed for the cost of this policy. The cost of this policy on the chart was \$390.00 due June and October. Christy sent me a notification that our insurance had been renewed months ago but there was no premium cost included in the notice.
 - 5) Erik also mentioned that he will reach out to Christy regarding our 2024 tax filing.
- 8) Final Comments from the floor
 - a) None
- 9) Adjournment
 - a) **Bob Nestruck made a motion to adjourn the Meeting. Becky Benner and Linda Páez seconded simultaneously. The motion carried.** The Meeting adjourned at 9:51pm

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	09/15/24	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	01/10/25	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 Mianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories".	Roy and Becky	03/30/25	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 1C shifting off its foundation.	Lou	04/01/25	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	05/01/25	Working	Assist with Financial Development Committee Report specifics.
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	03/31/25	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	05/01/25	Working	Jessica needs more information and input to "flesh out" her ideas on the Three-year Plan.

682-04-25	As regards Linda's position on the CCHA Coordinating Council, Erik will review the March Board Meeting Minutes' recording and contact CCHA Director Jane Cox regarding placement on this committee for clarification.	Erik	05/1/25	Working	Needs to be resolved by May's Board Meeting.
683-04-25	Review email correspondence with Dr. Heiser to identify wording regarding a permit for the driveway repair.	Erik	05/0/251	Working	Clarify "If permit is required..." vs. "A permit is required."
684-04-25	There are specific decisions to be made regarding the finalized Event Use/Rental Application and Agreement Form: alcohol at private events, maximum number of guests at an event, fee schedule and liability. These decisions should be made by the Events Chairs and Financial Development Chairs with input from the Board. When revision is finalized, these forms can be digitized and placed on the GFPS website.	Jess, Lori, Barbara, and Christy with Board review	05/21/25	Working	Both the Event Use/Rental Application and Agreement form should be clear, and easy to use for the Member and the Events and Financial Development Chairs
685-04-25	As relates to AACPS students working at the Farm unaccompanied by school staff, the AACBOE Lease should be reviewed by the President and GFPS insurance coverage should be reviewed by the Treasurer.	Erik Christy	05/21/25	Working	Presently, GFPS is requesting that unaccompanied AACPS students have an individual Membership when doing a project at Goshen Farm.
686-04-25	Send the Secretary a copy his financial statement on honey sales for 2024.	Erik	05/21/25	Working	The Secretary needs this for donation thank you letter and to put on website for Friends of Goshen Farm recognition.
687-04-25	Send the Secretary the financial statement for profits for GF Goodies Sales for 2024.	Bob and Tracy	05.21/25	Working	The Secretary needs this for donation thank you letter and to put on website for Friends of Goshen Farm recognition.

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 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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