

Goshen Farm Preservation Society Board Meeting,

May 21, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	May 21, 2025	Time: 7:30 PM	7:32 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Barbara Morgan, Jessica Corliss, Lori Runk, Shannon Beauchamp Lepthien, Linda Páez and Christy Folderauer		
Members/ Guests Attending:			

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the May 21, 2025. Board Meeting to order at 7:32 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present. Dirk Schwenk, Sharon Biondi, Lou Biondi and Scott Powers were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Becky asked to discuss Reconciliation Sheets. Added to New Business, item, h.
 - b) No other changes or additions were discussed.
 - c) Roy would like to discuss installing a new frost-free hydrant outside the Sharing Garden. Added to New Business, item e.
- 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 two highlights to his month were talking to the Kindergarten and Peewee students from the Key School (contact Cheryl Wyatt) April 24th for about two hours for a discussion about the Apiary. He also spoke to a group of 25 kindergarten students at CSCES on May 14th about bees. Both groups were delightful!
 - c) Becky asked Erik about his scheduled meeting with Stacey Roth on September 3rd. He stated that he wanted to discuss having a curriculum for students regarding invasive & sustainability species and other Environmental Literacy topics. As a result of and during the mitigation at Goshen Farm, Erik would like to have AA County Department of Public Works (DPW) do some training with both Broadneck High School teachers and GFPS Members to create a defined program for teachers and students going forward. (This is in early stage.)

- i) Erik will invite other GFPS Board Members who are interested in this curriculum development to the September 3rd meeting.
- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara asked if there were any questions on her report.
 - i) Becky made a comment on Nichole Neboshynsky's interest in working on layout and graphic design for the new updated Goshen Farm book. Becky feels that Nichole will charge GFPS for her services.
 - ii) Barbara asked if any Board Member has pictures from 2014 – 2025 from the Farm to please send them to her to add to the book.
 - iii) Jessica suggested adding any new GFPS status events at the end of the book such as the inclusion of Goshen Farm being included in the National Park Service, National Underground, Network to Freedom website.
 - b) To get a quote for the cost of publishing, Barbara needs final information on inserting pictures (vertical or horizontal and page count). Becky feels the committee is about 75% complete for publishing.
 - c) Barbara has received the final edits for Ann Worthington's book but Barbara has not read the final edits. Barbara asked if we want to get it copyrighted (\$55 at GFPS expense). Discussion ensued. **Becky Benner made a motion to approve the \$55.00 and get the book copyrighted. Jessica Corliss seconded the motion and the motion carried.** Barbara will contact HighStar Printing, let them know we are getting it copyrighted and have 50 copies printed.
- 6) Treasurer's Report (Christy Folderauer – No Report provided)
 - a) Christy noted that she sent out the March and April bank statements to the Board.
 - i) The checking account balance as of April 30 was \$97,758.92.
 - ii) Becky had questions about the BGE bills for March and April and Christy clarified these invoices for Becky. One bill is for the Farm House use meter and one for the storage units and lights.
 - b) Roy thanked Christy and Richard's Tree Care for cutting down the trees for no charge at the new Apiary site. It was very much appreciated by Roy and GFPS!
- 7) Review of Minutes – April 16, 2025, Board Meeting (Sharon Biondi)
 - a) Erik stated that as Secretary Biondi is not present, the Minutes review will be postponed until the June 18, 2025 Board Meeting.
- 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 – No report provided)
 - i) Lou was unable to attend the Meeting due to a family emergency. No report was submitted.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon added a Privacy Policy and General Terms and Conditions for anyone using the website and she is working with other Board Members to put up a General Farm Policy.

- ii) Shannon is working to make access to different topics easier. Discussion ensued. Terry likes the idea of a footer at the bottom of the page and Becky suggested a search feature at the top of the page to find information.
 - iii) For Cape JOM concerts, advertising is done on Facebook. When the last concert was cancelled, there was no notice of this on the website. Jessica suggested that we put up a “note” to say, “For Cape JOM concert information or cancellations, go to the GFPS Facebook page.”
 - iv) Jess asked about the Environmental Literacy page on the website that is blank. Shannon needs a description of the program and what the Broadneck HS teachers would like to post on this page. Jess will help facilitate this conversation with BHS teachers and Shannon.
- c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
- i) Roy had some date corrections for Terry’s report. (Large Hoop House harvest on April 24th and smaller harvest on May 16th – both delivered to My Brother’s Pantry).
 - ii) Erik asked Terry to give a brief recap of the May 8th Accessibility Walkthrough with Sharing Gardener Chris Joss, Terry, and Roy. through the Sharing Garden. At a subsequent meeting on May 17th attended by Chris Joss, Terry, Roy, Becky, and jessie, details of the first meeting were refined. Chris Joss provided a descriptive handout with comments regarding difficulties from the entrance gate to suggestions for wheelchair accessible gardening tables that could be used by individuals with back and knee problems. The purpose was to determine projects to make the Sharing Garden more accessible for “physically disabled” gardeners. Early conclusions were: 1) to determine the surface for wheelchairs from parking lot to Sharing Garden and on pathways in the Sharing Garden, 2) to modify remainder of plots 30 and 43 for three 7’x2’ wheelchair accessible tables. 3) modify remainder of plot 23 for a total of five plots for physically disabled plots, 4)to determine the cost of materials and labor and, 5) and to research potential grants to fund this project. The group hoped that the raised plots would be available by September 2025.
- (1) Roy is installing a frost-free water hydrant outside of the Sharing Garden gate and near the Colonial Kitchen Garden for easier access to water from that end of the Garden. He also suggested that we leave the gate entrance open until night. Opening and closing the gate is difficult for older Members. The Board will do this on a trial basis after the security cameras are installed and tested. A Member[s] will have to open and close the gate each day.
 - (2) Linda Páez mentioned that at the last Broadneck Council of Communities Meeting, Senator Giles spoke about a \$120, 000 grant fund she succeeded in getting for ADA projects for 2026. Linda will send Lori this information. Becky cautioned that we may not want to use the term “ADA” when researching grants as this could open up requests for all of Goshen Farm. Instead, we should use the term “access for physically disabled”.

- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara reported that we have 116 Raffle tickets sold. This number is behind where we were last year at this time. She also asked the Board to please share the Spring Open House date with Members and friends.
 - (1) Lori stated that she can create a flyer about Open House and Kayak tickets and give it to her church to pass out to their members.
 - ii) We are losing Chef Tony Luzwick for the Open House and Wine Tasting as he is giving up catering. Regardless of whom we use for catering, prices for food are going up.
 - iii) We are losing The band Jazz Perpetrators for the Wine Tasting Event. Jessica is working on getting two bands to play for that event. Becky noted different demographics attend the two events: this will impact selection of bands.
 - iv) Barbara also stated that she needs more help working at the Strawberry Festival booth.
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob reported that he and Tracy Smith are having problems with potato beetles invading the crops. He and Tracy are spreading diatomaceous earth (DE) in both Gardens.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy ordered wheels for the green cart but hit some snags. It has now been fixed. He also replaced some wood in the other green garden cart.
 - ii) Roy met with Ranger Laura Donaldson, associate Kari Wurth and Alanna Crowley of the Maryland Forest Service on April 23rd, to conduct a “cruise” of Goshen’s seventeen (17) acres of woods to develop a Forest Management Plan. The Forest Management Plan will be undertaken by Forester Brandon Willey of DNR. The actual plan will be developed when Brandon returns in about six weeks. It was suggested that Stacy Roth may be interested in having students involved.
 - iii) Roy is working on installing the frost-free hydrant outside the Sharing Garden near the Colonial Kitchen Garden.
 - iv) Roy has sent Jess a detailed list of access improvements for the Sharing Garden. Jess would like to make some of the improvements before we go after grants. For example, Chris Joss has requested a lightweight steel hose for the Garden as it is easier to carry. Roy suggested one of those hoses that shrink and expand. He will investigate both types and purchase the best choice. The new hose purchase will come out of the Garden Budget. It was suggested that physically disabled Members weigh in on accessibility.
 - (1) Jess would like to pursue a fundraiser for a brick walk from the parking lot to the front entrance way to the Garden and then paths within the Garden. Jess will put together a proposal for these paths to be presented at the June Meeting. **(Action Item: 688-05-25)** Becky reminded the Board to be conscious of the historic nature of Goshen Farm when making decisions.

- g) History and Research (Scott Powers -- No report submitted)
 - i) Scott has finalized bands for the Summer Concert Series and the schedule. He will provide Becky with the bands' names and dates to create a handout.
- h) Membership (Becky Benner – Provided under separate cover)
 - i) There were no questions from the Board on Becky's report.
 - ii) Total Membership Units are 193 as of this report date of May 18, 2025
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jessica stated she sent a link to the Board for the African American Heritage Preservation Program Grant due June 30th for the Board to review. She asked that the Board make corrections on the grant application. She is waiting for one more letter of recommendation and the approval letter from the Board of Education including the easement conveyance.
 - ii) Becky had a question about QR codes for payment. Shannon stated that the QR codes we are now using are for Zeffy.
- j) Volunteer Coordination (Vacant)
 - i) Erik asked Jessica and Lori to continue helping at events.
- k) Security
 - i) Dirk was not able to attend the meeting.
 - ii) Roy voiced his concern about the security cameras that Dirk Schwenk stated he would be ordering.
- l) Ad Hoc African American Heritage Committee (Linda Páez - Provided under separate cover)
 - i) The next quarterly Meeting of the Chesapeake Crossroads Heritage Area is going to be on July 15th and they asked that each heritage site bring an artifact or a write up and pictures of a historical feature on the property related to African American History that makes the organization special. Jess believes the Henson-Hall Slave Garden would be perfect. Erik stated that he has some pictures he will send Jess. Lori sent a picture of the sign for the H-H Slave Garden garden to Jess. Roy also has pictures of the signage for each plant grown and he will send these to Jess. **(Action Item: 689-05-25)**
 - ii) On April 18th, Linda held the first official meeting of the African American Heritage Committee which was hosted by Monica Butler at the Asbury Broadneck United Methodist Church!
- 9) Review of Action Items (Secretary – Provided under separate cover)
 - i) Review of Action Items was tabled until the June 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.
- ii) Roy reported that the tarp that Bayview Builders put on the Tenant House is falling apart and water is coming into the House again. Discussion ensued regarding plans to repair and grants.
- 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) Erik suggested that we close this item as a year and one half of research has not found any other non-profit that has this type of Membership. The Board concurred.
- d) Maryland Green Registry
 - i) Tabled until the June meeting.
- e) Move of Summer Concert Series Stage / Apiary - Status
 - i) The Apiary has been relocated near the Soil Health Pit and the fence surrounding the Apiary and all signage has been reinstalled. This will allow Roy, with assistance, to move the Summer Concert stage. Barb suggested that Christy and Richard's Tree Care could move the stage. Christy agreed to move the stage to where the Apiary was located.
 - ii) Moving the Apiary can be removed from future agendas.
- f) National Park Service, National Underground Railroad, Network to Freedom Railroad - Application Update
 - i) GFPS was accepted by the National Park Service to be on their website, Network for Freedom! Thank you, Linda, Scott and Gerry for all of your hard work making this happen!
- 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. Jess will reach out to Lou to find out next steps for this stabilization. Jes noted that Maryland Historic Trust has emergency grants which could be used for the chimney and Tenant House.
- h) AAHPP Grant (progress/nest steps)
 - i) The AAHPP Grant was discussed under the Financial Development report. See 8, i.
- i) Real time Security cameras
 - i) Bob, Erik and Charles Goldblum are working on installation of these cameras.
- j) Event Use Fee Schedule
- k) Handicap Access Plan
 - i) Discussed in Section 8. item c, ii.
- l) Event Use Fee Schedule
 - i) This schedule is still being discussed by Barbara and Jess.

- 11) New Business
 - a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - a. Axis Church, Sarah Solorzano, for church Service on August 3rd Morning until early afternoon
 - i. Approved by the Board at the April Meeting. Axis has asked for another Port-a-pot. Roy will call and get the cost for renting the port-a-pot. Axis Church will have to pay for the port-a-pot. The rental fee will be \$40.00 plus the port-a-pot rental cost.
 - ii. Jill Sewell is having a picnic dinner on June 21st and asked if she could use our grill. Barbara will call Jill and send her an Event Use Agreement, get the date, and remind Jill to send requests to her, now and in the future.
 - iii. Christy and Barbara purchased a white tent for the Wine Tasting out of her events budget.
 - b) Event Use Fee Schedule -Modifications are still being discussed by Barbara and Jess.
 - c) F580301 Easement update (CSC Firehouse development) - Roy stated work is being done on preparing for the new CSC Firehouse.
 - d) Frost-free water Hydrant - Roy stated that he has had challenges with installation but hopes to have this major task completed soon.
 - e) General Liability Insurance from Selective Insurance Group (**Sharon will leave these items in from the April Meeting until resolved**).
 - i) Erik stated that we may want to investigate another insurance company for our general liability insurance policy. Erik notified Christy of this increase. Erik suggested getting an insurance “market survey”.
 - ii) Discussion ensued.
 - iii) 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.
 - iv) Erik also mentioned that he will reach out to Christy regarding our 2024 tax filing.
 - f) Erik contacted Jane Cox Executive Director of CCHA regarding positions on the CCHA Coordinating Council. The Council chooses its members and Linda was chosen in 2024. Jane will put forth Becky Benner’s name to be on the Council but it is up to the Council to add Becky. Erik will attend virtual Coordinating Council Meetings when possible.
 - g) Reconciliation Sheets for Goshen Goodies and Java and Jazz.
 - i) Barb stated that she has already sent out the Reconciliation Sheet for Java and Jazz but will send out again. Bob will download a Reconciliation Sheet, get the figures from Christy, complete and send to the Board. (**Action Item: 690-05-25**)
- 12) Final Comments from the floor - None

13) Adjournment - **Becky Benner made a motion to adjourn the Meeting. Lori Runk seconded. The motion carried. The Meeting adjourned at 9:10 pm..**

ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (2023)..
207-12-15	Develop and execute well plan.	Building Chair, Roy,	09-01-16	Working	Need well for garden expansion and Farm House use Last information about cost of drilling a new well was about \$17,000 (information from Member, Jim McCrea).
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Grant Project. Members: Lou, Becky, and Christy
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 Mjianna 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 C-1 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 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	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.

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 Policy and Application 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 Policy and the Application 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 AACPS 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 this 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.
688-05-25	Create proposal for a brick pathway from the parking area to the Sharing Garden.	Jess	06/18/25	Working	The bricks for the walk will be bought by individual donors and have names engraved on them.
689-05-25	Send photos of the Henson-Hall Slave Garden and plants with the identifying name signage for CCHA project.	Erik, Roy (Tracy?)	06/18/25	Working	CCHA request from heritage sites - an artifact or a feature of historical interest to African American history.
690-05-25	Download the Reconciliation Sheet, get details from the Treasurer for the Goshen Farm Goodies sales, complete and send to the Board.	Bob	06/18/25	Working	Any Member who holds a fundraising event must send the Reconciliation Sheet to the Board so the Board knows the details and success of the fundraiser.

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, 2024 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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