

Goshen Farm Preservation Society Board Meeting,
June 18, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Barbara Morgan, Vice President	Recorder:	Zoom, Sharon Biondi
Date:	June 18, 2025	Time: 7:30 PM	7:31 PM
Location:	Via Zoom	.	
BOD Attending:	Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Lori Runk, Sharon Biondi, Linda Páez and Christy Folderauer		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) Vice President Barbara Morgan called the June 18, 2025. Board Meeting to order at 7:31 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Barbara welcomed the Board Members present. Erik Wallace, Dirk Schwenk, Jessica Corliss, Shannon Beauchamp Lepthien and Scott Powers were not in attendance. Barbara established that we had a quorum.
- 3) Barbara requested changes or additions to the Agenda from Board Members.
 - a) Roy asked that a discussion on a gully developing on the driveway. Added to New Business, item c.
 - b) Roy wants to update the status of the mitigation plan. Added to New Business, item d.
 - c) Linda asked to discuss the new signs received from National Park Service, National Underground Railroad, Network to Freedom to display at Goshen Farm. (Covered under Linda’s Committee report.)
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) There was a question on part of Erik’s report related to the curriculum to be developed with the help of AA County Department of Public Works (DPW), Erik Wallace and Stacy Roth on invasive and sustainability species and other Environmental Literacy topics related to the removal of invasive species and planting of native species at Goshen Farm. (The Mitigation Plan at Goshen Farm is related to F580301 easement agreement for the new CSC Fire House construction). Stacy Roth asked if this curriculum is developed, could GFPS charge for AACPS (middle/high school) groups to come to the farm and

receive training? Erik was not at this meeting to discuss this question, but it is worth discussing at a future Meeting.

- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara asked if there were any questions on her report.
 - i) Barbara added that she had applied for the copyright for Ann Worthington's Book but has not received approval yet. The cost was \$65.00.
 - ii) There were no questions on Barbara's report.
- 6) Treasurer's Report (Christy Folderauer – No Report provided)
 - a) Christy stated that she sent out the May FNB Bank statements to the Board.
 - i) The checking account balance as of May 30, 2025 was \$98,240.61.
 - ii) A discussion of general liability and Directors and Officers insurance premiums occurred. General Liability had increased.
- 7) Review of Minutes – April 16, 2025, and May 21, 2025 Board Meeting (Sharon Biondi)
 - a) **Becky Benner made a motion to approve the April 16, 2025 GFPS Board of Directors Meeting Minutes. Bob Nestruck seconded.** Discussion ensued. Becky stated that there were three edits that needed to be made. **Becky Benner modified her motion to approve with three edits. Bob Nestruck seconded and the motion carried.**
 - b) **Sharon Biondi made a motion to approve the May 21, 2025 Board of Directors Meeting Minutes with edits. Bob Nestruck seconded and the motion passed.**
- 8) Committee Reports. Please read the reports ahead of time. Each committee will have 5 minutes to discuss their report and to answer any questions.
 - a) Building & Maintenance (Lou Biondi – No report provided)
 - i) Lou stated that he provided edits to the AAHHP grant application and sent to Jessica.
 - ii) As relates to the Tenant House, Lou sent another email to Bruce Dowling on June 17th and has not heard back from Bruce. Christy talked to Bruce and he and Bayview Builders have decided not to continue work on the Tenant House.
 - b) Communications (Shannon Beauchamp Lepthien – No report provided)
 - i) Shannon was not at the Meeting.
 - c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry attended the June 12th ICST end of year Meeting convened by Signature Director Stacy Roth.
 - ii) Stacy shared new fall plans. Instead of summarizing the past year's activities, Stacy shared plans for the Fall 2025 saying she will need a "flood" of resources and volunteers. A primary strategy will be aimed at "hitting the ground running" with 9th Grade Signature Field Days which will offer five (5) different Field Day choices for up to 60-120 students.
 - iii) Some of the projected offerings:
 - (1) 9/15/25 Hiking Signature Field Days @ Patapsco State Park for 80 possible students and 4 experts

- (2) 9/30/25 Art-themed Signature Field Day @ Broadneck High School for 60 possible students and 4 experts and 2 volunteers
- (3) 10/7/25 Outdoor 101 Signature Field Day @Goshen Farm for up to 80 students over 3 days with 4 experts and 6 volunteers
- (4) 10/9/25 Animal/Habitat Themed Signature Field Day for up to 60 students over 2 days
- (5) 10/13/25 Farm to Table Signature Field Day for up to 60 students with 4 experts and 4 volunteers
- iv) Each 9th grader will have the opportunity to sign up for one Field Day of their choice.
- v) A discussion about volunteers ensued; would GFPS be responsible for the 6 volunteers?
- vi) Comments included a need for “Roses and Thorns for this event and also for the Spring BHS Goshen Farm Family Fun Day.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara reported that we have sold 224 Raffle tickets. Last year at this time we had sold 420. The raffle also brought in \$265.00 in donations.
 - ii) As relates to Java & Jazz/Tea & Tunes, we will need to look at alternate bands for 2026.
 - iii) Spring Open House on June 21st is coming along nicely. Barb has filled all the volunteers slots for the event using SignUpGenius. Last, Barb secured Tacos Friday food truck for the Open House.
 - iv) Barbara and Jess have not heard back from Broadneck Grill on their June 4th GFPS fundraiser.
 - v) Barbara finally had company marching in the Strawberry Festival parade this year. The Bittner family, Lori Runk and new Members Naomi and Penelope joined her. Though they were drenched by the rain, they had a good time!
 - (1) Due to the rainy weather, attendance was down and the booth’s income was down from last year. It was suggested that next year, the strawberry plants be given away to those who buy a shirt, raffle ticket, etc.
 - vi) Barbara will set up SignUpGenius for volunteers for the upcoming Summer Concerts.
 - vii) As regards Wine Down at the Farm, Barbara, Shannon, Jessie, Lori and Lou met on June 8th to review sponsors for the auction items. They divided the list of sponsors and each will send out letters and follow up on these businesses. They plan to meet again on June 29th to monitor their progress. Barbara has the band, Cold Brew 42, for this event. She is still researching caterers.
 - viii) Barbara asked Roy if the Hollyberry Garden Club tour he gave on June 10th brought in the \$40.00 agreed upon by the Board when reviewing their Event Use/Rental Application and Agreement. Roy stated they donated \$170.00 for the tour.
 - ix) Barbara has been incredibly busy with all of these events! Thank you!
- e) Garden (Bob Nestruck – Provided under separate cover)

- i) Bob reported that Gardener Billie Grant is away for the summer but before Billie left, he reconfigured and expanded the worm box he has been maintaining. Bob would like to expand the worm box more and perhaps sell the worm castings to increase the Sharing Garden's revenue.
 - ii) Tracy Smith has the H-HSG fully planted and everything marked.
 - iii) Fran Bents has the Colonial Kitchen Garden in top shape and ready for Open House. Fran is gathering roots and flowers to make dyes and salves.
 - iv) Bob added that he is going to plant sweet potato "slips" at the small plot 23 on the north end of the Garden. The sweet potatoes, when harvested, will be donated to My Brother's Pantry.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy was bitten by a dog who was on a leash, when Roy was on the Broadneck Trail putting up event signs. Roy got the man's name and phone number. The Board recommended that Roy contact the man and ask him to take a picture of the dog's tag to show that the dog was vaccinated for rabies. Barbara also recommended that Roy file a police report on the incident, as there may be others who were bitten by that dog..
 - ii) Roy reported that he is currently working with two (2) Eagle Scout Service Project Candidates whose projects are underway.
 - (1) Ryan Glubke (Troop 995) will be constructing three movable (mobile) solar panel systems for use around the property.
 - (2) Nick Tubiolo (Troop 382) is working on final designs for constructing a small cabin for the Nature Play Space.
 - iii) Roy noted that the large tarp donated by Bayview Builders is deteriorating and water is again leaking into the Tenant House. Sharon suggested that we buy a new tarp to prevent further damage while we research funding for repairs.
 - iv) Roy is working on installing the frost-free hydrant outside the Sharing Garden near the Colonial Kitchen Garden.
 - v) Roy continues to do the arduous work of maintaining the Orchard and the Vineyard. The grapevines were attacked by the Lanternfly nymphal stages (called Instars). Roy sprayed with an orchard spray which diminished the Instar population greatly.
 - vi) Roy coordinated with Allison Sayers, a teacher at Windsor Farm Elementary School, and led a tour and discussion of environmental issues at Goshen Farm for 4th and 5th grade students. They asked many questions and seemed to be most interested in the Apiary.
 - vii) Roy cleaned three diversion dikes on the driveway and parking lot to facilitate better water diversion and filled in some of the gullied diversions which allowed water to cut through the diversions. These repairs are continuous as the frequent storms continue to erode the driveway.

- viii) With all of the work Roy has been doing, he still found time to set up protective stakes around turtle eggs he found near the Tenant House (Port-a-Pot) area. He has seen three female box turtles in that area.
- g) History and Research (Scott Powers -- No report submitted)
- i) Scott continues to manage the Summer Concert Series and the schedule.
- h) Membership (Becky Benner – Provided under separate cover)
- i) After Becky sent out her report two new Members joined. The total Membership units as of May 18, 2025 is 208.
 - ii) Becky asked that the manilla envelopes she delivers mail to Board Members be returned.
- i) Financial Development (Jessica Corliss and Lori Runk – No report submitted)
- i) Lori read a text from Jessica during the Meeting. Jess texted that the AAHHP grant application is finalized and will be sent in on June 20th. Jess is still waiting on a signature for the support letter from Beau Breeden for the Broadneck Council of Communities.
 - ii) Lou stated that he had requested a letter of support for the grant application from our County Council representative, Amanda Fiedler. Amanda sent his request to the County Council's Ethics Committee and they denied the request as it might be interpreted as the entire County Council supporting the grant application. Lou stated that in his ten years working with requests for support letters, he had never had this happen before with our County Council representative.
- j) Volunteer Coordination (Vacant)
- i) Erik asked Jessica and Lori to continue helping at events.
- k) Security (Dirk Schwenk – No report submitted)
- 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. Bob reported that Dirk sent out an email to Charles Goldbloom today regarding the security cameras and copied Bob on the email. Charles will get in touch with Dirk regarding his suggested cameras when he returns from vacation.
- l) Ad Hoc African American Heritage Committee (Linda Páez - Provided under separate cover)
- i) Linda held up the Certificate of Acceptance That she received for GFPS from the National Park Service, National Underground Railroad, Network to Freedom and showed a picture of the two signs from the National Park Service for Goshen Farm to post at the Farm that she received for GFPS. These signs declare that Goshen Farm had played a significant role in the National Underground Railroad Network to Freedom. The Board was very excited to see these two items of recognition. Roy, with Linda's assistance will attach the signs to the Historic Marker at the bottom of the driveway and take pictures. Roy will send out the date they will be doing this for any Board Member who wants to be included. Linda also stated that she received

four letters of recognition addressed to Dr. Heiser of AACPS, Linda Páez, Scott Powers and Gerry Lockwood (the committee that worked on submitting the application to be on this National Park Service website). It was suggested that these photos of installing the signs go on the GFPS website.

- ii) Linda had reported last month that the next quarterly Meeting of the Chesapeake Crossroads Heritage Area (CCHA) 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 believed the Henson-Hall Slave Garden (H-HSG) 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 to Jess. Roy also had pictures of the signage for each plant grown and he will send these to Jess. **(Action Item: 689-05-25)**

(1) After several emails to Linda Páez, Linda agreed that she would do the write-up for the Henson-Hall Slave Garden and gather pictures of the H-HSG and send these to Jane Cox to give to Lisa Robbins for the July 15, 2025 Quarterly Meeting of the CCHA Coordinating Council in-person meeting and picnic at the Smithsonian Environmental Center. All related photos should go to Linda.

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

- i) **(Action Item: 437-02-20)**, Continue meeting with Shannon Beauchamp Lepthien of Color Fire Media to update the website. This Action is **CTD**. Meetings regarding updating the website are on-going.
- ii) **(Action Item: 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”. This action is **OBE**.
- iii) **(Action Item: 451-05-21)**, Develop a proposal for the Docent Project. This Action is **OBE**.
- iv) **(Action Item: 574-03-23)**, Request a quote from Dave Weir for additional plexiglass windows and locks for all windows in the Farm House. This Action is **OBE**.
- v) **(Action Item: 604-27-23)**, Contact MD Board of Public Works to determine if chimney repair would be allowed as a “drawdown” on our 2020 Capital Grant. This Action is **CTD**. The chimney is covered under the 2020 Capital Grant.
- vi) **(Action Item: 636-02-24)**, Board Members who wish to be on the Classes of Membership ad-hoc committee should send Becky an email. This Action is **CTD**.
- vii) **(Action Item: 642-03-24)**, Complete the Maryland Green Registry application for GFPS. This action is **OBE**.
- viii) **(Action Item: 655-06-24)**, Send the suggestion of including an article on Juneteenth to Shannon and include wording of article Linda read to Erik. This Action is **OBE**.
- ix) **(Action Item: 656-07-24)**, There is a grant for research for run-away slaves that Linda will revisit and send out to the Board. This Action Item is **OBE**. Linda, Scott and

Gerry did their own research for inclusion on the National Park Service, National Underground Railroad Network for Freedom website.

- x) **(Action Item: 658-07-24)**, Contact MD Board of Public Works again to determine if chimney repair would be allowed as a “drawdown” on our 2020 Grant. Action Item is **CTD**. A reconfiguration of the grant office required recontacting and reaffirming that the chimney was covered by our 2020 Capital grant.
- xi) **(Action Item: 664-09-24)**, Contact Chuck Brice to set up a zoom meeting with his father Charles Carroll Brice III (age 94). This Action is **OBE**.
- xii) **(Action Item: 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. This Action is **CTD**. Rich Lang notified GFPS in June 2025 that they will do no more work on this project.
- xiii) **(Action Item: 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. This Action is **CTD**.
- xiv) **(Action Item: 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. This Action is **CTD**. Becky was notified by Erik and Jane Cox that she was nominated to represent Goshen Farm on the Coordinating Council and was approved. Linda will continue her tenure as an At-Large member of the Coordinating Council.
- xv) **(Action Item: 683-04-25)**, Review email correspondence with Dr. Heiser to identify wording regarding a permit for the driveway repair. This Action is **CTD**.
- xvi) **(Action Item: 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 revisions is finalized, these forms can be digitized and placed on the GFPS website. This Action is **CTD**. This policy is now on the Drive.
- xvii) **(Action Item: 690-05-25)**, Download the Reconciliation sheet, get details from the Treasurer for the Goshen Farm Goodies sales, complete and send to the Board. This Action is **CTD**. The detail needed for this action was not available to the Garden Chair but the Treasurer has the totals from both sales events which she will send out.

10) Old Business:

- a) Milkhouse costs estimate, grants, plan
 - i) Status is unchanged.
- b) Tenant House – Roof/Old Siding – water damage, next steps?
 - i) After Lou emailed Bruce Dowling, Christy spoke with Bruce and he stated that Bayview Builders would not be doing work on the Tenant House.
- c) Move of Summer Concert Series Stage / Apiary - Status

- i) The stage cannot be moved until electric can be run underground near where the stage is to be located. Having a very long extension cord from the Farm House to the stage would ruin the bands' equipment.
 - d) 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. Jess noted that Maryland Historic Trust has emergency grants which could be used for the chimney and for the Tenant House.
 - e) AAHPP Grant (progress/nest steps)
 - i) The AAHPP Grant is to be submitted on June 19th. This information was conveyed in a text by Jessica to Lori.
 - i) Real time Security cameras
 - i) Bob, Erik and Charles Goldblum are working on installation of these cameras.
 - j) Event Use Fee Schedule
 - i) The fee schedule is mostly completed but Barbara will send out again. When finalized, the new fee schedule will not go into effect until 2026.
 - k) Physically-disabled Access Plan
 - i) Discussed brick walkway from parking lot to the Sharing Garden and many Board Members did not feel bricks would be safe for walkers and wheelchairs. Walkway surface needs more discussion.
 - ii) Lori noted the correct terminology is "Accessibility Plan". [ADA National Network definition: "Accessibility refers to the design of environment products and services to be usable for people with and without disabilities."]
 - l) Results of Fall Goshen Farm Goodies Sale
 - i) Christy will send out the report for both Goodies sales to the Board. (**Action Item: 691-06-25**)
 - m) Results of Broadneck Grill fundraiser evening (5PM-9PM)
 - i) Jessica sent an email to Donna Duran regarding how much money was raised and when GFPS will receive the money. Jess has not had a response from Donna to date.
- 11) New Business
- a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - i. Event Use Applications have been reviewed and approved by the Events Chairs
 - b) Jessica's Event /Use Fee Schedule.
 - i) This schedule is mostly complete and Barbara will send this out to the Board again.
 - c) Driveway gullies (Roy)
 - i) Roy has made several attempts to mitigate the runoff creating the driveway gullies but the heavy rains have washed away these improvements. Roy would like to

purchase dry asphalt mix to put on the diverters for \$107.00. He does not have the money for this repair in his budget. He would like the driveway to be safe for the Friday concert and the Spring Open House.

- ii) **Sharon Biondi made a motion to approve up to \$200.00 for temporary improvements of the driveway. This was seconded by Bob Nestruck and the motion carried.**

d) Update on Mitigation Plan (Roy)

- i) Roy stated that work on the Mitigation Plan was to start in late spring of 2025. Roy called Emma Pfefferkorn and found out that AA County Department of Public Works (DPW) is now requiring a run-off silt fence around the area being disturbed by this work at Goshen Farm. There is also an issue with a herbicide that was to be placed in slits of tree trunks (not sprayed) in this Plan. This must be approved by the Critical Areas Commission prior to use. The Mitigation Plan may not start until spring of 2026. Katie Garafola is now the new head of the project. Roy will know more in several weeks. Roy added that all permits have been issued for construction of the CSC fire station.

(1) Linda asked Roy to find out what herbicides DPW will be using. He will ask.

- 12) Final Comments from the floor – Becky had a question for Lori regarding a \$50 cash donation at the last concert. Lori did not get the man’s name so a thank you letter can not be sent by the Secretary. Thank you anonymous donor!

- 13) Adjournment – **Bob Nestruck made a motion to adjourn the Meeting. Barbara Morgan seconded. The motion carried.** The Meeting adjourned at 9:25 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
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.
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.
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..
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.

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.
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.
691-06-25	Send the Board the reconciliation detail and total for both Goshen Farm Goodies sales in 2024	Christy	06/30/25	Working	Should be easier for Garden Chair to do a reconciliation going forward using Zeffy reports.

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, 2025 , \$383.00th, paid quarterly	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028 Annual payment of \$1,274	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

			(Total cost: \$1,532.00 /year)	Effective May 21, 2025 Annual payment due June 22, 2025, (Total: \$1,274.00/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 Plant Protection and Weed Management Section	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing

	50 Harry S. Truman Parkway Annapolis, Maryland 21401				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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