

Goshen Farm Preservation Society Board Meeting,
July 16, 2025

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

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the July 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. Scott Powers was not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Roy asked for a discussion on the driveway. Added to New Business, item c.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) There were no questions on Erik’s report.
 - b) Erik added that he processed honey over the weekend. Several Board Members, a few Members and Erik’s family helped. They processed 350 pounds of honey. They had to order more jars. He has about 100 pounds left to put into jars. He plans on selling honey at the concerts. Shannon offered to put honey for sale on the website with Erik’s phone number. Erik stated he will get back to Shannon regarding this offer.
- 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 needed an agreement from Ann making GFPS the Claimant for her book. Barbara received an email dated July 18, 2025 from Ann Worthington stating, “I, Ann Brice Worthington the author of Goshen Farm 1853-1935: The Tydings Brice Family, A History and Extended Memoir, hereby give ownership of the above-named book to the Goshen Farm Preservation Society, Inc. (GFPS, Inc.) this day, July 15, 2025, thereby making GFPS, Inc. the claimant. Ann Brice Worthington”

- ii) Barbara submitted this information to the copyright company yesterday. Hopefully this and the book-binding decision will allow the publishing of the book to go forward.
 - iii) There were no questions on Barbara's report.
- 6) Treasurer's Report (Christy Folderauer – No report provided)
- a) Christy stated that she will send out the June FNB Bank statements to the Board.
 - i) The checking account balance as of June 30, 2025 was \$99,313.02. Savings account balance was \$88,814.27.
- 7) Review of Minutes – June 18, 2025 Board Meeting (Sharon Biondi)
- a) **Barbara Morgan made a motion to approve the June 18, 2025 GFPS Board of Directors Meeting Minutes. Becky Benner seconded. The motion carried.**
- 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 stated that he will send out emails on the state of the project for the chimney repair and the adjacent wall stabilization (Room 1C) for comments and suggestions to the entire Board. If a Board Member does not wish to receive these emails, let Lou know and he will not send them to those who are not interested in commenting.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon combined her June and July report together.
 - (1) It was a wrap up of all the graphics, posts and promotions.
 - (2) Shannon noted that she is a month out from her son's wedding at her home and she asked that Board Members who need something, text her instead of emailing.
 - (a) Sharon let Shannon know that she is working on sending her the final corrected Minutes for May, September, October, November and December. They are coming up "Read Only" and will not let her send. She is working with Lou to get these out. Jessica suggested a fix for this problem to Sharon. She will try this.
 - c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry reported that it has been extremely hot in the Hoop House. With his health issues, he is stepping away from overseeing the Hoop House for the time being and Jeanne Klingler and another GFPS Member will step in to be responsible for maintaining the Hoop House and its plants.
 - ii) Erik brought up a mention in Terry's report regarding Stacy Roth's proposal for 9th Grade Signature Field Days, which will offer five (5) different Field Day choices for up to 60-120 students (Goshen Farm will host up to 50 students over three (3) days.). Erik has been in discussions with Stacy Roth regarding a joint effort to write a curriculum on invasive species mitigation, and planting of native species at Goshen Farm. AA County Department of Public Works (DPW), Erik and Stacy will work on

this curriculum for these field trips (and future field trips). Erik and Stacy believe GFPS should charge AACPS for the use of this curriculum. There will be more discussion on this.

- (1) Jessica asked if this charge would be allowed under GFPS's lease with AA County Board of Education. Erik stated that this charge for the curriculum would be outside of our lease constraints.
- (2) Erik stated that the charge will be to the schools not the students. Erik will be meeting with Stacy in September and will know more then.
- (3) If this curriculum planning goes forward, Terry would like to be a part of this and Jessica volunteered to help as well.

d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)

- i) Broadneck Grill brought in \$340.00 for their Goshen Farm Night purchases (10% of patron's bill) donation, between 5pm – 9pm. A "thank you" will be sent.
- ii) Barbara reported that we sold 357 Raffle tickets. Pete Johnson and David Teich were the winners. The raffle netted \$1,785.00. The raffle also brought in \$265.00 in donations. Barbara believes that we need to change the raffle items from kayaks to something else next year. Some suggestions were e-bikes or a 50/50 raffle.
- iii) As relates to Java & Jazz/Tea & Tunes, we will need to look at alternate bands for 2026.
- iv) Spring Open House on June 21st went very well. Barbara filled all the volunteer slots for the event using SignUpGenius. Tacos Friday food truck for the Open House was a success. The Open House netted \$582.50.
- v) Barbara set up SignUpGenius for volunteers for all of the Summer Concerts. Thus far the concerts are going well.
- vi) As regards Wine Down at the Farm on August 17th, Barbara, Christy, Shannon, Jessie, Lori and Lou delivered all of the Auction items to Barbara's home. Tickets to the Wine Down at the Farm sold out several days before the event. Graul's Market catered the event. The band, Cold Brew 42, was enthusiastically received!
- vii) Barbara, Christy, Jessica and Lori have been incredibly busy with these events! Thank you, Events Committee, and assistants!
- viii) There was a discussion regarding whether to hold the Harvest Pasta Dinner in October. Bob believes that this event is a lot of work for very little financial gain. Erik suggested that a decision be made soon to hold the Dinner or replace it with another event so that we have time to promote. Bob will reach out for a meeting in the next two weeks.
- ix) Jessica is planning events for 2026. She would like the Event Chairs and others who hold or held events to let her know what worked and what needs to be changed or replaced with another event.

e) Garden (Bob Nestruck – Provided under separate cover)

- i) Bob reported that Gardeners are having success with some of their plants and little success with other plants. The hot weather and aphids have been part of the problem.
 - ii) Tracy Smith has the H-HSG fully planted and the plants are doing well.
 - iii) Bob sent out an email to the Gardeners letting them know that excess vegetables can be donated to My Brother's Pantry and gave them the director's phone number to coordinate deliveries to the pantry.
 - iv) Fran Bents, Tracy Smith and Diane Kinsley have been collecting roots and flowers to create dyes, salves and lotions for demonstrations and for sale this year at the Goshen Farm Goodies Sales.
 - v) Roy reported that his green bean plants had been picked clean and Gardener Chris Joss told him that her tomatoes were being picked by someone. Roy will post a sign at the Garden stating, "Do not pick from the Sharing Garden crops unless authorized to do so".
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy reported that he is currently working with two (2) Eagle Scout Service Project Candidates whose projects are underway.
 - (1) Ryan Glubke (Troop 995) has finished constructing three movable (mobile) solar panel systems for use around the property. Roy is awaiting a final diagram which will explain how the panels work and a plaque with Ryan's name, troop and year.
 - (2) Nick Tubiolo (Troop 382) is working on final designs for constructing a small cabin for the Nature Play Space. This project should be completed by September 2025.
 - ii) Roy noted that the large tarp donated by Bayview Builders is deteriorating and water is again leaking into the Tenant House.
 - iii) Roy is working on installing the frost-free hydrant outside the Sharing Garden near the Colonial Kitchen Garden.
 - iv) Roy continues to do the arduous work of maintaining the Orchard and the Vineyard. The grapevines continue to be attacked by the Lanternfly nymphal stages (called Instars). Roy sprayed with an orchard spray which diminished the Instar population. He expects the number of adult Lanternfly at Goshen Farm to be huge.
 - v) Roy has spent many hours this month repairing things at the Farm, dealing with fallen trees and debris, damaged WI-FI, electrical outages, overgrown vines weighing down many trees, repairing the driveway and mowing the open spaces of Goshen Farm four times!
 - (1) Roy credited Member Bill Hayes with helping to cut and remove 90% of a vine-filled tree that fell on the Walnut Ridge trail to CSCES. Roy removed the last of the debris, making the trail usable again. Roy also thanked Bill Hayes and Bob Nestruck for weed whacking around the Farm.
 - vi) As relates to the Mitigation Plan, Roy read an email from Emma Pfefferkorn (also sent out to the Board) that stated that once DPW has the grading permit she will go ahead and finalize the contract with their landscaping team and reassess the

schedule. She stated that it seems likely that the work will start in Spring 2026 due to how the design and sequencing for the treatment of the invasives work.

- 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) The total Membership units as of her July 13, 2025 report is 221.
 - ii) Becky made additions to her report.
 - (1) She edited the July 16, 2025 Minutes for Sharon.
 - (2) She attended the CCHA picnic on July 15th with Linda and took the Shaw flag as an artifact as was requested at a previous Coordinating Council meeting and explained its significance.
 - (3) She attended the CCHA Coordinating Council meeting. There were several discussions about marketing the heritage area sites and a discussion of their CCHA “bucket list”. Becky will send out this list to the Board.
 - (4) Roy added to Becky’s report that Becky and he had attended the Friends of Hancock’s Resolution Annual Membership Meeting on June 28th. Roy was surprised to learn that County ownership (AA County Recreation and Parks) has its drawbacks. One of these drawbacks was of a financial nature. It appears that Hancock’s Resolution does not have specific committees to address specific situations or problems. They do not have the tax-free benefits of a non-profit like GFPS enjoys. GFPS in the past had entertained reaching out to Recreation and Parks for ownership and governance. We had hoped it would ease the need for continuous fundraising. GFPS did not pursue this
- i) Financial Development (Jessica Corliss and Lori Runk – No report submitted)
 - i) Jessica reported that we should hear from the African American Heritage Preservation Program (AAHPP) regarding the grant application GFPS submitted by January 2026. Erik thanked Jessica and all the Board Members who worked with completing this grant application.
 - ii) Moving forward, Jessica is looking at how she and Lori can support all of our events, improve Membership ease of access, improve event Fee Schedule, and revenue in general.
 - iii) Erik asked Jessica if the Fee Schedule for Use or Rental of Goshen Farm has been completed. Becky feels that there are still questions that need to be answered on specifics. Discussion ensued. Barb wants all Board Members to read the last edits of and comments on the Fee Schedule that was attached to Barbara’s July report email on July 13th and send Barb our comments by July 27th. This needs to be ready for requests for use or rental going into 2026.
 - iv) Dirk reviewed the revised Fee Schedule and made suggestions regarding event duration maximum and fees.
 - (1) **Dirk Schwenk moved that the Events Chair can charge the amounts in the fee schedule revised April 22, 2025 or more for any event proposed for Goshen**

Farm. Bob Nestruck seconded. Discussion ensued. The motion carried. It was suggested that the word “minimum” be added to each box on the Event Fee Schedule box on the chart. This will give the Event Chair some latitude when reviewing the Event Use/Rental Application and Agreement forms. Becky requested that the statement “Fees subject to change without notice.” Be added to the Fee Schedule.

- j) Volunteer Coordination (Vacant)
 - i) Erik asked Jessica and Lori to continue helping at events.
- k) Security (Dirk Schwenk – No report submitted)
 - i) Dirk reported that he is now proposing a ring camera system so that the components of the current system continue to exist: the current video saved would still exist, the current alarm system inside the Farm House would still exist and remote access to the Farm House would still exist.
 - ii) Erik let Dirk know that he had installed a new antenna at the Farm house that supports 2.5 and 5.0 GB.
- l) Ad Hoc African American Heritage Committee (Linda Páez - Provided under separate cover)
 - i) Linda reported that Jane Cox apologized to the CCHA picnic attendees on July 15th regarding bringing an artifact or pictures and the write-up of a feature from their heritage site to this picnic. (These were requested at the last Coordinating Council meeting in June, but these presentations from the heritage sites had to be postponed.) Attendees numbered 85, far too many to provide a complete explanation of the item.
 - (1) Linda attended the CCHA Coordinating Council Meeting in July. There were several important announcements that were made that affect the Events Chair and events in general.
 - (a) Next year for Maryland Day 2026, CCHA is changing this event to an entire week of activities (Thursday, March 19th – Wednesday, March 25th). As an example, Jane Cox mentioned that Friday, March 20th would be a good day for a family-oriented event as there is no school that day.
 - (b) There will be money available if sites want to hire an intern or create a fellowship to help with what they are doing in their planning. The hours for the intern can be spread out and the money does not have to be spent all at once. The money can be spent until December of 2026. This is a grant.
 - (c) CCHA is now having podcasts on certain Tuesdays. If sites have a topic, they want CCHA to address, they let Jane Cox know and she will create the podcast. An example of a podcast CCHA has done was on Ferries.
 - (d) CCHA Heritage sites can nominate a person as an outstanding individual. The person could be dead or alive.

- (e) Jane also recommended that heritage sites work with two other close sites to advertise an event so that people could go from one event to the next. In this way the sites would not be competing against each other for attendance.
- (2) Becky asked Linda what her Goshen Farm email was. Linda stated that it was aahc@goshenfarm.org.
- 9) Review of Action Items (Secretary – Provided under separate cover)
 - i) Action Items were reviewed and no actions were Completed or OBE.
- 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. In the interim Christy has a tarp and she and Richard’s Tree Care will put the tarp on the Tenant House. **(Action Item: 692-07-25)**
 - c) Move of Summer Concert Series Stage / Apiary - Status
 - i) The stage cannot be moved until the electricity can be run underground near where the stage is to be located. This Old Business will be removed until we have underground electricity that can be run to the new stage location.
 - d) Chimney in Room 1C 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 noted that Maryland Historical Trust has emergency grants which could be used for the chimney and for the Tenant House.
 - e) AAHPP Grant (progress/next steps)
 - i) The AAHPP Grant was submitted on June 19th. Lori will put a version of the 40-page grant on Google Drive.
 - f) Real time Security cameras
 - i) Discussed under Security Chair report, Section 8, k.
 - g) Event Use Fee Schedule
 - i) Discussed under Financial Development report, Section 8, i.
 - h) Physically disabled Access Plan (Accessibility Plan)
 - i) The Board gave Jessica feedback on the previously discussed brick walkway from parking lot to the Sharing Garden (Jess had researched this but had not yet sent out her proposal). Many Board Members did not feel bricks would be safe for walkers and wheelchairs. The 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.”]
 - i) Results of the 2024 Fall Goshen Farm Goodies Sale

- i) Bob will send out final totals to Sharon for thank you letters to Tracy and Bob for their donations to GFPS on July 19th. **(Action Item: 691-06-25)**
- j) Results of Broadneck Grill fundraiser evening (5PM-9PM)
 - i) Broadneck Grill gave Goshen Farm a \$340.00 check for this fundraiser.

11) New Business

- a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - i. Barbara reported that most Event/Use Applications and Agreements received have been reviewed and approved by the Events Chairs. One request for a Baby Shower needed feedback from the Board.
 - ii. New Member, Autumn Ka’ree Bishop made a request to use the Farm for a baby shower on September 21, 2025 for 5 hours, 1-6 PM for 90 to 100 attendees. It was not clear on the Application whether she wants equipment provided such as tables, chairs, and a pop-up tent or if she is providing these. She also requested another port-a-pot and she wants to have pony rides which she will book. Barbara will let her know that she cannot have pony rides or equipment from Goshen Farm, must limit the event to 3 hours and the additional port-a-pot will cost \$100.00.
 - iii. The National Underground Railroad Network to Freedom Program suggested to Linda that Goshen Farm have an event in September to celebrate becoming a site on their website. Linda will have visitors visit the H-H Slave Garden. She asked the Board for other suggestions. Barbara let Linda know that she will be gone for three weeks and will not be in town for this event to plan or assist. Erik suggested that she could combine this event with the Goshen Farm Goodies Sale. Erik asked her to work with her team, write a proposal, and move forward. Two possible dates are September 20th or the 27th.
- b) 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 more dry asphalt mix or gravel and have a mini skid steer smooth out the surface. Eric suggested Roy get estimates for this work. Christy stated that Richard’s Tree Care has the equipment and could do this work. Roy will let Christy know in a week after he has done his research. **(Action Item: 692-07-25)**

12) Final Comments from the floor

- a) Jessica reminded the Board to spread the word about Wine Down at the Farm to friends and family. Sharon asked for a flyer to send out. Shannon will send this to Sharon.
- b) Everyone who was collecting auction items told Jessica and Barbara what items they had and what was confirmed to pick up over the next several weeks.

c) Becky mentioned that as we were working on an Accessibility Plan, did we want to consider a handicapped accessible port-a-pot? Roy will get quotes for this and send out to the Board.

13) Adjournment – **Linda Páez made a motion to adjourn the Meeting. Becky Benner seconded and the motion carried.** The Meeting adjourned at 9:31 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/Bob	06/30/25	Working	Should be easier for Garden Chair to do a reconciliation going forward using Zeffy reports.
692-07-25	Provide and place large tarp on roof of the Tenant House.	Christy and Richard's Tree Care	07/31/25	Working	Richard's Tree Care is donating the tarp and placement on the roof
693-07-25	Research and price materials and rental equipment for temporary driveway repairs.	Roy	07/31/25	Working	Heavy storms are continuously causing deep ruts in the driveway.

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, African American Heritage, 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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