

Goshen Farm Preservation Society Board Meeting,  
November 20, 2024

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Zoom and Sharon Biondi
<b>Date:</b>	November 20, 2024	<b>Time: 7:30 PM</b>	7:30 PM
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Shannon Beauchamp Lepthien and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the November 20, 2024 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. Dirk Schwenk, Linda Páez 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) Roy asked to discuss the large tarp that was left on the Tenant House front porch.
  - b) Roy added a discussion on Guinea Hens.
  - c) Barb asked to discuss Jessica Corliss and Lori Runk as potential new Board Members.
  - d) Erik asked to discuss Committee budgets and the 2024 Committee Chairs' Annual Reports.
- 4) President's Report (Erik Wallace – Provided under separate cover)
  - a) Erik and son, Lyle, replaced six outdoor motion sensor lights on the Farm House. These have all been tested and verified working.
    - i) Roy and the Board thanked Erik and Lyle for completing this arduous task!
  - b) Erik met with Jim McCrea, Paul Racette and Terry Brandon to discuss with Annapolis Rotary grant options related to educational needs for the Farm in 2025 – 2027 as mitigation of invasives will become a major theme at Goshen Farm.
  - c) Erik reviewed and signed the letter to AA County Department of Planning and Zoning, Office of Inspections and Permits for the driveway Grading Permit.
  - d) There were no questions on the President's Report.
- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)

- a) The meeting with Charles Carroll Brice IV, brother David and their wives Cecile and Flo respectively on October 19<sup>th</sup> went very well. Barbara received the journal that was given by Henry Tydings to Charles Carroll and Mary Tydings as a wedding present. Charles Carroll was the great-grandfather of Charles Carroll Brice IV and owner of Rosedale (Goshen Farm). Barbara also received two separate genealogies of the Brice family. Barbara scanned all the pages of the journal and sent these to the Board.
  - b) Barbara stated that the Board needs to choose a potential date to have a Neighborhood Sun Zoom meeting for Members and CSC residents in February.
  - c) Barbara reminded the Board that for the Annual Membership Meeting on Wednesday, January 15, 2025, we need to have any By-Laws changes, Annual Committee Chair Reports and Minutes from the January 17, 2024 Annual Meeting.
  - d) Lastly, Barbara made suggestions for the GFPS Annual Membership Meeting on January 15, 2025.
    - i) Barbara suggested that Board Members have name plates with respective Committees, that roll call is taken for Members on Zoom, and that Erik ask a Member to volunteer at the check-in table so no Board Member must sit at the check-in table during the Meeting.
    - ii) There were no questions on Barbara's report.
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
- a) Christy stated that the Financial Report was emailed to the Board tonight.
  - b) There was a brief discussion regarding the 2025 Committee budgets. Sharon asked if the Secretary needed to submit a budget and Erik stated that she does need to submit a budget.
  - c) Christy stated that she has not received donations yet from Cape JOM as was stated in our original meeting with Phil Runk when we approved their request to hold six concerts at Goshen Farm.
  - d) Christy reported that the checking account total as of October 31, 2024, is \$54,491.20.
  - e) Christy had accounting questions and accounting clarifications for the Board.
    - i) Christy asked how the Popup Goshen Garden Goodies events sales should be listed? Discussion ensued. Presently, Christy is putting this in General Funds.
      - (1) Bob stated that he needs to discuss this with Tracy Smith.
    - ii) Erik asked if honey sales should be a separate line item. No decision was made at this time. Christy is keeping this total separate so she can report his totals to him.
    - iii) Should the \$100.00 payments from Neighborhood Sun (for Members signing up), be a separate Line Item? Erik stated it should be.
    - iv) Should the one time only Flex Grant Becky applied for and received \$800.00 from CCHA for the new Membership Pamphlet be a separate Line Item? It was decided that it would go into General Fund and Becky and Christy would track expenditures.
    - v) The cost of the CSCIA Signboard will be listed as an expense under each event advertised.

- 7) Review of Minutes – (Smitty Biondi)
- a) Approval of October 16, 2024 Minutes
    - i) **Becky Benner made a motion to approve October 16, 2024, GFPS Board of Directors Meeting Minutes. Bob Nestruck seconded.** Discussion ensued and Becky stated that there were two edits. Becky rescinded her motion.
    - ii) **A new Motion was made by Becky Benner to approve October 16, 2024, GFPS Board of Directors Meeting Minutes with two corrections. Bob Nestruck seconded and the motion carried.**
- 8) Committee Reports
- a) Building & Maintenance (Lou Biondi – No report provided)
    - (1) Lou submitted the standard grading plan for the driveway project to the Department of Inspections and Permits.
    - (2) Lou was in touch with Department of General Services (DGS) regarding our Capital Grant # 20-G137. DGS has a new system for tracking grants. When Lou gave them our grant number, he was told that that grant number was assigned to a Capital Grant project for a memorial for the reporters that were killed at the Capital Gazette (for \$300,000). Lou messaged DGS that the grant number he gave them was for GFPS and not the grant they named. He is waiting to hear back from DGS. He thinks it would be a good idea to reach out to Heather Bagnall to see if she can assist us with clearing this up.
    - (3) Lastly, Lou stated that he reached out to Captain Avery Museum and got their vendors' information. He sent this information to Barbara for our Spring Open House planning.
  - b) Communications (Shannon Beauchamp Lepthien – No report provided)
    - i) Shannon added that she transitioned everything donation wise on the website to Zeffy. The only thing that was not transitioned was Membership due to renewals coming up in December. Shannon would like to transition to Zeffy for everything in the new year. She will not do this until Becky is comfortable with Zeffy and getting all the information she needs from Zeffy.
      - (1) Christy would like to keep PayPal as a choice for payments. More discussion is needed (by Shannon, Christy and Becky via phone or email).
    - ii) Shannon added that GFPS is a nonprofit organization and listed our EIN number on the website. Erik does not want to have the EIN number on the website for security reasons. Shannon will remove the EIN number.
    - iii) Shannon had removed the Board Members emails from the website as she didn't want them to receive many emails (including phishing emails, sales requests, etc.). She will create a contact request form noting the Board Member the person wants to contact. The request will only go to the Board Member(s), who the person wants to contact without the email being available.
  - c) Educational Outreach (Terry Brandon – Provided under separate cover)

- i) Terry and his team are delivering produce tomorrow to My Brother's Pantry.
- ii) Terry noted that on November 7<sup>th</sup> and 8<sup>th</sup>, a total of sixty BHS Environmental Literacy Signature Program students came to the Farm to remove invasive species and remove weeds around the Sharing Garden and Henson–Hall Slave Garden. They also mulched around the Hoop House and the Henson Hall Slave Garden. In addition to the students, Stacy Roth invited the ICST Stakeholders to attend the cleanup event in lieu of the ICST meeting. The Farm had visitors from the Chesapeake Bay Foundation, the Maryland DNR, AACC Drone Program and other ICST members.
- iii) In his November report, Terry thanked Jeanne Klingler and Karen Hodges for maintaining and growing the crops in the Hoop House.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
  - i) As relates to the Annual Membership Meeting, Barbara will create the name cards for Board Members to display at the front table.
  - ii) Erik asked if we should do in person and on Zoom for the Meeting. Sharon stated that we had quite a few members attend on Zoom last January and she feels we should do both. Other Board Members agreed. Shannon will inform people on the website in her instructions, to put their full names when they register to attend the Meeting on Zoom.
  - iii) As was covered in the Grounds Committee Report, the meeting planned by Barb with Charles Carroll Brice IV, his brother David and their wives Cecile and Flo, respectively) was held on Saturday, October 19<sup>th</sup>. Their visit went very well and they seemed pleased. They presented GFPS a ledger record of their great-grandfather's ownership of Rosedale (Goshen Farm) and two separate genealogies of the Brice family. Barb scanned the ledger pages and sent these out to the Board.
  - iv) Barbara asked if anyone had any questions. There were none.
- e) Garden (Bob Nestruck – Provided under separate cover)
  - i) Bob had nothing to add and there no questions on his report.
- f) Grounds (Roy Benner – Provided under separate cover)
  - i) Roy reported that he is working with six (6) Eagle Scout candidates on their projects.
    - (1) Luke Hooper (Troop 385) and his troop constructed his Well House Project on November 9<sup>th</sup>. His final work will be installing a crank, a drum, some additional siding and a well pulley to pull up the 1.9-gallon special bucket. The Project will show students how they could draw water from the well as in colonial times. Roy included a picture of this very attractive well-built project!



- (2)
- ii) Roy discussed Nick Tubiolo (Troop 382) who is considering two projects. One is constructing a trail from CSC Road to the Historic Timeline Trail or constructing a small cabin with several features in the Nature Play Space. Discussion ensued. Some Board Members thought the trail project would encourage more people who are not Members to walk the property. The decision was left to Roy.
  - iii) Roy reported that the F580301 CSCVFC Replacement and Mitigation Plan is moving forward. The final plan was forwarded to the Critical Areas Commission (CAC) for their November 6th Meeting and the plan was Conditionally Approved. The Conditional Approval requires that AA County provide the CAC with the Storm Water Management Plan and the Erosion and Sediment Control Plans to be submitted to the CAC within 60 days of the November 6<sup>th</sup> meeting. This would allow the 5 1/2-acre invasive species mitigation plan at the Farm to begin in early spring 2025.
    - (1) Erik would like Roy and Shannon to work on getting GFPS's role in supporting the new CSC Volunteer Fire Company Station and Mitigation Plan out to Members and residents on the website and in the Caper well in advance of this project's starting. Roy will work on drafting some articles for the Caper to send to Shannon for the Caper and to be used on our website. **(Action Item: 670-11-24)**
  - g) History and Research (Scott Powers – No report provided)
    - i) Scott is clarifying information on donations from Cape JOM's concerts with Phil Runk.
  - h) Membership (Becky Benner – Provided under separate cover)
    - i) Becky reported 240 Membership units as of this report, November 20, 2024.
    - ii) Becky composed a letter to the CSCES PTO President and Treasurer stating that they will not be paying for a Sharing Garden plot for 2025 (CSCES has not used this plot for three years). The letter will be signed and sent out by Bob.
  - i) Financial Development (Vacant)
  - j) Volunteer Coordination (Vacant)
  - k) Security (Dirk Schwenk – No report submitted)
    - i) Dirk was not at the Meeting.
    - ii) Dirk is still working on ordering additional cameras for the security system. He is deciding on whether to order wired or unwired cameras.
  - l) Member At-large
    - i) Linda Páez – (Provided under separate cover)
      - (a) Linda was unable to attend the Meeting.

9) Review of Action Items and Recurring Actions (Smitty Biondi)

i) Review of Action Items

- (1) **(Action Item: 432-02-21)**, Develop plan for improving volunteerism in the Sharing Garden and send this plan to the President. (Gardeners agree to complete 6 hours of volunteer work/year as part of their plot rental agreement. This action is **OBE**.)
- (2) **(Action Item: 573-02-23)**, Review GFPS forms on Google Drive to make sure we have the latest approved edition on Google Drive before transferring forms to the website. This action is **OBE**.
- (3) **(Action Item: 613-09-23)**, Set up a “Membership Drive” on the website. Those who sign up will be given the website link for a virtual tour of the Farm House and possibly a free jar of honey. This action is **OBE**.
- (4) **(Action Item: 659-08-24)**, Contact CSCES and let them know that the Sharing Garden is not making plot 5 available to the students in 2025. This action is **Completed**.
- (5) **(Action Item: 660-09-24)**, Check Farm House floodlights closest to the concert stage. This action is **Completed**.
- (6) **(Action Item: 662-09-24)**, Ensure that Shannon understands what the Broadneck HS Environmental Literacy Signature Program involves before she changes this page on the website. This action is **Completed**.
- (7) **(Action Item: 666-19-24)**, Contact both Members to discuss their interest and answer any questions they may have regarding Board Chair responsibilities. (Chair responsibilities summaries were sent out in October to both candidates for both Chair vacancies.) This action is **Completed**.
- (8) **(Action Item: 669-10-24)**, Approach the AA County Soil Conservation District and ask them to create a storm management plan for the area at the top of the driveway. This action is **Completed**.

10) Old Business

a) Milk House costs estimate, grants, plan

- i) Roy and Lou will meet to discuss the previous engineering report on what is needed and the steps to repair the Milk House and whether this report covers all issues with the Milk House foundation. Roy can then work up an estimate for repairing the Milk House. Further discussion on this will be postponed until the engineer’s report is reviewed by Roy and Lou. This was postponed until the February 2025 Board Meeting.

b) Tenant House- Roof/Old Siding – water damage

- i) Roy and Christy both put tarps on the Tenant House roof. The roof of the addition is now covered. Rich Lang notified Linda Paez that Bayview Builders was dropping off a large tarp for the Tenant House roof. Christy stated that Richard’s Tree Care would

- put this tarp over the two already installed on the roof. This should prevent further damage to the Tenant House from precipitation. **(Action Item: 671-11-24)**
- ii) We have had no communication from Bayview Builders regarding roof replacement.
    - (1) Sharon and Lou will 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 or have decided not to donate further work. Rough Draft is to be sent to Erik for review. **(Action Item: 672-11-24)**
  - c) Class of Membership – 1) fees, 2) Nonprofit – number of Members
    - i) Becky will reach out to Members Erik, Sharon and Terry for the Ad-Hoc Committee to work on Class of Membership details when she has a date for the first meeting. (Refer to Becky’s email of November 17, 2023 with examples of fees and numbers of members researched from other organizations.)
    - ii) Erik will reach out to a nonprofit he works with for information.
  - d) Maryland Green Registry
    - i) Linda, with Bob’s assistance, is still working on this application to have GFPS on the Maryland Green Registry. Becky also offered to assist with completing the application and will send Linda information Becky has collected. **(Action Item: 673-11-2024)**
    - ii) Lou sent Linda photos of activities at the Farm as requested by Maryland Green Registry.
  - e) Move of Summer Concert Series Stage and Apiary
    - i) Roy and Erik are considering other options for a later date.
  - f) Permitting for the Driveway
    - i) Lou ascertained the elevation of the driveway area that will be completed, completed the standard Grading Application form, Erik signed the form and Lou submitted it to the AA County Department of Inspections and permits.
    - ii) Lou asked Roy to keep him abreast of his discussion with Dean Cowherd and the AA County Soil Conservation District regarding Roy’s storm management idea for the area above the circle near the bottom of the driveway.
  - g) Chimney shifting in Room 1-C of the Farm House
    - i) (Leave in Minutes.) Lou must follow up with Darian Beverungen of Planning and Zoning Cultural Resources Section regarding restrictions related to the historic nature of this chimney stabilization and permits required. **(old Action Item: 658-07-24)** Lou also will contact MD Department of Government Services (DGS) again to determine if chimney repair would be allowed as a “drawdown” on our 2020 Capital Grant. **(old Action Item: 604-07-23)**
    - ii) Lou reported tonight that Darian Beverungen is no longer working with the above agency and he left a message for her replacement. Also, in his attempt to reach Maryland DGS regarding the inclusion of the chimney repair in our 2020 Capital Grant, he found that DGS has instituted a new grant tracking procedure and our

Capital Grant number is no longer associated with GFPS. He is investigating this issue.

- h) Railway to Freedom/Underground Railroad, National Park Service Application Committee update
  - i) Linda was not available tonight to discuss progress with the application.
- i) Status of the AED
  - i) Roy will be contacting the Board regarding date(s) for training with Ryan Killough, Heart Rescue LLC on the AED. Becky stated that if the CSCIA Clubhouse is not booked, GFPS can use the Clubhouse on week days for free. Roy has dates we can use the Clubhouse and Roy will give these dates to Mr. Killough.
- j) Neighborhood Sun – Information Session Promotion to Membership
  - i) Roy and Barbara are working on this session for GFPS Members for February. Shannon will advertise the session on the website. Barbara thinks the sooner GFPS starts promoting this partnership the more successful it will be. Barbara put this partnership in the GFPS Newsletter.
- k) Letter to Carol Benson thanking her support to GFPS since February 2015
  - i) Becky is drafting a letter of gratitude to Carol Benson, Executive Director of CCHA for Erik to sign. Carol is retiring from CCHA December 31, 2024.
- l) Goshen Goodies Sale Planning – November 30 / {promotion}
  - i) Shannon has started to promote Goshen Goodies Sale. She asked Bob if he could send her some pictures of some of the goodies to post in the promotion.
  - ii) The sale will run from 10 AM – 2 PM on Saturday November 30<sup>th</sup> (Small Business Saturday) at the Farm.
- 11) New Business
  - a) Review Event Use Application Log and new Event Use or Rental Application and Agreement (EURAA) forms (Open means there is still paperwork to be completed or the event has been approved but has not occurred.)
    - i) There were no new requests this month.
  - b) Tarp delivered to the Tenant House porch
    - i) Rich Lang reached out to Linda to let her know that he had delivered a large tarp for the Tenant House roof. There was no discussion about Bayview Builders putting the tarp on the roof.
  - c) Guinea Hens
    - i) Roy is considering getting a flock of Guinea Hens and releasing them on the Farm and wanted to discuss with the Board. We would need to buy or build a chicken coop for them. They are good for eating bugs and do this without disturbing the plants in the process. This would be great for our various gardens.
    - ii) Erik did a search on Guinea Hens and it revealed that they eat bees.
    - iii) Roy will do more research on these hens.
  - d) Jessica Corliss and Lori Runk running for the Board

- i) Barb had requested the above candidates for the Board of Directors send her resumes and she received these. Barb forwarded these resumes to the Board in an email. Tonight, Barb reviewed both candidates' education, employment and volunteer experience with the Board. They both have ample qualifications for the two Chair vacancies - Financial Development and Volunteer Coordinator - if they are elected to the Board and are willing.
  - ii) Committee Budgets
    - (1) Erik will send out last year's budgets and would like the budgets for 2025 sent to him and Christy by the first of December. He would also like the end of the year committee reports by December 1<sup>st</sup>. He will use these to start on his report to the AACPS.
  - iii) Driveway parking – letter to Lou Facciponti
    - (1) Roy is drafting a letter for Erik to review and sign.
    - (2) Erik suggested that we put up a “No Parking – Subject to Towing” sign at the bottom of the driveway. Discussion ensued. Erik will research the law regarding wording on this signage. **(Action Item: 674-11-24)**
    - (3) Roy will research ready-made signs and the cost. **(Action Item: 675-11-20)**
    - (4) The letter to Mr. Facciponti will be sent first.
- 12) Final Comments from the floor
- a) Christy brought up new charges from BGE for the second meter that was installed on the new light pole. She received a bill for \$160.00 for six months usage on the second meter. Going forward GFPS will receive two separate bills from BGE.
  - b) Barb sent out the GFPS Newsletter for changes or edits. She has received feedback from Linda and Becky. If anyone else has changes please email Barb. Erik would like the Newsletter to go out December 1st.
- 13) Adjournment
- a) **Terry Brandon made a motion to adjourn. Bob Nestruck seconded the motion and the motion carried. The meeting ended at 9:46 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 <b>updates are needed.</b> (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
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	
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."

591-05-23	Make a new video of Roy giving a tour of the Farm House for next year's Maryland Day event.	Erik	11/15/23	Working	To be included in 2024 virtual MD Day event.
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.
644-04-24	Get GFPS information and photos onto the CCHA website link Educators.	Linda with Terry's support	06/30/24	Working	This would expand GFPS' footprint in the county. Requests would probably come to Communications Chair and be forwarded to Educational Outreach Chair.
653-06-24	Send previously gathered information on Maryland Green Registry to Linda.	Becky	08/31/24	Working	Help with completing application...
655-06-24	Send the suggestion of including an article on Juneteenth to Shannon and send wording of article she read to Erik.	Linda	11/01/24	Working	Would be helpful for Shannon to have article set up ahead of Juneteenth 2025. (Erik will check to see if he received this from Linda.)
656-07-24	There is a grant for research for run-away slaves that Linda will revisit and send out to the Board.	Linda	9/15/24	Working	If we apply for this grant we could get High school students to do the research for payment.
658-07-24	Contact MD Board of Public Works again to determine if chimney repair would be allowed as a "drawdown" on our 2020 Capital Grant.	Lou	10/15/24	Working	Lou did not hear back from Darian Beverungen of AACO Dept. Planning and Zoning Cultural Resources Section.
663-09-24	Roy will contact Ryan Killough, Heart Rescue LLC, to ascertain AED training dates.	Roy	11/15/24	Working	Schedule AED training, etc. Send out email with potential date choices.
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.
665-09-24	Set up Zoom Meeting in February to promote Neighborhood Sun to GFPS Members. When date and time are set, give Shannon the necessary information to promote this event.	Neighborhood Sun, Barb, Roy and Shannon	01/25/2025	Working	GFPS receives \$100 for every Member that signs up with Neighborhood Sun. (Payments to be sent to GFPS 3 months after sign-up.)
667-10-24	Board Members contact historic sites, etc. and get potential vendor information and contact information for Spring Open House. Send this information to Events Chair.	Board	12/15/24	Working	Lou contact Captain Avery Museum, Roy or Becky contact Hancock Resolution and other Board Member send their suggestions for vendors to Barbara.

668-10-24	Draft a request for copies of leases and budgets from BoE leased organizations and send to President.	Lou	1/10/25	Working	President will sign and send final request letter.
670-11-24	Draft description of Goshen Farm's role in the new CSCVFC Fire Station and Mitigation Plan from the Critical Areas Commission (CAC) and send to Shannon for an article in the Caper and on the website.	Roy	1/10/25	Working	Roy and Shannon will work together on this article. Erik suggested that this go out to Members and the public well before any work is begun in the spring.
671-11-24	Put the new large tarp on Tenant House.	Christy via Richard's Tree Care assistance	12/01/24	Working	Delivered to Tenant House front Porch. Will protect the entire roof of the Tenant House.
672-11-24	Draft a letter to Rich Lang of Bayview Builders stating what they have done on the Tenant House, what work they have proposed to do on the Tenant House and if they intend to do this work.	Lou and Sharon	1/10/25	Working	Send draft to Erik to review.
673-11-24	Send Linda Maryland Green Registry information already gathered.	Becky	12/30/24		
674-11-24	Research the law regarding wording on No Parking and Towing signage.	Erik	1/10/25	Working	After letter is sent to Mr. Facciponti. With Dirk's assistance if necessary.
675-11-24	Research cost of ready-made No Parking signs.	Roy	1/30/25	Working	Sign for bottom of driveway

## RECURRING ACTIONS

RECURRING ACTIONS					
	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 03/11/2025		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 <b>Automatic Payment</b>
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 <b>Automatic Payment</b>
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. <b>Automatic Payment</b>
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 <b>Automatic Payment</b>
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 <b>less than \$25,000.00</b> . 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 <b>\$25,000 or more</b> . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: <a href="mailto:dicharity_sos@maryland.gov">dicharity_sos@maryland.gov</a>
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027		<b>State does not send out a reminder.</b> Renewal application sent November 2022. Rec'd certificate July, 2023.
Bi-annually  Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually  Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020  Policy 2. #MY102844500, effective 5/22/2020	Treasurer	1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , Fax: 410-544-6834  Dates for payments for both policies vary each year.

			<b>Due June 27<sup>th</sup>, \$390.00 and October 27<sup>th</sup>, \$388.00 (Total cost: \$774.00/year)</b>	#MY1028445, effective May 22, 2020 <b>Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)</b>	Total Annual insurance premiums: \$2,222.00 <b>Automatic Payment</b>
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		<b>The State does not send out a reminder</b> ; 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 <sup>th</sup>	\$19.99	<b>Automatic Payment</b>
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 50 Harry S. Truman Parkway Annapolis, Maryland 21401	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 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