

Goshen Farm Preservation Society Board Meeting,
February 19, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom and Sharon Biondi
Date:	February 19, 2025	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Shannon Beauchamp Lepthien, Linda Páez, Jessica Corliss and Lori Runk		
Members/ Guests Attending:	Lou Biondi Phil Runk		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the February 19, 2025 Board Meeting to order at 7:30 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present. Barbara Morgan, Christy Folderauer 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 security cameras. Roy found the plywood window cover from the office on the ground behind the Farm House near the fence. He was concerned there may have been a break-in and no one discovered the plywood was off until Roy discovered this. Roy thought that Dirk would have been notified. Bob stated that the cameras do not work with our new security system but he brought up the video that was recorded on the computer in the Farm House. It appeared to show wind blowing off the plywood. Added to New Business, Item l.
 - b) Roy asked to discuss a visitor's request to ride her horse around the Farm property. Added to New Business, Item g.
 - c) Barbara asked Erik to get the Board's feedback about a vender's request to park a truck on the grass during Spring Open House. Added to Agenda by Erik. New Business, item i.
 - d) Lou asked Erik to request Board approval on paying Office of Inspections and Permits for the Grading permit for the driveway improvement project. Added under New Business, item, h.
 - e) Erik shared that Linda wanted to add discussion on creating a new committee – African American Heritage Committee. Discuss under New Business, item f.

- f) Linda wants to mention invitation to have a table at Hancock Resolution event on April 13th from 11 AM – 4 PM. Added to New Business, Item j.
- g) Erik wants to have a discussion on Zeffy and PayPal. Added to New Business, item k.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) There were no questions on the President’s Report.
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
 - a) Barbara was unable to attend Meeting.
- 6) Treasurer’s Report (Christy Folderauer – provided under separate funding)
 - a) Christy was unable to attend tonight’s Meeting.
- 7) Review of Minutes – December 18, 2024 Board Meeting (Sharon Biondi)
 - a) **Becky Benner made a motion to accept the December 18, 2024 Board of Director’s Meeting Minutes. In discussion, Becky had a question to Bob regarding his comment on hiding wiring. This was clarified. Bob Nestruck seconded the motion and the motion carried.**
- 8) Committee Reports. Please read reports ahead of time. Each committee will have 5 minutes to discuss any question and answer questions.
 - a) Building & Maintenance (Lou Biondi – provided under separate cover)
 - i) Lou sent out the Statement of Work and the engineer’s drawings for the First Floor Stabilization Project to the Board.
 - (1) Erik asked the Board to review these documents and respond to Lou with comments and/or questions in the next week. **(Action Item: 679-02-25)**
 - (2) Dirk asked if the BoE needed to approve the Statement of Work and Lou suggests that they should approve the work. (Note*The BoE approved and supported the Maryland Capital Grant Application for first floor stabilization of the Farm House with a letter of support to the Legislature in 2019. GFPS was notified that the State awarded the matching grant of \$60,000.00 for this purpose in March 2020. The total estimated cost in the application of this work was \$120,000. 00. The Matching requirement was eliminated in 2022. It took GFPS until August of 2024 to raise the \$60,000.00 needed for the \$120,00.00 estimated cost for the project in the grant application.)
 - (3) Erik suggested that Dirk review the Boiler Plate that Lou will create to send out to contractors. Lou will use the boiler plate templates that the BoE uses for their contractors. They have sent these to him. The Statement of Work and Boiler Plate will go out in the Solicitation Package.
 - ii) Lou also received a response from the MD Department of Public Works portal in response to his inquiry regarding chimney stabilization. The response was that the repair of the Chimney in Room-1-c could be covered by the Capital Grant awarded in 2020. Darien Beverungun, Anne Arundel Office of Planning and Zoning, Cultural Resources Section told Lou that the chimney work will need its own Statement of

Work which will need to be reviewed and approved by her office as well as all steps in the process.

- b) Communications (Shannon Beauchamp Lepthien – provided under separate cover)
 - i) Shannon stated she is working hard to update everything on the website. There were no questions for Shannon.
- c) Educational Outreach Programs (Terry Brandon – provided under separate cover)
 - i) Terry and Roy put a heater in the Hoop House due to the extended low temperatures. The “Zig Zag” which holds about 64 plants had to be reworked due to the cold. Terry hopes to have produce to give to families in 45 days.
 - ii) David Brice contacted Bob and Terry regarding a visit to Goshen Farm to show David’s sister Marcia the Farm. Marcia was last in the Farm House in the 1980’s (which would have been during the Radoff’s ownership.). Bob and Terry are hoping to get more information on the Brice Family’s time at the Farm as owners.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Barbara and Christy were not able to attend the Meeting.
 - ii) Barbara and Christy are extremely busy working on the Kayak Raffle to launch on March 9th, Java & Jazz / Tea & Tunes (J&J/T&T) on March 9th, Maryland Day on March 22nd (waiting for listing form), and Spring Open House on April 12th. She has lined up 13 vendors and a caterer for this Open House!
- e) Garden (Bob Nestruck – Provided under separate cover)
 - i) Sharing Gardener, Billie Grant’s retirement plans were postponed and he again has a plot in the Sharing Garden.
 - (1) Billie Grant is going to be thinning out his strawberry plants and Bob asked him to put them in the Hoop House temporarily. Bob and others will plant them in the ground in the vacant plot formally used by CSCES students. These will be given away at the Strawberry Festival GFPS Booth.
 - (2) Billy has found plastic in the compost bins and Bob will remind Gardeners that this is not appropriate. Billie would like to have a class on composting for the Gardeners and GFPS Members who are interested. Bob is thinking about including this class as part of the Spring Open House. He will let Barbara and the Board know if this plan is viable.
- f) Grounds (Roy Benner – provided under separate cover)
 - i) Roy is working with four (4) Eagle Scout Projects in their planning stage.
 - ii) Roy reported on the window that was blown out and was found on the ground by the fence. He thought GFPS should have cameras that send notice of disruptions to the security system and also send out videos to the Board in order to be checked on.
 - iii) Erik thanked Roy for clearing out the invasive vines and brush in the area being considered for locating the Apiary.

- iv) Terry asked Roy if the well bucket and crank can be used to draw water. Roy stated it can but he has the well locked up to prevent contamination of our main well. Using this well apparatus needs to be done under supervision.
- v) Linda asked how Roy was removing the invasives. He is cutting them at the ground level.
- g) History and Research (Scott Powers (No report submitted)
 - i) Scott is working on the Summer Concert Series and has given us concert dates.
- h) Membership (Becky Benner – provided under separate cover)
 - i) Total Membership Units are 162 as of February 16, 2025.
- i) Financial Development (Jessica Corliss and Lori Runk – provided under separate cover)
 - i) Jessica Corliss has spent many hours reviewing the GFPS website, Google drive, and Minutes to inform herself about GFPS goals, mission, as well as day to day operations, and long term and short term projects. She has created many organizing projects, tracking forms and a questionnaire that she has linked to her report.
 - ii) She is attempting to create a Three Year Financial Development Plan and a “Grant tracker” that will align with our Five Year Plan. Jess is asking the Board to review her report and get back to her with information needed and feedback.
 - iii) Jess has also been assisting in Events assistance. She and Lori have:
 - (1) Set up a fundraising ninth at Broadneck Grill Wednesday June 4th from 5-9 PM,
 - (2) Helped find a vender photographer to take photos for a suggested donation at Spring Open House,
 - (3) Found a J&J/T&T Sponsor – Bach to Rock, Secured STEM Night at CSCES for March 12th.
 - (4) Scheduled volunteer musicians secured by Cape Vibes for Spring Open House at no cost to GFPS,
 - (5) And so much more! Erik suggested that all Board Members take the time to again review the February Financial Development Report and then give Jessica feedback and information requested in the next month. **(Action Item: 680-02-25)**
 - (6) Erik is giving Jessica and Lori more time under New Business, item c.
- j) Volunteer Coordination
- k) Security
 - (1) Dirk stated that security video cameras will be purchased in the spring.
- l) Member at-large
 - i) Linda Páez – (Provided under separate cover)
 - (1) There were no questions on Linda’s report.
- 9) Review of Action Items (Secretary – provided under separate cover)
 - a) **(Action Item-677-12-24)**, Change the contact person and phone number on the CCHA website link Educators. This Action is **OBE**. Shannon will set this up to go to the contact link that Shannon set up on the website. Becky will email Jane Cox at CCHA on how to

change contact information on the link for “Educators” (with cc to Shannon). New
(Action Item: 681-02-25)

- b) **(Action Item: 675-11-24)**, Research cost of ready-made No parking signs. This Action Item is **OBE**. For now the sign is not necessary.
- c) **(Action Item: 674-11-24)**, Research the law regarding wording on No Parking and Towing signage. This Action Item is **OBE**. See above for reason.
- d) **(Action Item: 673-11-24)**, Send Linda Maryland Green Registry information already gathered. This Action Item is **OBE**. Linda will gather the information.
- e) **(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 additional work. This action is **Completed**. The letter was sent in February and Lou Biondi has not had a response.
- f) **(Action Item: 670-10-24)**, Board Members contact historic sites, etc. and get potential vendor information and contact information for Spring Open House. Send this information to Events Chair. This Action Item is **Completed**. Barbara Morgan has lined up 13 vendors.
- g) **(Action Item: 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. This Action Item is **Completed**. The Zoom meeting was scheduled for February 26, 2024.

10) Old Business:

- a) Milkhouse costs estimate, grants, plan
 - i) Status is unchanged.
- b) Tenant House – Roof/Old Siding – water damage, next steps?
 - i) Lou will follow up with Bayview Builders in March regarding status or decision on letter delivered to them.
- c) Class of Membership Working Group- 1) Fees, 2) Nonprofit – number of members
 - i) GFPS will have to develop this (possibly a tiered structure).
- d) Maryland Green Registry
 - i) Linda continues to gather information.
- e) Move of Summer Concert Series Stage /Apiary
 - i) Erik and Roy are still deciding where to move the Apiary to free up space for the Summer Concert stage.
- f) Permitting for Driveway repair
 - i) Lou is waiting to find out how long the permit will last before he asks Christy for the check for the \$1,370.00 permit fee.
- g) Chimney in room 1-c is buckling – status / Action Items 658-07-24 and 604-07-23
 - i) Lou has been notified through our Capital Grant portal that the chimney work would qualify for payment through the 2020 Capital Grant. In addition, a separate Statement of Work would be needed and reviewed by Darien Beverungun, Acting Manager, AA Counting Planning and Zoning, Cultural

Resources Office. See Building and Maintenance Report in Section 8, item b. of these Minutes.

- h) National Park Service Network to Freedom / Underground Railroad /website – Application
 - i) Linda and her committee submitted the required initial application to Dr. Kámal McClarin on December 23, 2024. The committee continues to gather information. They also are collecting more photos to send for the application (per Dr. McClarin’s request). The application deadline has been extended to late March or early April.
 - ii) Erik asked if Linda will ask Scott to put the application on the Shared Drive. If Scott cannot, have him send it to Erik to put up on the Drive. (Note: the application cannot be shared with any one but the GFPS President. It cannot go on the Drive until it is approved for this project.) Scott will send a copy to Erik to hold.
- i) Neighborhood Sun – Info Session promotion to GFPS Membership
 - i) A Zoom meeting was set up for Wednesday, February 26th and Shannon sent out multiple invitations (via Facebook and email) for Members to attend (with a description of Neighborhood Sun and the benefits of joining).

11) New Business

- a) Review Event Use Applications Log and any new Event Use Applications (Events)
 - i) Event Use Application Log.xlsx-Google Sheets
 - (1) Alyson Figlioli, Holly Berry Garden Club, on June 9th (rain date of June 16th) from 5 -7 PM for thirty attendees. This is a walking tour of Goshen Farm gardens. Alyson is a Member. She would like to serve wine and light refreshments. Discussion ensued. **Barb would have to notify the BoE that this adult event would serve liquor.** GFPS would have to determine a price for the additional 29 participants. Roy would be available to serve as a tour guide. The Board approved this application if a fee is determined.
 - (2) Andy Harden, Old Head Band, on June 21st from 2-9 PM for 150 attendees. The event is to celebrate the Summer Solstice. Andy is not a Member. Discussion ensued. There were concerns about the number of attendees, Liability, set -up, parking, clean-up, monitoring the crowd, etc. The Board decided that Andy Harden should be invited to the April Board Meeting to discuss his plan. Lou suggested that they be sent the Policy on Use and Rental. Shannon will discuss this with Barbara.
 - (3) Rhonda Watson, Girl Scout Troop #?, requesting a camping event. Event Use Application was sent but has not been returned.
 - (4) Juda Goldstein, Capstone Project for BHS, on February 23rd from 12 – 9 PM for 13 guests. Will be creating a short film on Vietnam (not all of the filming will be at Goshen Farm for this project). The Board approved this application.
 - (5) Phil Runk, Cape JOM , submitted a plan for their concerts for 2025 for six set concert dates, 5 PM –9 PM. Discussion ensued. We were pleased with the

responsible way Cape JOM handled their “open mike” concerts in 2024. The Communications Chair wants to make sure that concerts are advertised as GFPS sponsored events. Cape JOM should fill in an Event Use Application Plan. The Board approved this application.

- b) Roses & Thorns – Discuss what went well or what went wrong at the January 15, 2025 Annual Membership Meeting
 - i) Make sure that all equipment is fully charged.
 - ii) All the information such as annual budget, ballot, Minutes, President’s Report, went out to the Members on time and smoothly. It helped having a tight deadline for Chairs submitting these documents to the President.
 - iii) Previously, Erik consolidated Committee Chair reports into his President’s Report (summary). Next year he wants to put a yearly report on Google Drive with a section for Chairs to complete.
 - iv) Having each Committee Chair stand and give the highlights of their year’s accomplishments was appreciated by attendees.
- c) Financial Development Presentation. (Jessica and Lori)
 - i) Jessica presented a Three-year Plan that she is working on.
 - (1) Internal Revenue Initiatives
 - (a) Examples are 1) Increase Membership revenue by implementing a digital Membership system through a linked Google form on the website with online payments and optical renewal through Zeffy. 2) Increasing event revenues through structured donation-based activities, premium offerings and merchandise sales.
 - (2) External Revenue & Funding Initiatives
 - (a) Examples are 1) researching and applying for 2-3 grants supporting infrastructure development and preservation of existing structures that enables Goshen Farm to sustain revenues through property usage. 2) Developing relationships for community, corporate, educational partnerships to increase funding opportunities for events and programs. 3. Build major donor and legacy giving programs for long-term support.
 - (3) Jessica has spent weeks since being voted on the Board researching GFPS operations and has created a detailed draft plan for improving financial development. For the full Financial Development Plan to be viewed and commented on, Jessica has put her draft plan on the Shared Google Drive with links to specific proposals in her plan. Jessica needs comments and detailed information sent to her from the Board to “flesh out” her draft plan by the April Meeting.
 - (4) There was a discussion of developing an ongoing Grant list.
 - (a) Lou mentioned that Grant applications must be approved by the Board before they are submitted because if a grant is awarded it creates a financial obligation to GFPS. Erik asked Sharon to research this aspect of grant approval in the By-Laws and send this out in an email.
- d) Cape St. Claire Elementary STEM Night – support

- (1) Discussed earlier. Erik will get the power point presentation to Lori for the March 12th STEM Night table.
- (2) Lou let Lori know that there are picture boards on the porch to use for visuals
- (3) Terry may be available to assist with STEM Night
- e) Feedback from Member Survey
 - i) Erik will hold discussion on this until next Meeting when Barbara is present to discuss this survey.
- f) Proposal – New Committee – African American Heritage Committee
 - i) Linda discussed the benefits of adding this committee. As a Member At-large she is already working with many organizations related to African American Heritage. Also, the committee she formed to do research for the National Park Service, Network to Freedom/Underground Railroad website application has gathered much information. There is so much more information to gather for GFPS's use. This committee wants to keep working on gathering more information. She feels that if we had an official committee, this research would continue. She also feels that this would encourage more African American interaction with the community and Goshen Farm (and perhaps this committee) – something this committee could address. Linda gave an example. She was talking to Scott Powers about holding a concert that would appeal to African Americans. Since this was Black History Month, she thought this was a good time to introduce the idea of this committee.
 - ii) **Linda Páez Made a motion to create an African American Heritage Ad-hoc Committee. Shannon Beauchamp Lepthien seconded.** Discussion ensued. Dirk thought this was a great way to involve the African American community in Goshen Farm. Shannon agrees with Linda and hopes she can get interesting information from this committee to add to our website. Becky reminded the Board that adding a Standing Committee would require a By-Laws change and that change would have to be voted on at the next Annual Membership Meeting in January. Sharon added that an *Ad-hoc* Committee could be created and then added as a Standing Committee at the next Annual Membership Meeting with a vote on this By-Laws change. In the interim, The *Ad-hoc* Committee would function as a committee with a Chair and committee Members. **The motion carried.**
- g) Horseback Riding.
 - i) Roy was approached by a visitor who asked if Goshen Farm permitted horseback riding. We have never had this request before. Discussion of pros and cons ensued.
 - ii) The board's conclusion was that we do not have a policy on allowing horseback riding on the Farm and believe that we do not have the room (limited trails) for horseback riding.
- h) Cost of permitting for the driveway improvement
 - i) Erik asked if we pay the required fee, how long is the permit valid? Lou will double check.

- ii) The cost of the permit is \$1,370.00. Erik believes that this permit fee was included in our previous AAHP Grant Proposal. (Sharon will check this figure.)
 - iii) **Sharon Biondi made a motion that the Board authorize \$1,370.00 for payment of the fee of the grading permit application for the driveway improvement. Bob Nestruck seconded.** Discussion ensued. Becky asked what the permit covers. Lou stated that permit covers a slight widening, regrading and sloping so that the run-off goes into a gully with rip-rap, and crusher run spread on top. **The motion carried.**
- i) Vintage Truck
 - i) A vendor for the Spring Open house wishes to sell books from their vintage truck parked on the grass. Erik asked Roy if this would be a problem and Roy stated it would not. The Board agreed that the truck could park on the grass during the Open House.
 - j) Hancock Resolution reached out to organizations to have tables at their Spring Harvest Festival on Sunday March 13th.
 - i) Linda will be manning a table. The hours for the festival are 11 AM – 4 PM. She thought we could have at least two people for two shifts, 11AM -1 PM and 1 - 4 PM.
 - ii) If a Board Member is available to help, please reach out to Linda.
 - k) Zeffy/PayPal
 - i) There have been some difficulties with Zeffy for Board Members that deal with Membership payments, Garden payments, and donations getting enough information.
 - (1) Erik put forward that we should use both Zeffy and PayPal.
 - (2) Shannon stated that it is not that simple to use both as relates to setting this up on the website.
 - (3) Sharon showed a Zeffy notification she received that was unclear about what the payment was for. Becky stated this as well. Shannon stated that we needed to go in and “export the data”. Sharon stated that we don’t know how to export the data. Shannon realized that those using Zeffy need training.
 - (4) More discussion ensued.
 - (5) Clearly, Board Members and Members need to be educated on using Zeffy.
 - (6) Erik suggested that we set up a separate discussion on Zoom with Board Members that must use this information from Zeffy to complete their responsibilities.
 - l) Real time security cameras
 - i) This topic was not discussed again. See Security report. Section 8, item l in these Minutes.
- 12) Final Comments from the floor
- a) None
 - b) Adjournment
 - i) **Terry Brandon made a motion to adjourn the Meeting. Linda Páez seconded. The motion carried.** The Meeting adjourned at 10:31 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
437-02-21	Continue meeting with Shannon Lepthien Beauchamp of Color Fire Media to update the website. The Board approved Color Fire Media's plan for updating the website. The Board will continue to review progress and updates.	Shannon, Barbara, and Board	02-28-21	Working	Reviews will occur at these meetings, and future meetings for the website redesign. Actual edits and updates will be done by Shannon as time allows and as updates are needed. (An example of this updating would be events, raffles, etc.)
442-04-21	Research and contact organizations that are involved with African American Heritage and historic African American neighborhoods on the Broadneck Peninsula. Discuss GFPS plans to include African American History sites in its "History Trail". (Strategic Plan, 3-Goal: To promote and share the long and varied history of the Goshen Farm. Objective 3-c: To document, record and celebrate the memories, materials, and effects of Goshen Farm's residents through collections, exhibits, reenactments, and oral histories.) Discuss partnerships and plan an initial meeting(s).	Lou, Terry, Linda Páez, and Board input	07-03—21	Working	Discussion from the April 21, 2021 Board Meeting. This information will also be used in updating the Goshen Farm book. Applied for a grant from the Arts Council of Anne Arundel County for \$1,200.00 for writing and publishing this book in 2022.
451-05-21	Develop a proposal for the Docent Project.	Terry, Linda Páez	07-30-21	Working	Trained docents could be used at Open Houses and in the event GFPS chooses to increase "Open for Visitor" days in addition to Open Houses.
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky and Dirk. (Boiler plate from BoE)
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	?	06-30-22	Working	After Board reviews bids
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/23	Working	Postponed until new By-Law change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	Review engineer's report.

574-03-23	Request a quote from Dave Weir for additional plexiglass windows and locks for all windows in the Farm House.	Lou	04/30/23	Working	Will let more light into areas that do not have windows. Part of "sealing the Farm House."
603-07-23	Write up the complicated process for repairing the Farm House Chimneys, the implications that MHT has stated need to be done and our options for paying for this work.	Lou	09/13/23	Working	Becky would like to have room designations on this write up which would include the description in the two estimates for the work.
604-07-23	Contact MD Board of Public Works to determine if chimney repair would be allowed as a "drawdown" on our 2020 Capital Grant. *	Lou	09/11/23	Working	Stabilizing the chimneys was not included in the description of work in the 2020 Capital Grant application.
609-08-23	Contact Jason Brown to inspect the Tenant House roof and generate an estimate of scope and cost for GFPS.	Barbara	11/01/23	Working	Need to know scope and cost of this expanded repair before investigating funding.
621-10-23	Add photos of Sharing Gardeners working and harvesting their plots to the PowerPoint presentation. (Should be completed prior to the Harvest Pasta Dinner to be included in the event.)	Roy	08/30/2024	Working	The PowerPoint presentation should be shown at the Harvest Pasta Dinner which the Gardeners sponsor each year.
632-12-23	Organize the current grants file and schedule of Recurring Grants and request the completed grants applications from Board Members that have them in their personal computer files.	Erik and the Board	05/30//244	Working Ongoing	Important to have complete copies of all grant applications to use for 2024 grant opportunities and beyond. Those with grant copies should put them on the Google Drive or send to Erik to put on the drive..
636-02-24	Board Members who wish to be on the Classes of Memberships ad-hoc committee should send Becky an email.	Board	03/20/24	Working	Erik recommended that Terry sign up for this committee.
642-03-24	Complete the Maryland Green Registry application for GFPS.	Linda	05/20.24	Working	Linda can complete the application with help from the Board, Linthicum Walks, and by reviewing the Maryland Green website.
655-06-24	Send the suggestion of including an article on Juneteenth to Shannon and send wording of article she read to Erik.	Linda	11/01/24	Working	Would be helpful for Shannon to have article set up ahead of Juneteenth 2025. (Erik will check to see if he received this from Linda.)
656-07-24	There is a grant for research for run-away slaves that Linda will revisit and send out to the Board. *	Linda	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.
664-09-24	Contact Chuck to set up a Zoom Meeting with his father Charles Carroll Brice III (94 years of age).	Barb, Scott	11/15/24	Working	An opportunity to get information on the Brice family's life as owners of Goshen Farm.
672-11-24	Draft a letter to Rich Lang of Bayview Builders stating what they have done on the Tenant House, what work they have proposed to do on the Tenant House and if they intend to do this work. *	Lou and Sharon	1/10/25	Working	Send draft to Erik to review .Delivered to Rich Lang by Christy in January. No response yet.
676-12-24	Print out copy of Mjianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories	Roy and Becky	3/30/25	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	4/01/25	Working	The shifting problem may be causing the problems with the chimney in same room.
679-02-24	Review the February Financial Development Report and then give Jessica feedback and information requested in the next month.	Board Members	5/01/25	Working	Assist with Financial Development Committee with Three-Year Plan.
680-02-25	Review the Engineer Statement of Work and architectural drawings for the first Floor Stabilization project and respond to Lou with comments and/or questions in the next week.	Board Members	3/31/25	Working	Read and review for clarification and any problems seen.

681-02-25	Review the February Financial Development Report including the Three-year Plan and give Jessica feedback and information requested	Board Members	5/01/25	Working	Jessica needs more information and input to "flesh out" her ideas.

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 03/11/2025		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 Automatic Payment
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.88. Renewed in April 2023 for \$119.88. Renewed in April 2024 for \$155.88 Automatic Payment
Every 2 years	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	April or May		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, Member at Large and Security). Updated billing: \$7.20 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month Automatic Payment
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send report to Chief Operating Officer AACPS. Copies go to Superintendent, AACPS, and all AA County School Board Members. President's Annual Report was completed for 2022 and 2023 by President Wallace.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)

Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices) Completed in April 2024.
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by the Treasurer as part of our State Tax Return preparation. Completed April 2023 and 2024.
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020, 2021, 2022.and 2023.
Annually	File "Exempt Organization Fund-Raising Notice" for State of Maryland	Treasurer	August 31st	?	For Charities that raise less than \$25,000.00 . If GFPS raises \$25,000.00 or more then the Treasurer needs to file a different form. Copy of the signed 990-N must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity@md.gov
Annually (If reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise \$25,000 or more . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027		State does not send out a reminder . Renewal application sent November 2022. Rec'd certificate July, 2023.
Bi-annually Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020 Policy 2. #MY102844500, effective 5/22/2020	Treasurer	1.Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2020	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: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year.

			Due June 27th, \$390.00 and October 27th, \$388.00 (Total cost: \$774.00/year)	#MY1028445, effective May 22, 2020 Due June 22, \$362.00, July 22, \$362.00, October 22, \$362.00 and January 22, \$362.00 (Total: \$1,448.00/year)	Total Annual insurance premiums: \$2,222.00 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 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

COMPLETED ACTIONS

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys; Keys tested
006-02-10	Response to General Services re: bond extension	Patty	Unknown	OBE	renewed
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chrmn. from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallagher re: CSCIA Bd. Liaison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 th
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010.
024-06-10	Review website for section for membership and pay online	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay online CTE
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12' by 12' minimum needed
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held; path coordinates identified

009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby
026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgrnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason, Barb		CTD	Electric must be permitted, installed, and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up Facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breedon to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationery and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts

058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not-for-profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you, Letter Naval Academy Garden Club, for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT–Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.
118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved
115-07-13	Draw up an agreement that can be used with outside interests who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement

121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD, and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Barb has complete list. Becky will need titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE. On hold currently
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above. On hold currently
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15011	working	Heat pump vs. window ac and baseboard heat On hold currently
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold currently
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints
142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change

143-05-14	Purchase blank certificates and complete one for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 th Open House
103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Ad hoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky, and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices
152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet for facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm

169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees
177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2017	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	OBE	Many organizations have lost funding
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	CTD	So new signs to not have to be made every year for events 9 new signs ordered by Barb
189-04-15	Research gravel for driveway	Roy	5-30-15	CTD	2 loads of Gravel will cost about \$454 and about \$200 for grading.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	CTD	Board decided that there are no guarantees...
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	CTD	Update website and give Roy a copy for his records Sent to website in August
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio (with John's help)	12-15-14	OBE	So, Board knows what to look for when inspecting house
168-11-14	Meet with engineer Michael Dowling (recommended by Jane Cox) to evaluate strengthening downstairs support walls	Lou, Michael	01-15-15	CTD	ASAP To facilitate group tours
182-03-15	Lou will contact Mike Maggio to get a prioritized list of maintenance tasks for the Main House	Lou/Mike	04-30-15	OBE	Main House has ongoing maintenance issues
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	CTD	Needed for restoration plan
192-07-15	Create prioritized list of large immediate needs and e-mail to Lou	Chairs	8-15-15	CTD	Need ASAP for Lou to discuss and Board to vote on at the August Meeting.
193-07-15	Inventory supplies left from 2014 Harvest Dinner and send list to Terry	Barb	8-15-15	CTD	Need by planning meeting 7/11/15

194-07-15	Send Michael Buchet a list of Corporate Sponsors and Friends of Goshen for the Power Point presentation he is creating	Sharon	8-15-15	CTD	Power Point is on-going. Will need when we look at Grants and presenting to other groups. Sharon reworking Corporate Sponsor levels so will need to change list for Michael Buchet.
156-08-14	Review By-laws to check tracking of donations for specific use requests	Joe	09-31-14	CTD	Would like to keep funds "general"
158-08-14	Remove hardware from existing shutters and dispose of shutters	Lou, Mike, Roy	09-15-14	CTD	Can use hardware on new shutters and this will also make room in the storage facility
164-10-14	Determine arcs on Main House for mounting new cameras (8 cameras), Get Wi-Fi from BoE and then write a proposal for security system.	Lou, Michael Buchet, Doug McClelland	11-05-14	CTD	Additional security coverage
185-03-15	Complete a list of "needs" and approximate costs for GFPS	Terry, Lou	04-30-15	CTD	Terry created this list and brought to Board for comment in November 2015.
191-06-15	Get bids from contractors for taking down the Maple tree next to the Main House	Roy	7-30-15	CTD	This tree lost a limb last summer and caused approx... \$10,000 in damage to roof and upstairs. and the roots are starting to undermine the foundation of the house. Tree taken down by Richard's Tree Service in October, 2015
196-08-15	Create "critical path" chart for Phantom Ball	Barbara	10-15-15	CTD	Need dates by which certain things must be done for this event to happen
197-08-15	E-mail an inquiry of about 20-30 boxes stored in the enclosed porch to Mike Maggio	Sharon	07-31-15	CTD	Need this space for storage. Boxes removed by member
198-09-15	Contact Jim McCrea to set up presentation to Annapolis Rotary Club	Terry	10-31-15	CTD	Possible grant opportunity Presentation date is 2/2/16
199-09-15	Add Change batteries on sensors for house cameras to Recurring Actions	Sharon	10-31-15	CTD	Change in January and June
202-11-15	Contact Mike Maggio to ascertain if any of the construction equipment on the enclosed porch belongs to him	Lou	12-20-15	CTD	Need to clear space on porch for classroom. All building supplies on porch belong to GFPS.
171-12-14	Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911	Roy	01-31-15	CTD	Roy will decide the number of posters and locations to post
186-03-15	Lou will request a formal bid for the window manufactured in PA and donated by Mike Maggio	Lou/Mike	04-30-15	OBE	Satisfies our two-bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15) In Board discussions Mike stated that the value of the window was \$1,200.00, including installation
201-10-15	Research cost and transport of additional storage unit	Roy	12-15-15	CTD	Doug McClelland will assist
204-12-15	Prepare presentation for Annapolis Rotary Club (Feb. 2, 2016)	Terry, Roy	01-20-16	CTD	Aligning their goals and GFPS goals and needs Successful presentation on February 2 nd , 2016
205-12-15	Contact Jazz Bands for playing sessions at Java and Jazz	Lou	01-25-16	CTD	Need bands set so can determine hours for event for sign board.
212-12-15	Convert Farm House porch to meeting room/classroom	Roy, Terry	01-31-16	CTD	For meetings and educational programs
215-01-16	Contact Karen Bailey about making ID cards for new Board Members	Lou	02-15-16	CTD	Karen has made these in the past and they look professional

104-10-12	Lou will contact A. A .Cares about putting a video of GFPS on their website	Lou	12-30-12	OBE	Lou will video tape Barb talking about GFPS. There has been a leadership change at A.A.Cares so this is postponed indefinitely.
195-07-15	Research Goshen Farm address	Roy	08-15-15	CTD	Relates to records for old septic system at Public Works
203-11-15	Compile a list of local wedding planners, pick a date, and invite them to Goshen Farm	Lou	12-20-15	OBE	It was decided that some priority projects such as the well need to be completed before investigating this.
210-12-15	Develop a specific wedding venue plan	Lou, Terry	03-01-16	OBE	Revisit this action in a year
217-03-16	Send Dave McCormick contact information for Sherwin Williams Store #3335	Sharon	03-15-16	CTD	Dave can discuss appropriate paint of exterior of Caretaker Cottage with contact
218-03-16	Send Board Members directions for setting up g-mail accounts which tie in to contacts listed on GFPS Website for Board Members	Lou	03-20-16	CTD	Will make transitions easier as these g-mail accounts will transfer to new Board Members as Board Members change.
220-03-16	Send out needs list to Board Members for Spring Open House on April 23 rd	Lou	04-01-16	CTD	This allows us to make sure everything is covered for the event.
224-04-16	Michael Buchet and Linda Beck will get a final receipt (minus tax) for the paint they purchased at Sherwin Williams and donated for Caretaker Cottage painting	M. Buchet and Linda Beck	5-31-16	CTD	If the total is \$100.00 or more, this would qualify them as Friends of Goshen Farm – level to be determined by total donation
228-04-16	Locate permission form to be used for intern interviewing various people for her project on the history of GFPS, Inc. Send this to the President Biondi.	Becky	06-01-16	CTD	Those being interviewed will need to sign off on this form.
173-12-14	Install flag pole to display Shaw Flag at Farm	Roy	03-01-15	CTD	In Roy's Master Grounds Plan. Completed on Flag Day, June 14,2016
216-02-16	Contact Broadneck Asbury Methodist Church and Cape Methodist Church to find out if their choir performs at functions outside of the church	Terry	03-15-16	CTD	Cape Methodist Church choir agreed to perform at the Fall 2016 Open House, and possibly Spring 2017 Open House. Move this to the Fall Open House Committee for completion.
219-03-16	Acquire a 4-drawer metal file cabinet	Roy	04-15-16	CTD	Need for important documents for the Society –to be kept at the Farm. Rose Mary Stocker donated 2 vertical and 2 horizontal file cabinets
233-05-16	Send Kate Mahood pertinent documents relevant to first meeting of the GFPS Strategic Plan Committee and cc members of this committee.	Lou	6-10-16	CTD	Examples of documents are Mission Statement, Master Plan, BoE Lease, Grounds Master Plan, By-laws, ...
238-06-16	Submit MSEA 150 th Anniversary Grant application for 5 picnic tables	Sharon	03-31-16	CTD	Completed grant application, Rec'd notification on 5/16/16 that we were awarded the grant for \$500.00 and rec's check on 6/17/16
239-06-16	Submit Constellation Energy Grant Application for driveway diverter structures.	Lou	05-15-16	CTD	Completed grant application on 5/11/16 and was awarded grant on 06/12/16
165-11-14	Reinstall plywood faux window in shute window and tighten screws in plywood on window on east side and check all faux windows for tightened screws	Dave	06-14-16	CTD	Security / weather protection
181-03-15	Lou will contact (meet) Dave Sloskey to move location of new Electrical Panel to the Meeting Room and label.	Dave	04-30-15	CTD	Dave has completed moving the electrical panel to the Meeting Room.
200-10-15	Request all e-mail lists for GFPS from Color Fire	Lou	12-15-15	CTD	So, we can compare with what we think we have and need to know if they have home addresses for contact list for 2015 and 2016. Lou has updated Member List.

214-12-15	Plan segue from Color Fire redesign to GFPS maintenance of website	Lou	04-15-16	CTD	Color Fire will give some maintenance help after May 1, 2016. GFPS will be responsible for writing updates and articles for Color Fire to post and Mail Chimp blasts. Member, Jim Barcliff has volunteered to assist with website.
223-04-16	Dave McCormick will get a final receipt (minus tax) on discounted paint from Sherwin Williams and send copies to the treasurer and secretary	Dave	5-31-16	CTD	If the discount is valued at \$500.00 or more, Sherwin Williams would qualify as a Corporate Sponsor and the donation amount should be entered in our financial report
227-04-16	Dave will create a form for groups coming up to Goshen Farm for classes to complete for our records. He will send this out to the Board. After completing, Lou will convert to a fillable PDF.	Dave and Roy	6-15-16	CTD	Help us keep better records of who has come to the Farm and when. Dave created a fillable form and sent out to the Board.
141-05-14	Create a library of financial forms using Google Docs. (i.e., fillable donation sheet)	Lou	06-18-14	CTD	New Chairs and officers should be invited to the Drop Box Google after elections or interim personnel changes. Should be labeled "GFPS Forms" Drop Box
222-04-16	Lou will set up a meeting with Cathy Vitale to discuss issue of MOU with AA County BOE	Lou	5-31-16	OBE	County Council Member Ed Reilly has agreed to assist with MOU and BoE
234-05-16	Establish a Fall Open House Planning Committee for fall 2016 event	Lou	07-15-16	CTD	If Open House Event is going to continue to grow, we need a committee to handle tasks involved.
240-07-16	Contact Dave Brunner for technical assistance in purchasing and installing updated security system for the Farm House	Dave	09-30-16	CTD	Mr. Brunner gave tech support to the CSCIA and has agreed to help GFPS. Gave us a proposal.
242-07-16	Contact electrician, Dave Sloskey about wiring the Meeting Room and installing 1 -3 switches on the "kitchen" wall as one comes into the house from side door to turn on temporary lighting throughout the Farm House	Dave	09-01-16	CTD	Ideally, this would be completed before the Fall Open House on September 17th. Dave will be giving us a proposal/bid.
246-08-16	Send Linda Beck a copy of the sale items inventory spreadsheets	Lou	08-31-16	OBE	Treasurer does not need this as part of new Quick Books change-over
225-04-16	Pick up donated electrical supplies from John Nolan	Roy	5-31-16	OBE	John gave GFPS some equipment but as we have not begun working on the electrical project for the Farm House, we were unable to provide a definitive list.
231-05-16	Send thank you letters to EDC and Aggregate Industries for the millings delivered and put down on Goshen Farm's driveway. Roy will also check to see if either or both companies would like Corporate Sponsorships for this donation of millings and provide receipt with value of donation.	Roy	6-30-16	CTD	It would have cost GFPS tens of thousands of dollars if we had to purchase these millings to improve our driveway.
235-06-16	Get bids for septic evaluations for Tenant and Farm House	Dave	10-31-16	CTD	Will know if we can use present septic system for toilet facilities plan. Dave has 1 bid and as we have not heard back from the other contractor, GFPS will go with this bid. Dave will schedule the work.
244-08-16	Send Dave information and drawings regarding parts of the old septic systems for the Farm House and Caretaker Cottage that Roy and Dan Tester have discovered over the last several years	Roy	08-20-16	CTD	Having this information could save time and money when contractors come out to locate and inspect the original septic systems
249-10-16	Write up descriptions of the responsibilities of the Communication Committee and the Events Committee and send out to the Board.	Lou	11-16-16	CTD	Important information to have for recruiting help for these committees prior to the January 2017 Annual Meeting and election

250-11-16	Contact Pat Ferguson about setting up a meeting for Color Fire presentation with the Irish Restaurant Group	Bob	12-15-16	CTD	May impact our level of service from Colorfire for our website
221-03-16	Revisit County Planning and Zoning with old address for Goshen Farm to locate original septic system	Roy	04-30-16	OBE	If original septic system can be located, then Board can find out if it can be used under current P and Z rules. Contracted to have septic investigated – 03/2017
247-09-16	Dave will do temporary repairs to the Bilco cellar door, email Jane Cox regarding replacing the door in the spring and contact CAT North regarding building a Bilco equivalent door for GFPS.	Dave	11-31-16	OBE	Current door has rusty area that is letting moisture into the cellar. Dave will buy the metal Bilco doors and replace with assistance per conversation with Jane Cox.
252-12-16	Send Jim Barcliff an e-mail with a list of questions regarding pictures and descriptive summaries for posting on website.	Lou	01-15-17	CTD	Board members wending Jim posts will all know parameters of these posts.
253-12-16	Send pictures of constructed Bilco doors to Dave McCormick for consideration	Roy	01-15-17	CTD	A decision needs to be made to buy or build Bilco doors
254-12-16	Contact MD Hall for the Performing Arts and Chesapeake Arts Center to discuss addendum to all three leases with BoE and set up a meeting.	Lou	01-15-17	CTD	Relates to timeline for these organization to respond to the BoE on lease addendum
255-01-17	Notify Lou when Silver Maple split wood is ready for sale so he can send out a blast from Color Fire	Roy	01-30-17	CTD	The blast will give Roy's and Terry's e-mails for contact to make arrangements. Several members are buying the wood.
256-01-17	Contact DNR to book 2 Scales and Tails or Birds of Prey presentations for April 22, 2017 Spring Open House	Becky	01-30-17	CTD	Would relieve volunteers from planning and manning an activity for Open House. Shows booked for 12:30 -3:30 PM
257-01-17	Contact Maureen Thomas from the Capital and Sandra Olivetti Martin of Bay Weekly about covering AACC's "Campus That Cares Week" for the workday at Goshen Farm the week of April 25, 2017 (one day at GF)	Lou	01-30-17	CTD	Coverage would be good for AACC and Goshen Farm
248-10-16	Contact BoE President Kobelack regarding dates and scope for an Open House type visit for the BoE Members. After getting this information, create a description of the Open House (and possible dates) to be approved by the GFPS Board.	Lou	12-15-16	CTD	Possible breakfast at a local restaurant followed by the BoE's tour, and power point presentation at the Farm... Date is April 5th with May 3rd as a rain date.
259-02-17	Contact Geo-caching website to ask that they take Goshen Farm down as a geo-cache site due to liability issues	Terry and Bob	03-01-17	CTD	Allowing geo-caching creates a liability issue as potential geo-cachers are not members or guests. Notified by geo-caching site that notice has been taken down for Goshen Farm.
236-06-16	Contact graphic artist members to see if willing to create flyers and posters for events. If so, send names and contact information to Lou	Roy	08-31-16	OBE	Will then use Color Fires' help with more technical tasks.
243-07-16	Create a "Help Wanted" poster for recruiting new Board Members	Terry	10-01-16	CTD	This could be sent out to all members and possibly staff in the schools that have used Goshen Farm as an educational resource.
251-11-16	Contact Beekeepers, Jenni, and Mary to discuss reasons for moving the Apiary and possible new location and then move Apiary if appropriate.	Bob	12-15-16	CTD	Bee hives have not been thriving. It was decided to move the Apiary. Roy has cleared the space and should be moved before April 6th to accommodate new colonies.
263-03-17	Change Garden rental on GFPS Website to show closed for spring 2017	Lou	04-01-17	CTD	Plots are rented but members can put their name on a waiting list.
266-03-17	Mail Chimp message regarding visitors to Goshen Farm taking all trash with them and not dumping "doggy poop bags" into port-a-pot	Lou	04-01-17	CTD	"Doggy poop bags" causing problems for Statewide Septic's pump when cleaning port-o-pot.

245-08-16	Create an accident form from the questions that our Carrier, Erie Insurance requires to be answered in the event of an injury.	Lou	08-31-16	CTD	Lou completed a form using the questions from our liability insurance carrier. Becky would like more information included on the form. Accident Report Form is kept with First Aid Kit at the Farm House.
267-04-17	Review link (that bob Nestruck emailed to Board) on security system, write questions concerning and email to Dave before next meeting on May 17, 2017	Board	05-15-17	CTD	Decision to purchase security system was made and the system purchased.
241-07-16	Create a list of GFPS projects that need funding to hand out and announce at upcoming events	Terry with input from Board	08-15-16	CTD	Terry will create a list of projects and send out to Board for input. Final handout needs to be ready prior to August 27th Wine Tasting Event for printing and it was suggested that some projects listed should have graphics.
258-02-17	Purchase Bilco cellar doors and install.	Dave	04-01-17	CTD	Dave will let Board know when we have the doors to set up a work team for installation. Roy installed the Bilco Doors in June
268-04-17	Move \$2,000.00 from checking to savings for 2 window donations	Linda	05-01-17	CTD	Preserve these stipulated donations for windows and installation (Buchet and Brandon families). Brando Family window constructed but not installed. Buchet Family window not constructed or installed.
271-05-17	Contact CAT North to request printing 400 copies of Goshen Farm Activity Book designed by PVA Intern, Emily Miller during 2016-2017 school year.	Lou	08,09 -17	CTD	CAT North has agreed to print the activity book but was completed too late in spring 2017 to be printed before school year ended.
273-05-17	Direct Jim Barcliff (Web Assistant) to put new tabs on the GFPS website for a map and directions to Goshen Farm proper and a contact person and e-mail address: info@goshenfarm.org .	Lou	06-30-17	CTD	Will facilitate locating Goshen Farm property for guests coming to GFPS events and activities.
274-05-17	Set up volunteer training required by AACPS for GFPS volunteers involved with students attending educational activities at Goshen Farm and inform GFPS Board and other volunteers of the date, location, and time of training.	Roy/Terry	06-30-17	CTD	Michelle Weisgerber (BHS) is the point contact for this training.
211-12-15	Contract VOIP, buy and install new security camera system	Dave	03-25-16	CTD	Lou getting estimates from internet providers to present to Board. Installation completed by Bob in May 2017.
229-05-16	Research night vision camera that operates off Wi-Fi and report back to the board.	Bob	6-15-16	CTD	Locate at the garden to observe animal that is digging up garden plots
261-03-17	Contact Dave Sloskey to investigate motion activated spot light on Farm House that stays on most of the time.	Dave	05-01-17	CTD	Long term problem with this one spotlight. Dave adjusted the timer early July 2017.
270-05-17	Create a detailed summary of Fall Open House planning and execution and send via e-mail to Terry and Bob.	Lou	06-30-17	CTD	Terry will take lead on this event, and Bob will assist.
272-05-17	Send Secretary form titles and numbers for State Tax filings (exempt status) and the due dates of these forms to add to Recurring Actions List.	Linda	06-30-17	CTD	Some of the required forms are delinquent and placing this information on the Recurring Action List will prevent this from occurring in the future. Linda Beck, Treasurer, suggested that we make the due dates for all forms done annually, January so the Treasurer can start the process earlier and be aware of the various forms needed.
277-07-17	Contact Annapolis Accounting to get copies of Federal Tax Filings for 2011-2016	Linda	08-15-17	CTD	Do not have copies for Treasurer's records
278-07-17	Put updated Goshen Farm concert series in article for July/August Caper and send information out to Board.	Lou	07-23-17	CTD	Scott is finalizing bands for certain dates.

279-07-17	Check on technical steps for "Sharing" GFPS Facebook posts on I live in Cape St. Claire, I live in Revel Downs, and I live on the Broadneck Facebook pages and get to Leigh on this. Add Leigh as an Administrator to GFPS Facebook page.	Lou	7-25-17	CTD	Leigh has tried several ways to do this with a GFPS Facebook post without success.
280-07-17	Reorganize Recurring Actions chart and send to Sharon for inclusion in Minutes.	Lou	08-01-17	CTD	Columns need titles and other issues on the chart...
282-07-17	Check with a prosecutor for wording on Facebook post regarding recent vandalism of Sean Powers Eagle Scout Service Project	Leigh	08-01-17	CTD	Need to know what is acceptable as far as the law is concerned.
232-05-16	Develop a Strategic Plan	Strategic Plan Committee	9-01-16	CTD	Kate Mahood, Roy and Becky Benner, Lou Biondi, Terry Brandon, Bob Nestruck, Michael Buchet
260-03-17	Contact accountant, Chris Batista regarding tax deductible status for purchase of Pasta Dinner tickets. Is this ticket purchase all or partially tax deductible?	Linda	05-01-17	CTD	Related to GFPS move to New Chart of Accounts The value of the meal equals the cost of the ticket – no tax deduction
276-07-17	Contact CAT North in early September to request printing of GFPS Activity Book	Lou	09-08-17	CTD	CAT North starts classes on September 5, 2017. CAT N would not print booklet due to section on the Henson/Hall Slave Garden
283-07-17	Send out publicity site contact information in a PDF format by email to Communications Chair, Leigh Neugebauer.	Lou/Becky	08-03-17	CTD	Becky is doing these announcements now and Leigh will take this over as Communications Chair. Leigh will contact Becky for her list of media contacts as well.
287-08-17	Contact donors of third storage container for letter estimating value of this donation.	Roy	09-30-17	CTD	Value of this donation may make this family eligible for a "Friend of Goshen Farm" donor. Lou sent donor information on value and where to send her letter requesting donor status. No response
291-09-17	Send out Strategic Plan, version 9 to the Board for Review		11-15-17	CTD	Should be finalized for January 2018 Membership Meeting
292-09-17	Reserve CSCIA sign board for GFPS 2018 Events	Becky	01-30-17	CTD	
265-03-17	Write paragraph encouraging CSC residents to join GFPS and post in "I live in CSC," I live on the Broadneck", ETC. Facebook	Lou	05-01-17	CTD	Improve membership ratio...
286-08-17	Have well water tested by a water testing company.	Roy	09-30-17	CTD	Dave gave Roy information on companies that do this testing.
290-09-17	Research contractors that inspect/ install lightning rods	Roy	11-15-17	CTD	Farm House in jeopardy of lightning strike
294-10-17	Find out how many gigabytes of pictures GFPS has, find out the cost of storing these pictures on Goggle Drive and put pictures onto Google Drive.	Lou	01-30-17	CTD	Insure future access to GFPS history. Increase Google Drive storage of 30 gigabytes by 100 gigabytes (130 total) buy for a fee of \$19.99/year.
297-10-17	Send out comments on GFPS Insurance Policy related to outdated information and other policy questions.	Becky	01-30-17	CTD	May need to update some information. Gave CNR Insurance latest membership numbers and Board Members.
230-05-16	Research router boosters to extend the Wi-Fi signal to other parts of the grounds.	Bob	6-15-16	CTD	Wi-Fi signal is weak at the garden, hoop house and beyond. Bob moved the antenna to a higher location
269-04-17	Review Chart of Accounts presented by Michael Buchet and send comments or questions to Michael via email.	Board	05-15-17	CTD	Michael Buchet and Linda Beck moving toward QuickBooks with nonprofit module accounting system to begin January 2018.
281-07-17	Set up meeting with Secretary, Membership Chair and Treasurer to meet to standardize our reporting spreadsheets for QuickBooks.	Sharon, Becky, and Linda	08-25-17	CTD	Need consistency for getting information in and out easily for reporting.

293-09-17	Research credit card applications and requirements for 501 (C)(3) organizations. Check with First National Bank and Google as possibilities for credit card.	Bob	01-30-17	CTD	May require phone number. FNB sent the Treasurer a debit card but still waiting for PIN number (Lou will inquire with FNB) Cleared with FNB for electronic banking so no need for credit card.
299-11-17	Write a proposal for lightning rod system for Farm House	Roy	01-30-17	CTD	Roy will look at the bids and write a proposal based on best quote and quality of system. Chose Paxson Lightning Rods, Inc. bid for installation in March.
300-11-17	Contact FNB regarding GFPS making direct payments from our checking account for a credit card payment. Lou will contact Google to ascertain if Google's credit card plan will accept direct payment from GFPS's checking account.	Linda Lou	01-30-17	CTD	Results from these inquiries will assist GFPS decision to acquire a credit card. FNB is making direct payment on some of our account billings.
262-03-17	Investigate feasibility of grant for archeological dig	Terry	06-01-17	OBE	Related to e-mail from Nancy Bourgeois on SERC archeological dig grant. Grant was not funded.
264-03-17	Update Mail Chimp List	Becky	05-01-17	CTD	Use raffle stubs to add names, etc.
296-10-17	Contact Paul Bunting for help with key fob programming and possibly temporary electrical positioning for alarm and security systems.	Dave/Bob	12-30-17	CTD	Needs an electrician for permanent solution. Bob reported the Key Fobs are working.
305-02-18	Create Thank you letter and Certificate and send to the Irish Restaurant Company for donations from Galway Bay Restaurant for donations to the Fall Harvest Dinner Event	Lou	02-30-18	CTD	Gave Galway Bay a certificate of appreciation last year for their donations at the Board dinner there. Sent thank you letter and certificate in March.
306-02-18	Create a system to track the number of students coming to Goshen Farm (weekly, monthly, annually)	Terry, Roy, Bob	03-30-18	CTD	Several ideas were discussed at this meeting, but Terry, Bob and Roy need to decide and implement. Will need numbers for the lease renewal proposal. (See February Minutes for possible options.) Terry is including activities and numbers of students in his monthly reports.
307-02-18	Edit the Event Reconciliation Sheet and add a box for initial cash from the bank for the event. Put the edited form on Google Docs and remove the old form.	Lou	03-30-18	CTD	The funds put in the cash box from the bank should be removed from the proceeds of the event before counting the proceeds. This cash should be on a different deposit sheet from the proceeds deposit sheet for easier accounting.
308-02-18	Send Michael Buchet the emails related to Jon Tung's inspection and follow-up emails related to getting the report from Jon Tung.	Dave	03-30-18	CTD	The inspection was in August 2017 and GFPS still has not gotten a report. Contract was not signed. Rectified.
313-02-18	Contact Jane Cox or Kate Mahood regarding using encapsulating paint in the Farm House.	Dave	03-30-18	CTD	Dave would like to set a date for this work and get volunteers to do the cleaning and painting ASAP. Jane Cox approved.
314-02-18	Put blank map of the Sharing Garden up on website.	Bob	05-30-18	CTD	Requested by Roy.
315-02-18	Research CD (6-month, 12 month and 18-month rates) and amounts required with various local banks and send email to the Board with results.	Lou, Becky, Michael	03-30-18	CTD	Create "Ladder CD's" for GFPS funds to earn more interest than we now receive from savings/checking accounts. Not viable option now due to current interest rates.
317-03-18	Complete an inventory of GFPS Shirts by size, purchase price and sale price.	Sharon	04-30-18	CTD	For new QuickBooks accounting system as an 'Asset'
323-03-18	Email Terry for JPEG version of Sharing Garden Map for the GFPS website.	Lou	04-10-18	CTD	Roy and Bob can refer potential Sharing Gardeners to the website to identify plots available for rent.
320-03-18	Send an apologetic letter to Jon Tung clarifying contractual arrangement for their initial inspection of the Farm House	Lou	04-22-18	CTD	Have not received an invoice or report from Jon Tung's inspection on August 2017.
321-03-18	Email AACBoE letter absolving them of the responsibility of maintaining the wildlife pond and water piping system for	Lou	04-04-18	OBE	BoE approved the project but has concerns about maintenance and penalty clauses in the grant contract.

	10 and 20 years respectively and setting up an escrow fund for any liability for NRCS grant reimbursement under the Natural Resources Conservation Service Grant (EQIP 2014 7943B19180RR)				Natural Resources Conservation Service removed liability for maintaining the pond and water piping system for 10 and 20 years, respectively.
237-06-16	Contact various small museums to inquire about the management software they use (particularly interested in Past Perfect)	Roy and Becky	08-31-16	OBE	Researching a better software for all GFPS needs GFPS using Quick Books for Non-profits
284-08-17	Contact engineer, John Tung and County Archeologist, Jane Cox (AA Co. Planning and Zoning, Dept. of Cultural Resources) after structural report is completed and received by GFPS. This contact preferably would be done via conference call between John Tung, Jane Cox, Dave McCormick, and those Board Members involved with the Farm House remediation.	Dave, Lou	09-30-17	OBE	In addition to the structural report, John Tung stated there will be questions concerning what parts of the Farm House must be historically preserved and to what period. GFPS is working towards a more definitive estimate of cost for stabilization and renovation of the Farm House (possibly in stages).
301-11-17	Send Board and members who attended the chaperone training, the directions for completing AACPS Chaperone Application on line.	Becky	01-30-17	CTD	Completed applications will generate background checks.
302-11-17	Send Board pertinent sections of the book, The Ghosts of Anne Arundel Community College and Surrounding Area that refer to Goshen Farm for feedback. Depending on Board feedback, email author, Sean Kapfhammer and insist that certain portions of the book related to Goshen Farm be removed from the upcoming 2nd printing. Post a disclaimer on local Face Book pages regarding Goshen Farm and this book.	Lou	12-30-17	OBE	Parts of this book related to Goshen Farm are inaccurate and were printed without permission from GFPS.
318-03-18	Look for old colored pictures of the room of the Farm House to identify colors for paint matching after paint encapsulation project.	Scott	04-30-18	CTD	May repaint rooms after paint encapsulation project. Scott did not locate colored photos.
322-03-18	Set up dedicated account for Farm House Preservation and Restoration for \$15,000.00. Move \$15,000.00 to FNB Savings and track in QuickBooks.	Linda	04-06-18	CTD	Will be tracked through QuickBooks by Treasurer. \$15,000 moved on May 09, 2018; posted on 5/10/2018 to Savings . Moving of 25% of net income annually (after federal tax return is filed and accepted.) Will be placed in Recurring Actions.
325-04-18	Schedule meeting to discuss problems with and solutions for educational programs after the current school year ends	Lou, Terry, Becky, Roy, and Bob	06-30-18	CTD	Problems relate to scope of projects designed by GFPS and follow through with teachers and other discussed issues.
331-05-18	Contact CSCES Principal, Ms. Lancaster regarding cancelled 4th grade field trip and Certificate of Appreciation for teacher, Ms. Velozo.	Lou	06-10-18	CTD	Important for public relations and future activities with CSCES
146-06-14	Update Committee Responsibilities	Michael	07-15-14	OBE	With written input from committee chairs
336-06-18	Research areas for the MHT Non -Capital Grant Program	Terry	09-09-18	CTD	GFPS must submit grant idea description by 9/9/18 Terry decided that the areas available for the MHT Non- Capital Grant Program were not a good fit for GFPS at this time.
339-07-18	Research requirements for Fire Extinguishers (such as frequency of inspections) with Fire Department.	Roy	10-30-18	CTD	GF has 5 extinguishers but no building and maintenance chair to check these. Will need a service to do this. T & S Fire Protection Company of Glen Burnie will check extinguishers each August.

316-03-18	Give feedback, suggestions, questions, etc. on Guidelines for Committee Chairs draft presented at March Meeting by Michael Buchet.	Board	04-30-18	CTD	Ad hoc committee formed with Michael B as Chair to begin rewriting guidelines and responsibilities.
328-04-18	Create GFPS ID for Leigh Neugebauer. Test Dave McCormick's keys and if they work, give them to Michael Buchet.	Lou Roy	06-30-18	CTD	Standard issue for new GFPS Chairs or officers in February. Michael Buchet now has set of keys and key fob.
332-06-18	Discuss responsibility with Leigh regarding print media and on-line calendars for events. Contact Shannon at Color Fire and give her a schedule for sending out Mail Chimp notices for each Summer Concert in our concert series.	Lou	09-30-18	CTD	Leigh Neugebauer is unable to continue Communication Chair responsibilities currently. Lou will send out Mail Chimp notices reminding members and others on the list of each concert scheduled
340-08-18	Contact Fortress Company and order 3 more security key fobs. Activate fobs as needed.	Lou, Bob	9-30-18	CTD	Bob will activate these key fobs as needed.
324-03-18	Prepare final report for Four Rivers Garden Club on the Pollinator Garden and Monarch Butterfly Way station.	Roy	03-01-19	CTD	Rec'd. \$800.00 Grant from Four Rivers Garden Club in March 2018. Final report due 03-01-19.
178-12-14	Have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited for Power Point Presentation.	Roy and Michael	07-15-17	OBE	Michael Buchet needs this for the Power Point slide show he is creating for GFPS. Research has netted no aerial plan
206-12-15	Create a toilet facilities plan.	Lou, Roy and, Building Chair	09-01-16	OBE	Grant needed for this project. *combine Action Items 206,285,and 289
289-09-17	Price out three -bathroom facility options (bathroom tied into Tenant House, bathroom plan designed by Teresa Todd, portable bathroom trailer (rent)	Building Chair	11-15-17	OBE	* combine Action Items 206, 285, and 289
295-10-17	Edit Goshen Farm drone video using Micro Soft Movie Maker	Roy	01-30-17	OBE	Finished video was not viable
341-09-18	Contact Christy Roberts regarding creating Master Calendar for website off-line for GFPS Board's review	Lou	10-30-18	OBE	Will be able to post 2019 events and other activities such as monthly meetings and Annual Meeting. Christie Roberts can no longer donate time for website assistance to GFPS.
345-10-18	Contact Alex Szachnowicz at AACPS to inquire about their "dog at large" policy on school property and share with GFPS Board.	Lou	11-15-18	CTD	GFPS needs a policy based on law and AACPS Policy. Alex Szachnowicz informed Lou that the AACPS follows Animal Control policy for "Dogs at Large".
343-10-18	Give Shannon at Color Fire 2019 Event dates so she can locate artwork to post for each event well in advance. Contact Jim Barcliff, web manager, to post the new 2019 dates under "Events" on the website.	Lou	12-15-18	CTD	It will help to get events' info. out early for communications, outreach to community and members.
346-11-18	Create policy regarding plot clean-up for Sharing Garden Members.	Bob	01-31-19	CTD	To allow time for Gardeners' input, final policy will probably not go into effect until December 2019. We are waiting for Jim Barcliff to put this final policy on the GFPS website.
349-12-18	Contact Google to see if we can activate automatic payment through GFPS Checking account for \$5.00 monthly charge for goshenfarm.org active email addresses.	Lou	01-31-19	CTD	Lou Biondi pays these fees to Google. GFPS will be invoiced monthly for the active goshenfarm.org emails and Google will be automatically paid from our GFPS account when Linda receives the invoice on-line and authorizes payment.
344-10-18	Contact CNR-First Insurance Company to check on liability for Bee Hives for selling honey from GFPS Apiary and fire extinguishers required for Farm House.	Lou	11-15-18	CTD	Sold approx. 34 jars of honey in 2018 (24, 8 oz. jars and 10, 16 oz. jars). Michael Buchet questioned whether 2 extinguishers were enough for Farm House. CNR stated that we can sell honey if it is labeled "Honey from Goshen Farm Beehives" or "Produced from hives at Goshen Farm". CNR accepts the

					County Fire Code for number of extinguishers in the Farm House. T&R Fire Protection of Glen Bernie approved number of and location of Fire extinguishers in the Farm House
347-11-18	Get 3 bids from contractors for excavating Wildlife Pond and report to the Board.	Roy	01-31-19	CTD	Board will then vote on authorization for the excavating based on the bids and Roy's recommendation. All 3 contractors' bids greatly exceeded the anticipated projected cost. Will look at other options.
309-02-18	Contact electrician, Dave Sloskey and give him a date to come to the Farm House to relocate the router and install outlets in each room and attic.	Roy	03-30-18	CTD	We are still having problems with certain outlets not being independent of the main switch. As a result, certain aspects of the security system are shut off depending on where they are plugged in. Dave came on April 14th but still has 2 outlets to install.
310-02-18	Research our band width to see if we have enough power to live stream our security live video to other locations.	Bob	04-30-18	CTD	Security cameras working now after plugged into new upstairs outlet but still needs to test live streaming.
342-10-18	Create Board ID template prior to finalizing Board Members after GFPS January Annual Meeting and election.	Lou	12-15-18	CTD	Photo, name, and position can be added to ID card after January Annual GFPS Meeting
353-03-19	Contact Dirk Schwenk regarding GFPS liability with expanding the present wildlife pond.	Lou	05-30-19	CTD	Dirk Schwenk is a lawyer who has volunteered to give GFPS legal advice gratis. In an email to Lou Biondi dated May 18, 2018 Dirk stated that GFPS has no liability.
354-03-19	Re-contact CNR Insurance regarding GFPS liability for bee hives at Goshen Farm.	Lou	04-30-19	CTD	Lou contacted CNR in November. As MD Law no longer has the "Attractive Nuisance" clause included, GFPS has no liability for the bee hives.
356-05-19	Contact Barbara Morgan regarding person she knew who showed an interest in Building & Maintenance Chair	Sharon	06-30-19	CTD	Person who showed an interest was invited to come to the Spring Open House. He did not come.
355-05-19	Contact Scott Powers regarding writing history articles for GFPS Caper article	Michael	06-30-19	CTD	Scott agreed to write a history column each month to be added to what Lou Biondi is writing about current GFPS information articles.
358-06-19	Set up meeting to review NRCS Contract and required documents for the Roof Runoff, Underground Drainage and Wildlife Pond Project	Roy and Michael	07-15-19	CTD	Michael Buchet and Lou Biondi copied NRCS contract information provided by Ms. Heydsha Cordera Rodriguez to establish that all needed forms and documents required for this NRCS contract is completed. Ms. Rodriguez will provide digital copy of this paperwork and the letter regarding the DUNS. Lou Biondi received digital copy of paperwork and letter regarding DUNS from Ms. Rodriguez.
337-07-18	Send for certification for the Monarch Waystation from the State of Maryland and certification from BayWise Master Gardeners for the Pollinator Garden and the Monarch Waystation.	Roy	10-30-18	CTD	Having these certifications will benefit GFPS.
360-07-19	Send Erik Wallace all Draft Committee Guidelines for his information.	Michael	07-30-19	CTD	Erik Wallace may assume a Committee Chair position but would like to base his decision on reviewing all the GFPS Committee Guidelines (recently revised in 2019).
363-07-19	Contact Scott Powers to coordinate GFPS history columns in Caper.	Lou	08-15-19	CTD	Should be an email to Scott with topics, length, and monthly Caper Deadline. Lou will coordinate with Scott for Lou to include his own material for current GFPS topics in monthly articles.

327-04-18	Email Jeanne Ward regarding donation of time for STP archaeological dig related to wildlife pond, Pollinator Garden and Monarch Waystation projects	Sharon/ Roy	06-01-18	OBE	Jeanne Ward would qualify as a Friend of Goshen Farm. Jeanne Ward did not respond to requests from Roy Benner for her report or the invoice for her donated time for the STP archaeological dig.
357-06-19	Compile brainstormed ideas into a cogent list to be used for future write-ups regarding increasing GFPS Board Member and Member recruitment	Barbara Morgan	07-15-19	CTD	List received on September 18th and emailed to Board two weeks later.
362-07-19	Have Richard's Tree Care and Sawyer Tree Service survey trees on both side of Goshen Farm driveway regarding dangerous tree limbs and trees and get estimates for remediation of this issue.	Roy	09-30-19	CTD	Grounds Chair and volunteers continue to clean up limbs along driveway that fall during storms and high winds. Rec'd estimate from Richard's Tree Care with 50% discount. Sawyer Tree Service has temporarily business due to Mr. Sawyers' recent injury.
365-08-19	Research the annual "Maryland Personal Property Return", D11766862.	Michael and Linda	09-21-19	CTD	Is this required for GFPS by the State of Maryland? Annapolis Accounting has done this return as part of our Federal and State Tax Return preparation.
366-08-19	Ask T&S Fire Protection Company of Glen Burnie if GFPS needs monthly checks by GFPS on the fire extinguishers in addition to T&S yearly check.	Roy	09-21-19	CTD	Roy will see T&S in August for yearly check of fire extinguishers. If we need to do monthly checks this will go onto Recurring Actions Chart. Roy was told by T&S that we do not need to check the fire extinguishers monthly.
326-04-18	Train Garden Chair Bob Nestruck on creating and sending out Mail Chimp notices for Sharing Gardeners.	Lou/Bob	06-01-18	OBE	Will make Garden Chair's job of notifying gardeners of events or volunteer issues. Bob Nestruck decided he is comfortable sending emails from his Garden email list when he needs to recruit help. If he wants help from the general membership, he will contact Lou Biondi for a Mail Chimp notice from Color Fire.
367-08-19	Set a date for GFPS Strategy Plan Ad hoc meeting for AA Co. School Board lease negotiations and budget for GFPS Board testimony at a School Board Meeting.	Lou (GFPS Board)	09-30-19	CTD	Develop GFPS Board agreed upon talking points when testifying before BoE. Minutes of this Special Board Meeting of October 4, 2019 state the changes that the Board will seek in the new Lease for 2020.
368-09-19	Request letter or email from Ms. Rodriguez, Natural Resources Conservation Services (NRCS), stating all paperwork for grant reimbursement is complete.	Michael Buchet	09-30-19	CTD	Stated at the September 18, 2019 Board Meeting by Vice President, Michael Buchet. Ms. Rodriguez notified Michael Buchet that she will send completed paperwork soon. GFPS must send this signed off paperwork to the BoE. Treasurer, Linda Beck received the reimbursement check from NRCS for \$2,561.92.
370-09-19	Email Scott Powers to ask about thank you letters to bands who participated in the 2019 Acoustic Concert Series. Would need each band's contact information to send these letters.	Sharon Biondi	11-01-19	CTD	In 2018, Scott stated that we did not need to send thank you letters to the bands. Request made but have not received information from Scott Powers as of 10 -16 -19.
372-09-19	Order Wine Glass(es) for Val Sullivan's Retirement Party on October 5, 2019	Sharon Biondi	09-30-19	CTD	Two wine glasses with personal messages were presented to Val Sullivan and her friend at the Retirement Party on 10/05/19.
311-02-18	Write our Annual Report to the BoE (2015, 2016, 2017, and 2018) and send out to Board for review. This may be included in our lease renewal proposal.	Lou	04-30-18	CTD	Draft should be completed by October 16, 2019 Board Meeting for approval. Finalized in November. Copy sent certified mail to Superintendent, Dr. Arlotto and copies distributed to BoE President and BoE Members. One copy kept for GFPS files.

359-07-19	Check out Farm House Security Alarm	Roy and Erik Wallace	08-08-19	CTD	The alarm continues to go off and must be manually shut down. Should be remedied by the August 9, Summer Concert. Bob reported adjustments were made and seems to be working.
375-11-19	Create cover letter for Dr. Arlotto regarding GFPS Annual Report(s) and additional "cc" copies for the BoE. Send copy of the Annual report(s) to Superintendent, Dr. Arlotto by certified mail and hand deliver to the BoE President and Members.	Roy	12-01-19	CTD	Certified mail copy to Superintendent as per our BoE Lease Agreement and copies to the BoE for their edification. Important for upcoming BoE Lease negotiations.
376-11-19	Check out brand of sealant, cost/can, coverage and temperature when may be applied to guttering.	Roy	12-30-19	CTD	GFPS needs this information to set up two days for the gutters to be rinsed out and dry and sealant to be applied. If we can use Richard's tree Care bucket truck for this job, contact Christy Folderauer.
378-11-19	Contact Erik Wallace to determine if he feels qualified to check out issues with our Farm House Security System and is willing to do so.	Michael	12-18-19	CTD	There were other people mentioned who might check out our system during the November Meeting. Bob reported that system cameras were redirected. The security system is as good as it will be without upgrades of cameras and additional cameras added or buy another security system.
304-01-18	Research legal issues related to GFPS holding weddings before we advertise that we can be used as a wedding venue. Put these legal issues in bullet points and send to the Board for future discussion at a meeting.	Michael	04-30-18	OBE	Was in the 01-10-18 Board Meeting minutes but not placed as an action. (Using Goshen Farm as a rental venue is premature currently.)
329-04-18	Put Contract Resolution requiring "...contracts that result in a performance and financial responsibility for GFPS must be approved by the Board and signed by the President and one other Officer..." in January 2020 Annual Meeting Agenda for vote by membership on By-Law addition.	Lou	12-15-18	CTD	Needs to be voted on at 2020 Annual GFPS Meeting to become permanent part of By-Laws. See April 18, 2018 GFPS Board Meeting for exact wording of the Resolution. Approved at the January 15, 2020 Annual Meeting.
373-10-19	Compose and send thank you letters to the Furgurson Family, The Irish Restaurant Group and Gloria Dei! Lutheran Church (including a donation check for \$150.00 for use of the church) for their part in a successful Garden Event Harvest Past Dinner on October 12, 2019.	Bob Nestruck	11-30-19	CTD	Becky sent Bob the thank you letter she drafted in 2018 for this event as an example.
374-10-19	Revise the Reconciliation Sheet for the Harvest Pasta Dinner (including donations and donation value, increase in number of bags of meatballs needed [4]; number of volunteers needed, water at the beverage table, etc.)	Bob Nestruck	11-30-19	CTD	Lou Biondi sent out the Java and Jazz/Tea and Tunes Reconciliation Sheet to the Board in an email as an example of what needs to be included.
382-12-19	Set several dates for GFPS Board and the Furgurson Family to go to Galway Bay Restaurant as a thank you for their work at the Harvest Pasta Dinner. (This action originated at the November 2019 Board Meeting)	Bob	01-15-20	CTD	We have done this thank you dinner for the past three years. Dined at Galway Bay on March 5, 2020.
383-12-19	Send email to Carrie Sheppard regarding visit to Goshen Farm regarding Tinkergarten and possible subsequent presentation of proposal to GFPS at the February Board Meeting.	Michael	01-15-20	OBE	Board felt that Carrie Sheppard and her teacher need more information about Goshen Farm and the Board needs more information about Tinkergarten before a formal proposal is submitted for Tinkergarten. Carrie Sheppard never responded to M. Buchet's email.
226-04-16	Set up meeting with Melissa at Cape Ace to determine if the paint they donated can be colored	Roy and Lou	5-31-16	OBE	Need to know for upcoming painting projects.

					Decided at May 2020 Board Meeting that paint was no longer viable.
334-06-18	Set up meeting (Ad hoc committee) with Dr. Parker to discuss her ideas for a business relationship between Parker Place and GFPS, membership, and our limitations as a 501 c3	Roy	08-30-18	OBE	We have no membership category for a business desiring to use our facilities for clients.
377-11-19	Write thank you letter to Tracy Smith for all her dedication and hard work on the Henson-Hall Slave Garden. Lou will create a certificate.	Roy, Lou	12-18-19	CTD	Letter to be approved at the December Board Meeting. Letter and certificate presented to Tracy Smith by Roy Benner.
380-12-19	Research Drop Box for including the GFPS Strategic Plan and Draft Committee Guidelines by Members who wish to review prior to 2020 Annual Membership Meeting	Lou	01-05-20	OBE	Final "draft" version of the Guidelines was not completed in time for the 2020 Annual Meeting due to problems with editing.
384-02-20	Send Michael name, number, and email of accountant that she recommended at the February Board Meeting	Becky	04-30-20	CTD	Michael suggested that we need an accountant familiar with QuickBooks for Nonprofits
386-02-20	Get administrative information on website (2019 Minutes, Friends of Goshen Farm and Corporate Sponsor updates)	Lou and Sharon	04-30-2020	CTD	Jim Barcliff is no longer updating our website. Communications Chair, Barbara Morgan and Shannon Beauchamp of Color Fire are now working together on website updates.
388-02-20	Order 4 key fobs for Farm House security system.	Lou	03-30-20	CTD	Lou ordered 4 new key fobs and put them in the Farm House office. Bob will activate two and give to Roy and Erik.
389-05-20	Contact Shannon Beauchamp at Color Fire to add drop down button under "Donations" for Matching Grant Donations on GFPS Website	Barbara	6-15-20	CTD	Need this specified when we get reports from Pay Pal regarding donations. Drop down button installed.
369-09-19	Contact members James Graham, Patrick Marsh regarding Building and Maintenance Chair. It was suggested that VP, Michael Buchet call James Graham about this position as Mr. Graham has not responded to emails from Michael.	Michael Buchet	10-30-19	OBE	It was suggested that perhaps James Graham, Patrick Marsh, and Peter Johnson could co-chair Building and Maintenance Committee. Patrick Marsh has declined.
312-02-18	Develop and Finalize Committee Guidelines and Responsibilities.	Michael, Lou	05-30-19	CTD	Ad hoc committee formed under Chair, Michael Buchet (Draft approved at December 2019 Board Meeting)
387-02-20	Send out copy of email received from BoE lawyer, Darren Burns regarding GFPS lease renegotiations.	Lou	03-30-20	CTD	This renegotiation could be on the BoE agenda the 2nd week of April
390-05-20	Price out electric twinkle lights and solar ground lights for adding additional lighting at Summer Concerts.	Barb	6-30-20	OBE	Concerts need better lighting for people leaving and for ambiance. All Summer Concerts cancelled due to Covid-19 Pandemic.
392-06-20	Contact CNR Insurance about refund for our General Liability Policy that expires in November 2020.	Lou	7-15-20	CTD	Have new replacement policy with Selective Insurance that was effective 5/22/20. CNR will send refund check in July 2020.
393-06-20	Contact Nicole Liening, Safety & Insurance Manager, AACPS and clarify their coverage.	Lou	7-30-20	CTD	Clarifying liability coverage for students not covered by AACPS "fieldtrip" liability Insurance. Lou rec'd email from Lamartine at BoE stating. Students not included in BoE liability insurance should become GFPS Members, so they are covered by our Selective Liability Insurance. (i.e., interns from AACPS) He also stated that this does not conflict with our BoE Lease language.
285-08-17	Create a toilet facilities plan. The plan will address options such as: A stand-alone facility using the Tenant House septic system.	Building Chair	10-15-17	OBE	Final plan will need to go through Kyle Ruef, AACPS Supervisor of Planning, Design & Construction, for approval. (410-439-5689) or kruef@aacps.org *combine Action Items 206,285, and 289

	A stand-alone facility with a self-contained holding tank (contact Beall Septic and State Wide Septic respectively to get long term costs) A portable bathroom trailer. Price out the three-bathroom facility options.				04-17-19 Board Meeting, Michael Buchet suggested that we contact State Wide Septic to cost out an upgraded and handicapped accessible port-a-pot for Large events and Summer Acoustic Concert Series. With GFPS efforts concentrated on repairing the underpinnings of the Farm House and the State of Maryland Matching Grant for this project, a toilet facilities plan is far into the future and can be revisited at a future date with a new Action Item.
298-10-17	Get at least two estimates for a used mower to replace the Gravely Mower to present to the Board.	Roy	01-30-17	CTD	The Gravely Mower is 36 years old and is constantly breaking down and repairs have become costly. After researching quality used mowers without success, Grounds Chair Roy Benner got two estimates on new Tractor Mowers for the Boards decision.
351-02-19	Add renewal of Dun and Bradstreet (D&B) password which must be updated every 90 days.	Sharon	03-31-19	OBE	Michael and Linda are looking into what caused password problems with D&B which then caused our SAM account to be deactivated. Renewal and updating passwords should be a responsibility of either the Treasurer or the Secretary. D&B is no longer needed.
352-02-19	Add renewal of System for Award Management (SAM) Account to Recurring Actions.	Sharon	03-31-19	OBE	Renewing and updating SAM should be the responsibility of the Treasurer or the Secretary. Not needed at this time. If need later will create a new account.
364-07-19	Create a Google Email (goshenfarm.org) and Google Cloud tutorial for Board Members' use. Lou will send the Board an email asking who needs this tutorial and what specific problems Board Members are experiencing with both before creating the tutorial.	Lou	10-01-19	CTD	Using the goshenfarm.org email service is causing Board members who have subscribed problems on a weekly basis. Also, Board Members are having issues trying to retrieve and add items to the Google Cloud. President Biondi sent out Google links for tutorials for email and Google cloud.
361-07-19	As regards GFPS DUNS number, research what is required to activate password for future GFPS contracts and to have this for grant research (a requirement for Federal Agencies and private grant benefactors).	Lou and Michael	09-30-19	OBE	GFPS has a DUNS number, but the last time Board Members tried to access, they could not gain access. GFPS may need to acquire a phone number other than a Board Member's personal number as in the past. Vonage is a possibility. Not needed at this time. (8/19/20)
371-09-19	Create Presentation to Board on goshenfarm.org Gmail	Lou Biondi	11-15-19	OBE	Suggested by Michael Buchet as Board Members using Gmail are having problems (especially regarding retrieving emails that are on "threads"). Michael will also "test" the "mail" button on Windows 10. Board Members can use Google Tutorials links sent out by President Biondi.
394-06-20	Contact Lou Facciponi, of Moran regarding coverage for the interns from AACCC.	Lou	7-30-20	CTD	If not covered by Selective Insurance, then GFPS needs to explore other coverage options. All persons working on projects at Goshen Farm (not part of AACPS Programs with Teacher present) must become Members to be covered under our Selective Liability Insurance.
397-06-20	Assign members to define and develop guidelines for what we need in contracts, payment schedules and developing proposals. Send out email of names for this Ad hoc Committee.	Lou	7-30-20	CTD	GFPS needs a policy and guidelines for proposals and contract development (including contractor payment guidelines, schedules, and cancelling contracts). Ad hoc Committee: Lou, Michael, Becky, and Christy.
395-06-20	Contact Lou Facciponi regarding coverage for students from AACPS who are covered by AACPS Liability Insurance	Lou	7-30-20	CTD	Michael does not feel AACPS insurance protects us from parents suing GFPS. Under the AACPS Liability Plan for

	– our vulnerability to be sued by their parents in the event of an accident/injury.				students and under the Selective Liability Insurance for GFPS parents can sue but the claim is forwarded to the appropriate insurance plan for settlement.
396-06-20	Contact Josh Whitehead from The Baltimore Council of Boy Scouts to ask about insurance “riders” for Eagle Scout Projects, etc.	Erik	7-30-20	CTD	Concerns about Eagle Scout projects and other scout events at Goshen Farm. Boy and Girl Scouts applying for Eagle Scout Projects at Goshen Farm must sign up for the Baltimore Council of Boy Scouts’ Insurance “rider” when getting approval for their Eagle Scout projects.
402-08-20	Contact Shannon Beauchamp Lepthien from Color Fire to find out why the cost of renewal of SSL (security) on website – Go Daddy, went from \$119.98/annually to \$159.98. Is this accurate?	Lou	8-30-20	CTD	Showed up in the April 2020 Financial Report. Verified by President Biondi -Cost of SSI (security) increased to \$159.98 annually.
403-08-20	Clarify multiple payments over April and May for Statewide Septic, Broadstripe and need more information on two payments to Cape Ace Hardware in May and June.	Christy	8-30-20	CTD	Becky questioned these payments in April and May Financial Report at the August 19 Board Meeting. Treasurer made multiple payments in one month as we were late on payment. Cape Ace invoice verified by Treasurer.
408-08-20	Compare Matching Grant Donations Secretary has documentation for with Pay Pal list of donations, etc. that Michael Buchet sent out in August. Make a list of those donations that are not marked “grant donations” and send Michael a list (and documentation if needed).	Sharon	9-15-29	CTD	The donation button on the GFPS website through Pay Pal did not register “Matching Grant Donations” as opposed to regular donations. Sharon phoned and emailed those donors to ask the intent of their donation.
409-08-20	Send Becky the YouTube link of the video Lou was featured in by Magothy River Association on the history of Goshen Farm. Send Becky the PDF of the Goshen Farm Coloring and Activity Book. These will be submitted to Eve Case, AACPS Social Studies Coordinator for the 2020 Virtual AACPS Social Studies 3rd Annual Community Expo.	Lou, Becky	8-16-20	CTD	Due to Eve Case on 08/21/20.
381-12-19	Contact Color Fire to inquire whether the “Voice Over Internet Protocol” number system is no longer active and whether it can be reactivated.	Lou	01-31-20	CTD	We have this number (443-420-8999) posted at Goshen Farm for emergencies, but it is nonfunctioning. Color Fire ended this service.
391-05-20	Inspect gutters (to determine which sealant needs to be applied), set dates for washing and then sealing, and contact Christy from Richard’s Tree Care for Bucket Truck availability for these two activities.	Roy, Christy	7-15-20	CTD	Need to maintain gutters so GFPS does not have to replace gutters. Roy cleaned and sealed the gutters around the entire Farm House in October 10/2020.
401-07-20	Work with Shannon Beauchamp Lepthien from Color Fire to review “items” embedded in GFPS Website. Those that are obsolete need to be removed so the Matching Grant button can be made an “item” for tracking purposes. (ASAP)	Barbara	8-15-20	CTD	Barbara will share the list of “items” that Shannon will send her (screen shot?) with help from the Board to determine which “items” can be removed ASAP. Lou reviewed buttons with Shannon Lepthien.
406-08-20	Talk to Robert Ehm about adding AASPS as a co-insured to our Selective Liability Insurance Policy. Selective will send GFPS a copy of this addition and Lou will send the policy with the addition to Bruce Lamartin, BoE	Christy, Lou	10-15-20	CTD	Requested by AACPS.
414-09-20	Review what information has already been gathered on Contract Negotiation, Cancellation, etc. form an Ad-hoc Committee on Contracts and email Members who have volunteered.	Lou	11-15-20	CTD	Becky and Michael have gathered preliminary data on contracts. Lou and Christy have also volunteered for this Ad-hoc Committee

415-09-20	Pick at date (Saturday or Sunday) for use of Richard's Tree Care Bucket Truck, call for volunteers willing to climb into bucket to clean gutters and notify Christy of this date in advance.	Lou	11-01-20	OBE	Need advance notice for Christy and operator. Roy completed gutter cleaning and sealing without the bucket truck.
419-09-20	Cost out wood and option of Trex material tops for repair of picnic tables	Roy	10-21-20	CTD	Roy will present estimate at October Meeting
379-12-19	Redo draft Committee Guidelines using upgraded Microsoft Word (with Becky's edits). Merged this action with 385-02-20: Send out most recent draft Committee Guidelines to Board. Becky will use this version to edit. Final approval of edited "Draft" by the Board.	Becky, Michael	01-30-19 03-30-20	CTD CTD CTD	Michael will email his last edition of Committee Guidelines to Becky. Becky will edit for grammar and consistency and present to the Board at the June or July Board Meeting for approval. Completed 10/17/20. As these Guidelines are a work in progress, we will use Becky's edited version as the final "draft" for Society use. Board voted to approve the final "draft" of Committee Guidelines at the Dec. 21, 2020 Board Meeting.
400-07-20	Contact 5th grade teacher regarding creating a virtual class on the history of Goshen Farm.	Terry	8-15-20	OBE	For 2020-2021 School year opening virtually for the first semester due to COVID-19 pandemic. Teacher did not respond to Terry's emails.
412-09-20	Send Becky documentation of Noreen Bowdoin's PayPal Membership Payment. Christy can then send refund check.	Michael, Becky, and Christy	10-20-20	CTD	Membership was purchased to rent a garden plot – no plots available in 2020. Refund check for Membership fee sent to Noreen Bowdoin.
413-09-20	Prepare Board approved Contract signing and additions Resolution change to GFPS By-laws to present in January 2021 GFPS Annual Membership Meeting for vote.	Lou	11-10-20	CTD	Meeting on January 20, 2021 In person or virtual depending on CDC recommendations on COVID-19. Addition Resolution was approved by Board with a "one-word" change at the 12/21/20 Meeting.
416-09-20	Write up and pictures of new Gravely Mower for Mail Chimp blast. Write up should include what is required to maintain GF grounds. Send to Lou and he will send to Communications Chair.	Roy and Becky	10-15-20	CTD	This was requested at the August 19th Meeting by Lou and made an action after the September Meeting as Lou has not received this write-up. Communications Chair, Barbara Morgan included an article and pictures of the new Gravely Mower in her November 17, 2020 Quarterly Newsletter.
417-09-20	Research AA County Parks and Recreation's website as regards use of AACPS school property for groups and the reservation process.	Lou	12-15-20	CTD	Erik discovered this reservation process on the AA County Parks and Rec. website. Lou went on website and determined GFPS could not comply with AA County Parks and Recreation's requirements at this time.
418-09-20	Write and send \$150.00 donation check to Gloria Dei! Lutheran Church.	Christy	10-15-20	CTD	"Good Will" donation for the past use of their Fellowship Hall for 7 years. Harvest Pasta Dinner cancelled. Donation delivered to Gloria Dei!
422-10-20	Write Larry Jennings a thank you letter for his work on plantings around the Shallow Water Wildlife Pond funded with the Unity Gardens Grant.	Lou	11-15-20	CTD	Roy will provide detail for the letter. Letter sent in November.
423-10-20	Check for valid names on the Cape Ace Hardware GFPS Account.	Lou	11-15-20	CTD	Those authorized for the account are Roy, Terry, Bob, Sharon, and Lou
407-08-20	Send Sharon amount and payment schedule for second Selective Insurance Policy – My 102 844-500, NFP Management Liability Policy for Recurring Actions.	Christy	8-30-20	CTD	GFPS has had problems with Selective not sending hard copy bill to our mailing address.
421-10-20	Send Ad hoc Committee on Contracts an email to set up first virtual meeting.	Lou	12-30-20	Duplicate of 429-12-20	Members: Lou, Becky, and Christy

425-12-20	The Board, if they have budget items to include in the 2021 GFPS budget, should send them to Christy and the Board for review and inclusion in the 2021 GFPS Budget.	Board Members	01-15-21	CTD	Treasurer will need this information promptly to create 2021 GFPS Budget by January 20, 2021 Annual Membership Meeting on 01-20-21 for vote.
303-01-18	Create a form in Microsoft Word for reporting to the Treasurer what money is received or spent by the Board and in what account it will be reported that will allow better reporting to the Treasurer for the new accounting system, QuickBooks Premier for Nonprofits	Christy and Barbara	01-30-18	CTD	Initially, Board needs to know exactly what information is needed for the Treasurer and in what account it should be classified for entries into the new accounting system. This will guide the Board for reporting expenses and income to the Treasurer. Treasurer, Christy Folderauer stated that she has an existing form that works.
426-12-20	Approach Home Schooled groups and verify that they are Members. Also gather information from talking with these groups for a possible Caper Article regarding their experience. Give this feedback to Barbara for a possible Caper article.	Terry, Roy	02-28-21	Working CTD	Important to verify GFPS Membership for liability purposes. Gathering feedback will be ongoing. Barbara Morgan interviewed Home-schooling family for the March Newsletter. Create a new Action Item for approaching persons at the Farm and verifying Membership (440-03-21)
427-12-20	Send Board, Communications Chair and Event's Chair dates in March and/or April for a "Work day(s)" at the Farm.	Roy	02-28-21	CTD	Barbara may be able to get these dates in the Caper and Erik could set up "Sign-up Genius" to recruit and keep number of volunteers to a safe number due to COVID-19 concerns. April 10, 2021 (RD April 11)
433-02-21	Lou will write this COVID-19 Policy up in rough draft form and send out to the Board for corrections and additions. When approved by the Board, we will make copies to hand out, put on the bulletin boards and on the website.	Lou, Barbara	03-15-21	CTD	Lou wrote up the policy agreed upon by the Board. Barbara Morgan had COVID-19 Policy posted on the GFPS website and Roy Benner posted it on GFPS bulletin Board.
434-02-21	Contact Stu Bailey, band leader and Karen Bailey regarding Galway Bay's fundraising practices. Lou will get back to the Board on this alternative for Java & Jazz/Tea & Tunes.	Lou	02-28-21	CTD	Also explore other options to replace this fundraiser changed due to COVID-19. Lou has set up a replacement fundraiser with Broadneck Grill on April 28, 2021, 5-9pm..
410-09-20	Set up virtual session with Linda Walsh, Walsh & Associates and Officers to go over her proposal to GFPS for accounting services. The open-ended nature of the Walsh proposal and costs makes it difficult to budget accounting services in the GFPS 2021 Budget.	Erik, Christy	10-30-20	OBE	Erik, Lou, Sharon, and Christy need to be included. (This action has been postponed due to current budget decisions for 2021.)
411-09-20	Address specific issues or concerns with the "Temporary Policy for Money Movement and Distribution" and come to October Meeting prepared to amend this policy if appropriate.	Erik, Christy, Board	10-20-20	CTD	Lou suggested this to Erik due to his concerns with parts of this temporary policy. This policy was terminated by an approved motion at the March 17, 2021 Board Meeting
398-07-20	Contact engineer Dave Wallace and Architectural Designer, Amy Taylor again requesting formal contracts and information on Load-bearing limits for people and furniture (phone, email and possibly a virtual meeting with Michael Lou and Roy). Included in this contact with Dave Wallace, PE should be a final scale drawing of the excavation of the Goshen Farm basement (needed to view and repair the damaged beams and joists), to be signed off on by Dave Wallace, PE.	Lou to set up the virtual meeting (Lou and Roy attend)	8-15-20	OBE	We have been waiting over a year for these contracts which are critical for moving forward with the State Matching Grant. Michael may have to write up what was discussed at the January 2020 meeting – what was discussed with regards to excavating the basement and send write-up to Lou Biondi and Dave Wallace, PE. Lou Biondi wrote up notes from the meeting with PE, Dave Wallace and then emailed and called Mr. Wallace. There was no response. GFPS will seek new contractors and engineers for the Foundation Stabilization.
428-12-20	Create a Certificate of Appreciation for his work on the Shallow Water Wildlife Pond Garden Grant to Larry	Lou	01-20-21	CTD	Larry's efforts on this Unity Gardens Grant should be recognized! This certificate was presented to Larry Jennings at the "virtual" Spring Open House on April 24, 2021.

	Jennings and present to Larry at the January 2021 Annual Membership Meeting.				
431-02-21	Put together a proposal for live-streamed Open House, scheduled for April 24, 2021	Erik	03-30-21	CTD	Spring Open House needs to be considered for live-streamed presentations. Held "virtually" on 04-24-21
435-02-21	Research and to apply for a credit or debit card for GFPS to pay recurring payments approved in the GFPS Budget and expenditures specifically authorized by at the Board.	s Christy	03/31/21	CTD	Christy applied for a debit card from FNB, received the card in GFPS name and her name, and has used the card to pay 3 GFPS bills in April 2021.
438-03-21	Send Treasurer Christy Folderauer and QuickBooks Assistant, Sharon Smith a complete Financial Report Packet (October 31, 2020)	Sharon Biondi	03-20-21	CTD	Packet emailed 3/20/21. Meeting on feedback on that Financial Report and format going forward was held on April 15, 2021.
439-03-21	Create a procedure for dealing with persons who come to the Farm but are not GFPS Members	Board	5-01-21	CTD	Terry, Roy, and Bob have seen various persons at the Farm but are not comfortable asking if they are Members. This is a liability issue. Board Members who see a person who may or not be a Member will give them the Handout explaining Goshen Farm and encouraging them to become a Member.
440-03-21	Write up ½ page handout explaining about GFPS, its goals, the cost of maintaining the Farm and that Members and their guests are welcome at the Farm.	Lou	04-30-21	CTD	This handout is an interim procedure when a Board Member(s) observes persons on the Farm grounds and do not know if they are Members. They should ask if Members and if not give them this handout to read (Encourage them to become Members).
333-06-18	Research construction companies who will give us proposals for stabilizing the Farm House foundation	Lou	10-30-18	CTD	Jon Tung (recommended by Jane Cox) never responded with a plan after he inspected the Farm House in June 2017. No response from Jon Tung. Working with Engineer, Dave Wallace on this Action Item (10/19) No response from Dave Wallace after he inspected the Farm House and requested GFPS hire Amy Taylor for Scale Drawing of the Farm House (1 year+). Lou scheduled Worcester Eisenbrandt, Inc., and Lynbrook of Annapolis Inc. to assess the foundation repair. Waiting for proposals.
404-08-20	Develop a policy for Boy and Girl Scouts working on projects and students working independently on projects at Goshen Farm. Erik will write up the policy for Board approval. Becky will write up policy for GFPS Membership requirement for students working in Service-Learning Program and present for Board approval.	(with help from Erik, Roy Becky, and Terry	9-30-20	CTD	Roy and Terry supervise independent students (Service-Learning program and Community Service Hours Program, etc.), Roy supervises Eagle Scout Projects and Erik has been involved with Eagle Scout Projects. Becky Benner with input from several Board Members created a Packet: Service Project Guidelines, Service Project Application and Service Project Consultations/Review that encompasses all categories of Service Projects at Goshen Farm.
447-04-21	Inquire if Terry's church, Broadneck Evangelical Presbyterian would print the Goshen Farm Children's Activity Book	Terry	05-15-21	CTD	Need 100 copies.
452-05-21	Check availability for use of the CSCIA Clubhouse Main Room for GFPS Monthly Meetings starting in June 2021. Check availability of Broadneck Evangelical Presbyterian Church for GFPS Monthly Meetings starting in June, 2121	Terry Becky	05-30-21	CTD	The "Sense of the Board" is that Members are not yet comfortable meeting in small inside rooms such as the Cox Room at the CSCIA Clubhouse.
453-05-21	Research Maryland State Charities and Legal Services on line to get a complete list of all the forms that 501c3 corporations need to file for the state. Secretary will add	Sharon Christy Lou	06-15-21	CTD	Becky indicated that she believes there is a form or forms that GFPS still needs to file for 2021 as she has filed these forms for the CSC Garden Club, a 501c3 organization. The Annual

	or modify Recurring Actions after receiving verification from the Treasurer. (dicharity_sos@maryland.gov or call 410-974-5534)				Financial Report for Charities is due in June annually (August at the latest) if a charity receives \$25,000.00 or more. There may be more forms to file if we reach the \$25,000 threshold.
424-12-20	Resend corrections to Amy Taylor's scale drawings of the Farm House and Lou will contact Amy Taylor to discuss corrections.	Lou	01-15-21	OBE	Need corrections to complete 2020 Capital Grant Application. After numerous emails and phone calls with no response from Amy Taylor, GFPS will use the corrected version (2) Scale Drawings for the MD Capital Grant filing. \$100.00 was held back from final bill payment by Board to Amy Taylor until corrections were completed.
443-04-21	Replace two broken water "bibs" (nozzles) in the Sharing Garden.	Bob	06-01-21	CTD	Gardeners have complained that the nozzles do not work. Tracy Smith has lent a nozzle to the Garden but does not leave it permanently. Erik Wallace bought two new nozzles and replaced them. The Board would like Garden Chair, Bob Nestruck to purchase a spare nozzle and keep in the Garden Shed. New Rain Nozzles and nozzles are now in the Garden near spigots.
444-04-21	Get an additional quote from a pest control company for comparison to Economy Pest Control, Inc. proposal. (Second quote was from Ehrlich Pest Control.)	Linda Paez	05-18-21	CTD	Linda feels that we need more than one quote before we decide on a pest control contract. Board reviewed both quotes but decided to go with engineer's recommendation to use Bora Care treatment on Farm House.
445-04-21	Continue to discuss a "Memorial" to John "Danny" Tester's daughters, Amye, and Joy.		06-18-21	CTD	Potential "Memorials" discussed by daughters and Board: Family decided to dedicate a tree in the Memorial Grove with a plaque. Purchase a picnic table (Roy purchased for \$159- will be reimbursed by Treasurer and hold a memorial Service at the Farm on 09/25/21 or 10/02/21. Family's friends and relatives donated \$880.00 in Memory of "Danny" Tester (\$250.00 has been identified as Maryland Capital Grant donation; remainder in General fund)s.
450-05-21	Develop proposal for the Children's Nature Center to submit to Chesapeake Bay Trust Mini Environmental Education Grant.	Schwenk Jessica Smith with help from Terry and his committee of Member volunteers	06-30-21	OBE	Included in the development of this proposal, consideration needs to be given to : How would this be maintained, How would the project be funded, etc. Grant proposal was not completed and submitted by July 31, 2021 due to limited time.
454-06-21	Send Christy the list of Financial Reports that were not approved for 2020 and 2021.	Lou	08-15-21	CTD	Need to have copies of each month's Financial Report. Christy will generate Reports for each of these months. Sent 7/2/21
456-06-21	Set date for informal Board Meeting at Goshen Farm to discuss the period to which the Goshen Farm House should be restored.		07-10-21	CTD	Need this decision for Lynwood of Annapolis to proceed with their proposal for stabilizing the Farm House foundation. Meeting held on July 12th.
446-04-21	Research types of additional Membership Categories. Added: Becky will send Board an email of her categories under consideration. Board will send Becky their suggestions for additional categories.	Becky Board	07-15-21	CTD	Additional Membership Categories are relevant to the Use and/or Rental of Goshen Farm Committee's work. Becky's list was Student, Limited Use, Nonprofit, Commercial and Corporation
441-03-21	Create a plan for a Goshen Farm Nature Play Space and email the plan to the Board for discussion.	y, Becky Roy, Stef Schwenk and Jessica Smith	05-01-21	CTD	Idea introduced by Terry at the March Meeting. Stef and Jessica did a presentation on the GF Nature Play Space on June 16, 2021. No formal plan was submitted Plan submitted

					on 8/12/2021. Discussed at Board Meeting on 9/15/2021. Board agreed to move ahead. Some aspects need clarification, i.e., Zip line.
457-07-21	Order 2 "Cancelled" banners from Tommy Bowers to put on both sides of the Free Concert Tonight sign at the bottom of the driveway	Becky	07-30-21	CTD	To put over Summer Concert signs when weather requires last minute cancellation of a concert.
458-07-21	Contact contractor Dave Weir regarding the Bora Care application, ask about the sealing of the Farm House from weather. Have Dave Weir come up to the Farm and work up an estimate of cost for both issues.	Lou	08-30-21	CTD	Bora Care and Dave Weir recommended by John Gaver, Construction Superintendent, Lynbrook of Annapolis. Weir's phone #: 301-481-5124 Have description of work from Mr. Weir and rough estimate created by Lou Biondi
459-07-21	Contact Shannon at Color Fire Media to create a way for Barb to send out cancellation MailChimp message immediately after decision to cancel	Barb	08-30-21	CTD	Shannon is off on Fridays when GFPS holds Summer concerts therefore no way to send out MailChimp when concerts are cancelled at the last minute. Barb Morgan has password and can create emergency MailChimp messages.
461-08-21	Add signs that have a dog in a circle with a diagonal line through the dog to the Sharing Garden and the Henson-Hall Slave Gardens.		09-01-21	CTD	In addition to the No Dogs Allowed signs Roy has installed. Roy installed symbol signs on gates.
462-08-21	Send out a Facebook post stating that dogs should be on leashes and no dogs are allowed in the Sharing Garden and Henson-Hall Slave Garden.	Barbara	09-01-21	CTD	Doing this due to cameras catching persons with an unleashed dog in both Gardens. Barbara sent out Facebook post regarding no dogs in Gardens. Well received – 300 likes.
	Erik suggested that he work with Rose Mary to find several people to shoot videos of the various Presenters so that we can post them (during the event?). Erik will see if he can get several set-ups for these volunteers to use.	and Rose Mary	09-15-21	OBE	We could post these Facebook Live videos during the Fall Open House. Not enough Volunteers at event to make this happen
350-02-19	Contact Google to activate automatic payment through GFPS Checking account for \$19.95 annual charge for 100 gigabytes of additional storage.	Christy	04-31-19	CTD	Lou is currently paying this bill. Billed each December. Lou contacted Google. And they will not accept a check for payment. Treasurer set up a debit card to pay this bill automatically from FNB.
436-02-21	Research and develop a policy on GFPS use of videos produced at Goshen Farm with students. This policy needs to be in writing.	Terry	05-31-21	OBE	Terry has run into problems with permission to share videos (on YouTube or elsewhere) produced by students at the Farm. Students working on creating videos at the Farm for use by educational groups are GFPS Members. No videos were made in 2020 or 2021 due to COVID-19.
405-08-20	Create an Ad hoc Committee to develop policy for "use and/or rental of Goshen Farm". Create Camping Guidelines for Members camping at Goshen Farm. Check with Selective about appropriately safe locations for camping guidelines. Camping Guidelines should be included in this use/rental policy after approval by BoE Attorney, Darren Burns as part of this policy construction and the GFPS Board. Research, develop and include a COVID-19 policy. Research and develop a COVID waiver in anticipation of "outside" groups requesting use/rental of Goshen Farm for activities. The waiver should be reviewed by the Board and then Attorney Dirk Schwenk.		10-30-20	CTD CTD CTD CTD CTD CTD	Ad hoc Committee Members established at Sept. Meeting: Lou, Michael, Roy, Erik, and Becky Becky has completed researching and developing guidelines for camping. Guidelines need to be sent to BoE Attorney Darren Burns for final approval. Terry requested that the Board craft a COVID-19 Policy. Becky has completed COVID-19 Waiver – approved at the Dec. 16, 2020 Board Meeting. Develop Service Project Guidelines Becky has sent Board the draft. Becky has sent Board the draft.

	Develop Service Project Guidelines (should address all groups) Develop Service Project Application. Develop policy for the "rental" of Goshen Farm by outside individuals, groups, and organizations. Set up virtual Ad hoc Committee meetings for completing the above tasks.			CTD CTD	Requests to rent GF for weddings, etc. have been denied by GFPS Board until we have a Rental Policy. Lou will send out dates for AD hoc Members to consider.
448-05-21	Create a Facebook Group or Page for the Sharing Gardeners.	Barbara	07-31-21	CTD	Barbara Morgan created a Sharing Gardener Facebook Page in October, 2021.
463-08-21	Regarding cancelling the Harvest Pasta Dinner: Contact Pat Furgurson to make sure he has not contacted the Irish Restaurant Company and contact Gloria Dei! to let them know we are cancelling the dinner and deliver the \$150 donation check. Bob will also send a letter to Michael Galway and Anthony Clarke, co-owners of the Irish Restaurant Company to thank them for their years of support for Goshen Farm and let them know we have cancelled the Harvest Pasta Dinner due to COVID-19 and the Delta Variant	Bob	09-15-21	CTD	Due to the Fall Harvest Pasta Dinner cancellation Bob contacted Pat Furgurson. Lou will write letter to Gloria Dei! Lutheran Church and include \$150.00 check donation from GFPS. Bib will write letter to Irish Restaurant Group co-owners.
467-09-21	Roy will contact the Mallons to discuss the plaque dedication in the Memorial Grove for Danny Tester and get back to Lou with an agreed upon time for the dedication.	Roy	10-01-21	CTD	Celebration of Life scheduled for October 2, 2021 from 2 - 6 pm.
208-12-15	Develop a plan for Farm House foundation remediation	Building Chair, Lou, Roy	03-15-16	CTD	GFPS filed for and received a \$60,00.00 Matching Grant from the 2020 MD Capital Projects Program. Engineer, Peter McConaughy, historic restoration certified, has done an inspection of the Farm House and Foundation, and is writing up the plan for repairing the foundation top down. Matching requirement eliminated by MD Legislature in 2021 due to COVID-19 Epidemic. Rec'd notice from Alexis Dukes of DGS on 10/22/21 that GFPS has until June of 2027 to use \$60,000.00 in grant funds.
471-10-21	Ask Shannon if we can Link Weather Underground on our website. Research the cost of a Weather Underground Account.	Barb and Bob	01-15-22	CTD	Part of Weather Station at Sharing Garden Shannon stated that Color Fire Media can put a link for "Weather Underground" on the website. Bob reported that a "Weather Underground" account is free. "
472-10-21	Notify the Gardeners on the new Sharing Garden Facebook Page and through an email that Goshen Farm has a "carry in-carry out" policy and they need to take discarded Gardening items home to dispose of.	Bob	12-15-21	CTD	Should be done now as Gardeners are still cleaning out their plots (and getting rid of stuff).Bob put on Garden Facebook Page.
479-11-21	Get the price for increase in traps and frequency of filling from Economy Pest Control and report back to the Board for consideration.		12-15-21	CTD	Reduce rodent infestation Best estimate was from Economy Pest Control, \$65.00/month. Board will continue with Economy Pest Control.
473-10-21	Talk to Leslie at the Improvement Association to ask if we can put a deposit on the Clubhouse for Wine Tasting/Silent Auction event.	Becky	11-15-21	CTD	Board discussed possibility of holding this event at the Farm but there are many obstacles to overcome. Leslie put GFPS Wine Tasting/ Silent Auction on calendar for CSCIA Clubhouse

					rental but did not require a deposit until we decide on location.
482-11-21	Reach out to the group, Giving Tuesday.org to investigate whether GFPS is on their list of charities and how this program works.	Barbara	12-15-21	CTD	GFPS wants to participate in Giving Tuesday. After Barbara contacted Giving Tuesday.org, Board decided that we do not want to pursue Giving Tuesday -receipt doesn't indicate where the donation is directed.
348-11-18	Revise the Recurring Action Chart to better reflect due dates. For the interim, Sharon will insert month and year for those recurring actions that are not due annually	Lou	01-31-19	OBE	Lou will send out the PDF for Recurring Actions so the Board can make recommendations. Board is satisfied with present Recurring Actions Chart. No changes made.
420-09-20	Create plan with steps describing how Chairs can request volunteers and get this request out to President, Events Chair and Communications Chair.	Lou	10-21-20	Working	Could be a flow chart for Chairs. Should include date, work to be completed, number of volunteers needed, specific skill sets needed, tools needed, etc. with enough notice to send out by Communication Chair in Mail Chimp or Caper (deadline is 3rd of the month). Erik Wallace needs to be informed to set up Sign-up Genius. Completed and sent out to Board on 11/12/21.
449-05-21	Work with Terry (and other Board Members if requested) on putting dates on the Google Calendar to avoid scheduling conflicts.	Lou and Terry	05-30-21	CTD	Lou will have to test this process before he trains Terry, Board Members using their own email provider will have to ask Lou to sign them up for google.org email to use the Google calendar.
465-08-21	Reach out to Joan Machinchick, our previous GFPS Membership Chair to see if she has the original pictures from Bea Griffith. If not, Barbara will contact Bea Griffith to see if she has the original photographs.	Barbara	10-30-21	CTD	Need these to scan to 1200 DPI for Goshen Farm Album suggested by Willie Graham. Neither Bea Griffith nor Joan Machinchick has additional or original photos in their possession. Bea sent Joan and Barbara Morgan what she had. They were copied and returned to Bea or she copied them herself and sent them to GFPS.
476-10-21	Order Plaque for Cape Ace Hardware – Melissa Wade owner.	Lou	12-15-21	CTD	Another photo opportunity is presentation of the plaque. Plaque ordered, received, and will be presented at the Spring Open House on 4/23/22.
480-11-21	Contact PayPal to see if GFPS can get a report on the Giving Fund that gives the names of donors.	Christy	12-30-21	CTD	Need donor information for Nature Play Space and potential future fundraisers Giving Fund does not give a report with where donations are directed. Won't use Giving Fund in the future.
481-11-21	Speak with Stefanie Schwenk, planner, and coordinator of the Nature Play Space project, regarding keeping track of all donations to the project and reporting these to the Treasurer.	Roy and Becky	12-15-21	CTD	Necessary for Treasurer to track incoming funds for the Nature Play Space (NPS). Stef Schwenk is receiving and tracking donations. Donations all come through PayPal and checks identified with NPS.
477-10-21	Price out both ideas for a new Concert Stage and get a decision so that Roy could include the cost of this stage in his 2022 Grounds Budget (needs to be decided before the Treasurer creates the 2022 GFPS Budget for the Annual Meeting).	Roy and Scott	12-15-21	CTD	Roy is investigating overseas container or wooden structure for new concert stage. Price out complete. Bd. Decided too expensive at this time so will build a simple 12' by 12' platform stage.
488-02-22	Terry stated that the budget he previously worked up for the 2021 MHAA grant (which GFPS was not awarded) has the information on materials and cost of repairing the Servant's Quarters and the Milk House. He will send this information out to the Board.	Terry	03-15-22	CTD	Board may have to do the repairs and GFPS absorb the cost of these repairs. Member, Mr. Samos has volunteered to do some of the carpentry. We may contact Bayview Builders for assistance on repairs. Have the cedar shingles to repair both roofs.

491-02-22	Lou stated that those who do not have a GFPS .org email set up, contact him and he will set these accounts up with Google. (Terry, Rose Mary, and Linda).	Terry, Rose Mary, and Linda (Lou)	04-15-22	CTD	Those Members without a Google Goshen farm.org email set up, cannot access the Google Calendar to see or add dates. Terry now has Google education @goshenfarm.org email account set up.
487-12-21	Get a detailed estimate of cost for a dendrochronology report on the 1783 section of the Goshen Farm House by contacting Michael Worthington (recommended by historic preservationist, Willie Graham).	Lou	04-30-22	CTD	Board may feel this report is too costly at this time. Michael Worthington gave Lou Biondi an estimate of \$6,000.00. Bd. Decided not at this time.
492-02-22	Contact Scott to let him know what the Board decided regarding construction of the Summer Concert stage (and recheck dimensions).	Erik	03-30-22	CTD	Roy recommended we check out our 12' x 12' pop-up to make sure it can be used over the new stage which will be 12' x 12'. Scott recommended 12' by 8' but Board went with 12' by 12'.
494-02-22	Contact Broadneck Library to see if they will participate in Spring Open House.	Becky	02-28-22	CTD	Branch Manager, Heather Ravanbakhsh Lou reminded those who are working on getting exhibitors for the Spring Open House, communicate with Chair, Rose Mary Stocker, and Erik. Events Chair.
493-02-22	Create a handout for Maryland Day advertising Annapolis Restaurant Week and encouraging visitors to support The Irish Restaurant Company's restaurants such as Galway Bay as they have supported Goshen Farm.	Lou	03-10-22	OBE	Becky and Lou also asked that the Board support Irish Restaurant Company during Restaurant Week. (March 20 – 27)
464-08-21	Contact Karen Bailey to discuss a fundraiser with Irish Restaurant Company similar to what we did last year with the carry-out dinners from Galway Bay, but this time see if we can do this at Brian Boru in Severna Park	Lou	09-30-21	OBE	Delayed until 2022.
475-10-21	Investigate Charitees and other companies to order t-shirts, review the inventory, add men's dark green t-shirts, women's dark green t-shirts (large, X-large), dark brown sweatshirts, and hats and come up with an order and cost. Report this to the Board.	Lou	01-15-22	CTD	Need increased inventory for Java and Jazz, Spring Open House, etc.
483-12-21	Contact Shannon at Color Fire Media, find out what the security breach involved, whether Color Fire Media fixed this problem, and what GFPS must do, such as setting a new password.	Barbara	01-15-22	CTD	Barb will report results to Board.
489-02-21	Barbara will send out the draft of Ann Brice Worthington's book on the history of the Brice family and Goshen Farm to the Board	Barbara	03-30-22	CTD	The book is yet untitled. Barb and Scott have been editing sections as Ann writes them.
490-02-22	Bob will contact CSCES Kindergarten teacher Trevor Brinson regarding intentions to use CSCES Kindergarten plot in 2022	Bob	03-01-22	CTD	They students did not use this plot due to COVID PANDEMIC in 2020 and 2021. CSCES PTO paid for the plot rental in 2022.
496-02-22	Contact the AACC Art Professor to discuss exhibiting paintings his class painted at Goshen Farm. Contact Tim Tumelty, AACC to see if he would be an exhibitor with his drone exhibit. Both exhibitors needed for Spring Open House.	Terry	03-01-22	OBE	Terry needs to report result of both inquiries to Rose Mary Stocker, Chair of Spring Open House and Events Chair, Erik Wallace.
497-02-22	Contact Magothy River Association (MRA) regarding being an exhibitor at Spring Open House, April 23, 2022.	Lou	03-01-22	OBE	MRA has exhibited at previous Open Houses.

498-02-22	Send out some dates for a Saturday "Clean-up" Day and a sign-up schedule with what needs to be done prior to Maryland Day, March 26th.	Lou	04-28-22	CTD	House and grounds need to be tidied up for both Maryland Day and Spring Open House.
499-03-22	Erik will check the batteries in the walkie talkie before Spring Open House.	Erik	04-20-22	CTD	Batteries may need to be replaced again for Goshen Farm Family Fun Day on Saturday, May 14th, and Saturday May 21st..st
500-03-22	Stacy Roth will send Lou the finalized flyer for Goshen Farm Family Fun Days for Barbara Morgan to send to Color Fire for the website.	Stacy Roth, Lou, and Barbara	04-20-22	CTD	Event managed by Stacy Roth Signature Program facilitator (May 14th and May 21st)
501-03-22	Send Stacy the map that Rose Mary created for the Open Houses that shows all of the main points of interest at the Farm.	Rose Mary	04-01-22	OBE	Stacy may use the map Rosemary created for Goshen Farm Family Fun Days.
504-03-22	Contact bee keepers who will work at the Farm to "man" the Apiary for Goshen Farm Family Fun Days.	Erik	04-15-22	CTD	Event dates: May14th May 15th) and 21st (rain date May 22nd) Time 10am-12 and 1pm-3pm
505-03-22	Request a "One Day Rider" from Jill Stillwell's Girl Scout Troop for the Archery Event on April 24th at Goshen Farm from 10am -3pm.	Roy	04-15-22	CTD	Jill Stillwell originally requested two dates: April 2nd and April 24th but changed to only April 24th.
506-03-22	Investigate whether scouts can be recruited for children's activities.at Spring Open House.	Erik	04-10-22	OBE	Sharon let Erik know that there are children's activity kits in the upstairs room of the Farm House (with the doll house).
507-03-22	Build a platform to sit the grill on in the corner of the fenced in yard.	Roy	04-10-22	CTD	The platform can be wooden or brick. Roy may ask Evan Semos to help as he needs Service Hours. Roy chose brick.
508-03-22	Contact Superior Suppliers regarding donation of shingles for the Tenant House.	Linda	04-15-22	CTD	There may be enough cedar shingles to roof the Milk House and the Servant's Quarters. Superior does not donate shingles now.
509-03-22	Cost out 12'by 12' stage materials and 12' by 8' stage materials including screws and nails.	Lou	04-30-22	CTD	Stage needs to be completed by June 17th Summer Concert date.
512-03-22	With Board input, create the plaque wording and then order the plaque for Beatrice C. Griffith from Victory Awards.	Lou and Board	05-01-22	CTD	Beatrice Griffith's family is aware of GFPS's plan to honor Bea with a plaque in the Memorial Grove.
516-04-22	Becky will send Erik information on Tasty Toucan Ice cream and Erik will follow up on this for the Summer Acoustic Concerts.	Becky and Erik	05/31/22	CTD	Tasty Toucan Ice Cream cart would be a hit at the 5 Summer Concerts held at Goshen Farm.
517-04-22	Add pollinator or rain garden in front of Tenant House to Eagle Scout potential projects list.	Roy	05/15/22	CTD	Linda Paez suggested a pollinator garden in front of the Tenant House. Becky thought this would be a good Eagle Scout Project. Roy thinks a rain garden would slow down run-off in that area.
469-09-21	Erik will talk with Scott to discuss Board's discussion of assigning tasks for the Summer Concert Series and the Membership Appreciation Concert and bring this up at the May 2022 Board Meeting for assignments to tasks.	Erik, Scott, and Barb	11-30-21 – 05-21	CTD	Plan needs to be in place prior to start of Concert Series. Need POC person with Farm House key and knows where stuff is stored. Need to use Signup Genius to recruit volunteers.
513-04-22	Notify Board when 2020 Capital Grant donations reported at the April Board Meeting are moved from FNB checking account to FNB Savings account for Farm House First Floor Stabilization.	Christy	05-20-22	CTD	ASAP Christy moved \$37,542.81 to FNB savings account and into Farmhouse First Floor Stabilization account in QuickBooks.

514-04-22	Move the game camera from the Historic Timeline Trail and if working, install near storage containers.	Roy	05-15-22	CTD	Older children have been seen playing on top of storage containers. They refused requests from two Members to get down. Bill Doyen reported this incident to the police after he witnessed the boys on the containers.
515-04-22	Complete weeding around Oak Trees in Memorial Grove.	Board and Volunteers	05/31/22	CTD	Weeding needs to be completed before Beatrice Griffith's ceremony placing her plaque in the Memorial Grove.
518-05-22	Send Becky the password and user name for PayPal and same for the square if the square gives names of those who charged Memberships or Sharing Garden plots.	Lou	05/20/22	CTD	Will get needed info faster. The Square does not give names on the reports so would be of no help to Membership Chair, Becky Benner.
520-05-22	Review ALL forms related to "Use" of Goshen Farm for correctness and consistency.	Lou	06/20/22	CTD	With all of the changes needs to be thorough.
521-05-22	Go to Johnson Lumber and negotiate for better price (501c3, working with Bayview Builders, etc.) order lumber for the concert stage and try to get free delivery..	Lou	06/10/22	CTD	Suggested by Bruce Dowling.
519-05-22	Include Rose Mary's "thank you" paragraph from her May Report in the August Caper.	Barb	07/01/22	CTD	Well stated.
474-10-21	Develop and improve a Vendor Agreement for participants at Goshen Farm events.	Lou	01-15-22	CTD	Lou could ask Mary Lamb for a copy of the vendor agreement used for the Strawberry Festival as a template.
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou	05-30-11	OBE	135-03-14 was folded into this action...Lou has been investigating grant opportunities and completing grant applications as he is made aware. Development Committee needs a schedule of recurring grant opportunities. Lou has been unable to research grants and monitor the two grant GFPS currently has.
288-09-17	Inquire from Lowe's Grant department if their grant can be used for both permanent bathrooms and temporary bathroom facilities (such as bathroom trailers).	Lou, Building Chair	11-15-17	OBE	Lowes is no longer offering open applications for grants.
460-07-21	Obtain the name and contact information of the person in charge of the intern program at the Computer Science Department at AACCC.	Linda	09-15-21	Completed	May have an intern that can assist GFPS with its history taxonomy and getting information on the Google Drive.
468-09-21	Complete the RFP for sealing the Goshen Farm House and Bora Care treatment and distribute.	Lou	10-15-21	Completed	Becky, Roy, and Erik volunteered to review the draft RFP
484-12-21	Award Contract for Sealing the Goshen Farm House	Lou	02-28-22	Completed	After Board reviews bids. Lou received an email from Alexis Dukes, Public Works, stating that we can do this contract as "sole source." Board made a motion to take David Weir's contract and approve as "sole source" and the motion carried.
522-05-22	Research 20-21 bundles of cedar shingles in the Tenant House to find out square foot coverage	Roy	06/20/22	Completed	Depending on coverage, these could be used for Tenant House and if not enough then Milk House and or/Servant's quarters. Coverage is 160 sq. feet.
523-05-22	Get the submittal date and other pertinent information for Bay Weekly and send to Barb Morgan	Becky	06/30/22	Completed	Bay Weekly is a good local magazine for advertising GFPS events.
525-06-22	Ask ACAAC for an extension on the grant for writing and publishing the new Goshen Farm book. Try to get at least a 3- month extension.	Lou	06/20/22	Completed	The Goshen Book Committee is behind schedule and needs more time to complete research. AACAC granted a 3-month extension. (Sept. 30th 2022)

526-06-22	Send out Procurement Policy to the Board.to review for discussion on need to set up an “emergency fund” at the July Board Meeting.	Lou	06/30/22	Completed	Emergencies such as replacing the well pump (\$1,200.00) can come up and need to know where in the budget these expenses can be paid.
527-06-22	Email Erik regarding the Board’s concern that several beekeeping assistants are not GFPS Members.	Lou	06/30/22	Completed	Board concerned about liability issue...
470-10-21	Research what newspapers might be able to run articles on the Hoop House, hydroponic farming, and vegetable donations to local groups and if not, send Lou an email and he will do the research.	Barb	02-15-22	CTD	The hydroponic conversion in the Hoop House will not yield vegetables for weeks. Terry was contacted by The Capital, gave them information and is waiting for a response.
478-11-21	Research the additional cost from QuickBooks for on-line information access.	Christy	01-15-22	OBE	Board could go on-line to review QuickBooks Financial Report. Research showed the cost is prohibitive (license cost and \$70/user).s
528-07-22	Send out the language from the motion at the March 18, 2018 Board Meeting regarding this 25% set aside and use of these funds.	Sharon	07-15-22	CTD	For clarification
502-03-22	Lou will write up the work required for each of the planned phases for Farm House stabilization Peter McConaughy supplied Lou and send these out to the Board for review.	Lou	04-01-22	CTD	Will help the Board to create the RFP.
531-07-22	Draft a letter to the new AACPS Superintendent, Mark Bedell regarding new lease negotiations and send out to the GFPS Board for suggestions. Send final draft to the Board.	Lou and Board	09/15/22	CTD	GFPS will be negotiating with AACPS Superintendent and School Board and AAC Recreation and Parks.
532-07-22	Contact engineer Peter McConaughy to see if he will come out to the Farm and look at the Servant’s Quarters and Milk House for his assessment on what work needs to be done other then what we have already discussed in our planning.	Lou	09/31/22	CTD	The Servant’s Quarters and Milk House have additional damage not included in our original cost of repairs. Received write-up from McConaughy on repairs to both buildings on October 26, 2022. Cost for inspection and write-up was \$1,000.00.
534-08-22	Buy four new solar, motion activated lights to cost no more than \$200.00 and install three lights in the determined designated areas.	Bob and Lou	10/15/22	CTD	Install in gravel parking area, the Soil Health Pit and near the path leading to field parking.
535-08-22	Send Ann Brice Worthington an email stating the Board’s decision on her proposal regarding her book, , Goshen Farm 1853 – 1935: the Tydings-Brice Family, A History and Extended Memoir.	Lou	9/01/22	CTD	When the book is published , The book will be sold at GFPS events and the profit from these sales will go to GFPS.
542-09-22	Research and develop an electronic site for 2023 Annual Membership Meeting ballot voting to fill GFPS vacancies.	Barbara	10/30/22	CTD	Present method using email functions poorly. Barbara chose Survey Legend for voting on line.
543-09-22	Contact and ask if Tracy Smith is willing to run for the GFPS Board in 2023...	Bob	10/15/22	CTD	Tracy Smith declined
544-09-22	Send MailChimp request to Gardeners to consider running for the GFPS Board in the 2023 election.	Barbara	10/15/22	OBE	Need newer Members to step up! Barbara feels that this request to run for the Board is on the website, in the quarterly GFPS Newsletter and in the Caper Article, there is no need to send out emails to Gardeners.
539-09-22	Contact Tracy Smith to see if she is willing to do a slide presentation to African American class at AACC.	Linda	11/30/22	CTD	Linda is trying to increase partnership between GFPS and AACC. Linda is getting a list of plants from Tracy Smith. She will down load pictures of plants and send to Barbara to create a slide show. Who will present? TBD.

213-12-15	Convert room 1-G to a meeting room.	Building Chair, Lou	06-01-16	OBE	Most work can be done with volunteers. Area is needed for storage.
430-02-21	Board will schedule a separate meeting to discuss the Financial Reports and approve if in agreement.	Lou, Christy, and Board	03-15-21	CTD	After Christy is up to date inputting financial data for 2020, Board and Christy need to meet virtually for review and approval of Financial Reports. Christy sent a completed Financial Report in September 2022. All Board Members reviewed and found it to be complete. Becky Benner stated that she needed some "tweaking" for information she needs as Membership Chair and she will address this information with the Treasurer.
495-02-22	Barb will reach out to Bea Griffith's family to ask that if they find documents, letters, notes that Bea wrote, or other items from her aunt, May Radoff relevant to Goshen Farm and its history in her home, and if they do not wish to keep these items, please contact Barbara Morgan.	Barbara	04-01-22	CTD	Barb has contact information for Bea's sons, Ben Griffith, and Clarke Griffith. She has reached out but has not had a response. Clarke Griffith stated that they had no additional pictures or documents regarding Goshen Farm.
541-09-22	Contact Dona Duran about Broadneck Grill holding a% of one day sales fundraiser for GFPS.	Lou	10/10/22	CTD	This would help offset the loss of revenue from cancelled Fall Harvest Pasta Dinner. Broadneck Grill has no openings for 2022 fundraisers.
547-10-22	Make several signs to remind parents to encourage their children to put away items in the Nature Play Space (NPS).	Roy	11/30/22	CTD	Roy has observed items laying on the ground that were not put away by children in the NPS. Steph Schwenk has made and posted signs at NPS.
553-10-22	Contact Bill Szczytko for recommendations on GFPS purchasing a Windows laptop computer with solid-state disc and send recommendation(s) to Treasurer.	Roy	11/15/22	CTD	Needed to complete Monthly Financial Reports. Treasurer bought new laptop for \$499.00 based on Bill's recommendation.
335-06-18	Contact the Soil Conservation District (SCD) for the name of a forester who can create a Forest Management Plan.	Roy	09-30-18	CTD	Roy is concerned about the number of trees that are down and those that are in danger of falling. Roy has a name of a forester from the SCD and the names of several foresters he has found.
510-03-22	Update prices for materials (from Terry's original grant proposal) and make a plan so the Board knows the cost for repairing the Servant's Quarters and the Milk House and the work required to accomplish these repairs (and in what order). * The update costs for repair of the Servant's Quarters will have to be revisited after GFPS receives the review and plan for the Servant's Quarters from Peter McConaughy.	Roy Lou	05-01-22	Servant's Quarter update of pricing CTD	Plan should include work phases for each building. As the cedar shingles will be available for the Servant's Quarter roof, Roy's estimate of cost for the Servant's Quarters repair submitted in September should be adjusted after Peter McConaughy's report. Milkhouse update of repair cost pricing made a new (Action Item: 557-11-22) .
530-07-22	Let Barb know the dates when the Maryland Farm and Harvest episode filmed at Goshen Farm will air and she can send this information out to Members.	Roy and Barbara	Undetermined	Working	The film crew told Roy it would be at least 6 months till this episode on regional soils aired. The Membership was sent the date and time to view this episode. Goshen Farm was not identified by name in this episode.
529-07-22	Send Barb the names of the Small Organizations Group, names of the contact persons, phone numbers and email addresses.	Lou	07/30/22	CTD	CCHA, Small Organizations Group are willing to advertise other Small Organization Group events.
536-08-22	Investigate lighting fixtures for the port-a-pot before next year's Summer Concert Series begins.	Erik	03/15/23	CTD	Theft of port-a-pot lights has been an ongoing problem during the Summer Concert Series. Erik purchased inexpensive battery-operated lights.

546-10-22	Write and deliver thank you letter, and \$150.00 donation check to Gloria Dei! Lutheran Church	Bob	11/25/22	CTD	The 2022 Harvest Pasta dinner was cancelled but GFPS wants to donate the cost of the hall.
550-10-22	Complete Maryland Day participator application for Chesapeake Crossroads Heritage Area.	Erik	12/01/22	CTD	MD Day is Saturday, March 25, 2023.
551-10-22	Set up EventBrite sign up to limit the number of guests for two sessions for Maryland Day at Goshen Farm	Barbara (Erik)	03/15/23	CTD	Sessions possibly 10am-12 and 1-3pm/ MD Day is Saturday, March 25, 2023
552-10-22	Price out lumber, inform the Board, and purchase for two new sections of fencing for the Sharing Garden.	Bob	ASAP	CTD	It was suggested that the lumber could be painted on November 16th by BHS students visiting the Farm. Bayview Builders is permitting Bob to use their account at Lowes to purchase lumber at their discounted price. Bob will purchase and pay for the lumber at Lowes, give Bayview Builders the receipt marked "paid", and keep a copy for his records.
554-11-22	Roy will have a discussion with Stef Schwenk regarding the donation of \$2,368.00 from the St Johns Block Party towards the NPS and that it needs to be deposited into GFPS Checking and tracked in our accounting system.	Roy	11/30/22	CTD	Important to track as the NPS is part of Goshen Farm though planned and cost fundraised by Member Stef Schwenk and her committee. Roy met with Dirk and Stef Schwenk and they gave him the check for \$2,368.00 for deposit to GFPS for the NPS fund.
555-11-22	Send out via MailChimp the sample electronic ballot (Survey Legend) again so Board can look it over and do a test ballot.	Barbara	11/20/22	CTD	Trying something new for electronic ballot voting at GFPS Annual Membership Meeting.
556-11-22	Send Barbara an updated list of contact information for the CCHA Small Group Organizations.	Lou	11/30/22	CTD	GFPS will try "cross advertising" with CCHA Small Group Organization Historic sites.
558-11-22	Draft a letter of apology on behalf of the Board regarding the breakdown in communications that precipitated long standing Members feeling hurt, angered, and disrespected and send the letter to the Maddox family.	Lou	12/15/22	Working	Incident resulted from good intentions but poor communication.
503-03-22	The Board with Christy's input will discuss an appropriate thank you gift for Sharon Smith later.	Board	05-30-22	CTD	Christy has been paying Sharon Smith for her work, but GFPS wants to do something else to thank Sharon Smith for her work streamlining the QuickBooks Chart of Accounts. GFPS will give Sharon Smith a gift certificate to Home Depot and HomeGoods for \$150.00 each. Lou will create a Certificate of Appreciation and Sharon Biondi will write a thank you note.
533-08-22	The product, "Rodeo", will be used to remove most of the cattails from the Shallow Water Wildlife Pond. "Rodeo" is safe for bees as it only kills emergent cattails.	Roy	4/15/23	CTD	Extension Service stated that Rodeo is safe for aquatic life. Best done in the Spring. Roy will set tape and signs around pond when he sprays.
538-09-22	Buy and post 4 signs encouraging Nonmembers who frequent the Farm to become Members. Include a QR code that takes people to Membership payment on the GFPS website. Keep wording simple. "Become a GFPS Member".	Roy with help from Barbara and Erik	11/30/22	CTD	Should be posted on paths frequented by visitors. Barbara Morgan has the QR code ready to add to the notice and signs.
545-10-22	Send thank you letter to the Irish Restaurant Company (IRC).	Bob	11/15/22	CTD	IRC offered donations for the Harvest Pasta Dinner that was cancelled.
548-10-22	Discuss inclusion of funds for maintaining the Nature Play Space in the 2023 GFPS Budget.	GFPS Board	12/06/22	CTD	Suggested by Erik Wallace. Roy added some money to his Grounds Budget for 2023. Roy decided that he will use the money in the Nature Play Station fund first for repairs. He will consider including additional money for NPS in his 2024 Grounds Budget.

557-11-22	Board will decide if GFPS will repair or replace the Milk house.	Board Roy Lou	2/15/22	CTD	Engineer Peter McConaughy's inspection revealed significant damage to the foundation and concrete floors . The Board decided that due to its historic value, the Milk House should be repaired. The procedure and costs will be researched. Lou will contact Peter to let him know the Board's decision.
559-11-22	Contact Fran Bents and discuss whether she and volunteers plan to maintain the Colonial Kitchen Garden (CKG).	Roy	11/30/22	CTD	Fran and twelve volunteers have shown an interest in continuing the CKG. Fran Bents is willing to maintain the Colonial Kitchen Garden.
560-12-22	Reach out to Jane Cox to seek permission for the Goshen Farm book committee to contact Heather Hersts regarding the "run-a-way slave notice" from Henry Tydings that Jane forwarded to Lou Biondi via email.	Lou	1/30/23	CTD	Goshen Farm Book Committee would like to further research this notice and would like to contact Heather Hersts.
561-12-22	Contact the Jazz Perpetrators regarding the Java & Jazz/Tea & Tunes event, March 12, 2023.	Lou	1/30/23	CTD	Check on availability to play J&J/T&T. They are available and will play.
563-12-22	Pick up the two gift cards for \$150.00 each from HomeGoods and Lowe's. Lou will create a certificate and Sharon Biondi will write a Thank you Letter to Sharon Smith.	Christy Lou Sharon	1/30/23	CTD	Thank you for assisting Treasurer with updating QuickBooks Chart of Accounts and inputting financial data over several years.
564-12-22	Send out recommended T-shirt and sweatshirt order, get input from the Board and send in the order to Charitees.	Barbara	1/15/23	CTD	Adding to current inventory of T-shirts and sweatshirts
567-02-23	Send out to the Board the link to Grant Cunningham's virtual presentation.	Lou	3/04/23	OBE	The Board will be visiting the Farm House on March 6 th at 10 AM to ask questions of Grant on his recommendations for repairs of the Farm House.
570-02-23	Investigate embedding a link with Adobe Acrobat for signatures on GFPS forms that require signature(s).	Erik	04/15/23	OBE	Particularly important for Event Use Application and Agreement Form.
571-02-23	Write a response letter thanking the Schrieffer's for their offer of the Pump Organ, suggest they offer the organ to another heritage site and give them the contact information for CCHA to pursue this.	Roy	03/15/23	CTD	Lovely offer but GFPS has nowhere to safely store this organ. Roy sent an email to the Schrieffer's thanking them for their offer. In discussions with Linda Páez, Captain Avery Museum is interested in taking the Pump organ.
537-09-22	Install the railing and steps on both sides of railing on slope going to lower meadow.	Roy	10/30/22	OBE	Eagle Scout project Slope is difficult to navigate for physically challenged.
575-03-23	Terry to send Shannon the information on the BHS Avid Classes and the CSCES STEM night so that she can send out requests for volunteers.	Terry and Shannon	04/10/23	CTD	Should be standard operating procedure for getting volunteers for Educational events.
576-03-23	Send Shannon pictures of the most recent work done by Christy and Richard's Tree Care for an article thanking them for years of service valued at tens of thousands of dollars..	Roy, Barbara and Shannon	5/31/23	CTD	Richard's Tree Care has been donating work at the Farm since approximately 2010..
578-03-23	Complete Five-Year Plan requested by CCHA and submit.	Erik, Barbara, Lou	03/31/23	CTD	May help in endeavors to get capital and noncapital grants.
579-03-23	Have Neighborhood Sun send Terry the contract that we would be signing, Terry will forward the contract to the Board Members who are interested for review.	Terry	03/31/23	CTD	Board needs to review the contract prior to signing and if necessary run by Legal Advisor, Dirk Schwenk.
580-03-23	Ask Neighborhood Sun for several non-profits who are partners so Board Members could contact them and discuss whether they are satisfied with their partnership.	Terry	03/31/23	CTD	GFPS doing due diligence.

455-06-21	Get an estimate from electricians, Dave Sloskey and John Bell, for installing new circuit to accommodate electrical box for bands during Summer Concert Series.	Erik	08-30-21	CTD	Board must approve cost of electrician's work at a Board Meeting before work can be initiated. Electacon, Inc. Proposal from John Bell approved at May 17,2023 Board Meeting.\$971 for materials, and labor donated.
524-06-22	Guidance on adding compost to the newly organized compost bins as well as a request for volunteers could be written up by Member Billie Grant and posted on the Sharing Garden Facebook page. Bob will be responsible for posting on Facebook and printing and installing signs in the Garden area..	Bob and Billie Grant	08/30/22	CTD	Billie Grant has cleaned up, organized, and is turning compost on a regular basis. Sharing Gardeners need to be informed how to maintain the new composting area. Signage in Garden on composting should be clear to Gardeners. Billie completed the signage; Bob will print signs and install. Bob will also post procedure on Garden Facebook page.
562-12-22	Send Lou the names of Members who expressed an interest and have experience in building/repairing structures on their Membership forms.	Becky	1/30/22	CTD	Gathering information and possible volunteers for repairing the Milk House in 2023.
578-03-23	Send an email to Bruce LaMartin who is in charge of insurance for AACPS to say Family Days is an AACPS event and confirm that the food truck included in this event is covered under the AACPS insurance.	Erik	04/20/23	CTD	GFPS being cautious about liability issues. GFPS rec'd letter stating Goshen Farm Family Day (BHS) is covered by AACPS Insurance.
584-04-23	Contact Pam Smith-Purgason and have her complete an Event Use Application form for the Amazing Heart Discovery Trail..	Roy	05/01/23	CTD	Also need to check if Pam has become a GFPS Member so don't need an Insurance Rider!
569-02-23	Contact Peter McConaughy and let him know that the sense of the Board is that we try to repair the Milk House, ask Peter for the names of some companies that can do this foundation work,	Lou	03/15/23	CTD	Getting input from Peter McConaughy will direct research for (Action Item: 568-02-23). Lou has names of four contractors to contact.
572-02-23	Do research on Annapolis Composting's proposal including having a discussion about Annapolis Composting picking up waste after our Open Houses and Summer Concerts.	Roy and Terry	03/30/23	OBE	Board discussed pros and cons of this proposal.
585-04-23	Get back to Ari Isaack regarding the issues of how donations will be handled and a trial period for her Yoga @ Goshen Farm .	Erik	05/15/23	CTD	Board has not seen Event Use Application Form. Event Use Application rec'd and a donate to Yoga @ the Farm has been added to GFPS website.
581-03-23	Reach out to Lou for the photos he has received from Board Members ID cards so Shannon can post Board Members photos on the website..	Shannon	03/31/23	OBE	Shannon prefers individual photos to group photos for websites. Barbara will send Board photos to Shannon.
586-04-23	Contact Eloise Ullman at BBC regarding the signed Use Application Form and Insurance Rider.	Barbara	05/10/23	CTD	Barbara will contact Eloise Ullman regarding Certificate of Liability Insurance. Received.
590-05-23	GFPS contact AACPS for driveway improvement.	Erik	8/30/23	CTD	Discussion needs to begin for approval to be included in the BoE 2024 budget. COO Dr. Heiser was contacted about improving the driveway during the AAHPP grant process and did not approve the work at this time.
598-06-23	Look into the cost of an AED for a non-profit and report back to the Board.	Erik	08/26/23	CTD	Automated External Defibrillator
583-04-23	Research and find new or refurbished device to use with Square. Large Screen for ease of use	Barbara	05/01/23	CTD	Need for events. Barbara has some leads for research. Barbara now has one new devise and one refurbished device to use with the Square.
592-05-23	Several Board Members will meet with Laura Brino and her partner Stephanie Smith for further discussions on the Wildhearts Academy proposal.	Terry, Becky and Linda	08/01/23	CTD	Proposal details use of Goshen Farm Tuesdays and Thursdays for 40 homeschooled students from Sept. 2023—May 2024. Terry heard back from Laura Brino and she cannot meet with

					the three GFPS Members at this time. Terry will contact Laura one more time to see if she is still interested in pursuing classes at Goshen Farm. Laura Brino is not pursuing this proposal at this time.
593-06-23	Create a flow chart for the Event Use Application (EUA) process and send out to the Board for comments.	Barbara	07/20/23	CTD	To be presented and discussed at the July Board Meeting on 07/21/23. All EUA requests will go directly to the Events email for handling.
600-07-23	Set up August meeting date with Dr. Heiser, AACPS COO at the Farm	Erik	07-30-23	CTD	Dr. Heizer's introduction to GF and our issues with our lease and funding for projects in our Five- Year Plan to be discussed. Meeting set for 08/16/23
549-10-22	Create slideshow for presentation at African American History class at AACC	Linda and Barbara	08/15/23	OBE	Date and presenter TBD.
599-06-23	Ascertain how Neighborhood Sun will send the \$100.00 payments to GFPS for Members who sign up.	Christy	07/30/23	CTD	Neighborhood Sun will send \$100.00 payments to GFPS on a quarterly basis for those Members who have completed sign up..
602-07-23	Send Treasurer an email regarding a system to verify that recurring Actions have been completed for those actions the Treasurer is responsible for completing.	Sharon	8/14/23	CTD	Need clarity for the Board on these 501(c)(3) required actions and the website related actions which are recurring. Treasurer concurred.
606-08-23	Purchase a second Square reader.	Barbara/Christy	09/20/23	CTD	For faster processing of sales, etc. at events
610-08-23	Write October Caper article summarizing the work, labor and materials donation that Bayview Builders has donated to repair the Tenant House and Shannon will edit and include in The Caper for October..	Sharon/Shannon	09/06/23	CTD	Give Bayview Builders, LLC a copy of the Caper article.
611-08-23	Contact Brenda Bloomfield, Accounts Manager at Bayview Builders, LLC for invoices of all donated labor and materials donated to date on the Tenant House repairs and write Corporate Sponsor Thank You Letter.	Sharon	09/30/23	CTD	Important acknowledgement! Invoices received and Corporate Sponsor Thank You Letter sent.
589-05-23	Find out the person at AACPS who would be responsible for having a tree trimmed or cut down that is endangering a GFPS neighbor, Margeaux Van Horn.	Roy	06/16/23	CTD	Located at 906 St. Claire Court. Roy contacted Bruce LaMartin, Risk Management Specialist at AACPS and sent LaMartin resident's email information to contact. LaMartin has seen the trees and AACPS will monitor the trees each spring. Ms. Van Horn is satisfied with this plan.
597-06-23-	Contact AACPS regarding getting free signs for Handicapped Parking and their prohibition signs.	Becky	8/31/23	CTD	Possibly ask AACPS about No Parking signs along GFPS driveway. Response from AACPS (lease review) was that GFPS is responsible for this and AACPS provides nothing.
614-09-23	Contact Brenda Jasper at BHS to determine if the Enclave Group will be using their Garden plot in 2023 or 2024.	Bob and Terry	10/01/23	CTD	GFPS sends AACPS an invoice for renting this Enclave Group Garden plot. Brenda Jasper responded by email that the Enclave Group will not be using their Garden plot or coming to the Farm in 2024.
588-04-23	Contact Nicole Neboshynsky who bought the original banner, "Get Dirty/Eat Fresh", to find out where we can have a new one made.	Barbara	05/31/23	CTD	Include ""Become a Member" QR code on banner. Barbara rec'd banner dimensions from Nicole and is researching companies to create banner. Banner installed along the Goshen Driveway near the gate...
617-09-23	Send out GFPS Newsletter in October or November.	Barbara	11/15/23	CTD	Newsletter has not gone out since February. Barbara may include Membership Drive with virtual tour of the Farm House and free jar of \$10 honey. Newsletter may also include the AACPS prohibitions such as No firearms, No alcohol, No

					tobacco, etc., at Goshen Farm. Sent out 11/10/23 highlighting 2023.
619-10-23	Send thank you letter and \$150.00 check to Gloria Dei! Lutheran Church for use of their hall for the Harvest Pasta Dinner on 10/14/2023.	Bob	11/30/23	CTD	Board approved the \$150 donation to Gloria Dei! At the 10/18/23 Board Meeting
594-06-23	Research options for storage with the moldy container	Erik, Roy and Bob	09/15/23	CTD	Possible solutions are buy new container and get rid of moldy one, run electricity to the container area and install fan and vents to stop mold or buy/build a shed to store items that are presently in the Milk House. Unit determined to be unfixable and should be removed from the Farm.
605-08-23	Write up a summary of the August 16, 2023 Meeting at Goshen Farm with Dr. Heiser, COO AACPS, Dr, Duarte, CAO AACPS, Dana Schallheim, School Board Member, the GFPS Executive Board, Roy Benner and Lou Biondi.	Erik	10/15/23	CTD	Send draft to those GFPS Members involved for corrections and send final summary to GFPS Board. Sent out to the Board in November.
608-08-23	Separate and create two separate forms from original Event Use or Rental Application and Agreement – Event Use Agreement and Application and Rental Agreement and Application.	Barbara	12/18/23	OBE	Present drafts to the Board for suggestions. Board decided to keep the original Event Use or Rental Agreement Application and Agreement as is.
618-10-23	Go on Google Apps administrative link to check the cost/account and number of GFPS Google accounts we are being charged for each month.	Erik	11/30/23	CTD	The charge for Google Apps for September was \$106.85 . Updated rates are \$7.20 (cost per user/month) x 14 (accounts)= \$100.80 plus \$6.05 tax. Total monthly cost= \$106.85/month.!
620-10-23	Send thank you letter to the Irish Restaurant Company for their donations to the Harvest Pasta Dinner on 10/14/2023	Bob	11/30/23	CTD	Donated rolls, butter, salad fixings, salad dressing, pasta and use of their warming stands/containers on 10/14/2023..
622-10-23	Create By-Laws changes for new Membership categories: Non-profits (churches), Lifetime Membership, and Corporate Sponsor in time to be voted upon at the January 17, 2024 GFPS Annual Membership Meeting.	Becky,	12/01/23	CTD	By-Laws change need to be reviewed and approved by the Board before going out to the Membership 10 days prior to the Annual Membership Meeting. A Motion to approve modifications on Membership categories was approved on November 15, 2023.
624-11-23	Lou will go to Extra Space, rent the 10' by 10' space and set up a monthly automatic payment from GFPS' FNB account	Lou	11/30/23	CTD	(9 Old Mill Bottom Road, Annapolis 21409 Storage for the donated furniture and furniture already in the Farm House.). Donated furniture was moved to storage facility on January 6, 2024.
626-11-23	Erik will set up Zoom link for the January 17, 2024 Annual Membership Meeting . Erik will get the Member emails for those attending by Zoom from Communications Chair.(Erik, Shannon	01/03/24	CTD	Link should go out early in January 2024. Meeting Packet must be sent out two weeks before the Annual Meeting.
615-09-23	Research options and cost of removing the moldy, leaky storage container from the Farm.	Roy	12/01/23	CTD	Storage container is not repairable. Roy contracted Picord of Baltimore to remove the storage container and negotiated this for a \$150.00 fee!
616-09-23	Contact BGE and complete application to install electric to the pole, with two spot lights, an on/off switch and an electrical outlet.	Roy	01/15/23	CTD	Should provide light to the storage container area and some light to the lower field and give Roy access to electricity for his power tools. Roy has completed two applications for BGE but has had no response to date BGE received the application and came out to the Farm on 12/13/2023 for an inspection and approved the project. Once the Poll is acquired, Richard's Tree Care will deliver and it will be placed. Dave Sloskey from Connect Electric will apply

					for the permit to run the electricity, BGE will install the electric and Dave Sloskey will set up the box, spotlights and on-off switches..
625-11-23	Complete Application for CCHA Maryland Day Event and mail with \$50.00 fee.		12/01/23	CTD	Due December 1, 2023 Application and \$50.00 fee sent to CCHA.
627-11-23	Send Annual Committee Reports to President and Board .	Committee Chairs	12/31/23	CTD	Reports to be included at the Annual Membership Meeting on 01/17/24 as handouts. All committees sent in reports to President.
628-11-23	Send Committee Budgets to Treasurer to create 2024 Annual Budget by 12/20/23	Committee Chairs and Treasurer	12/20/23	CTD	Packets including GFPS Annual Budget must go out to Membership by January 3, 2024.(Ballot, Budget) All committee Chairs and Secretary sent budgets to the President and Treasurer.
629-12-23	Contact Jill Sewell regarding The Archery Event scheduled for this spring to determine if it is a fundraiser. If so, then the troop sponsoring the event should pay a donation to GFPS or donate volunteers hours for work at Goshen Farm.	Erik	02-29-24	CTD	Requested use of Goshen Farm for Archery Day will include approximately 100 participants. Significant wear and tear on Goshen Farm at no cost! Contacted by the President, verified that this was not a fundraiser and received confirmation that the troop would perform volunteer activities at the Farm..
630-12-23	Contact JoAnn Lamp to discuss the Board's plans to honor Joe. This should be done before the plaque is ordered.	Sharon	12-30-23	CTD	Courtesy to let JoAnn know that GFPS is planning to dedicate a White Oak tree in the Memorial Grove honoring Member E. Joseph Lamp. JoAnn was in agreement and was pleased. Plaque can be ordered by Lou.
631-12-23	Board Member(s) will give Lou suggestions for the wording for E. Joseph Lamp's plaque, he will complete the template and order the plaque.	Board	02-30-23	CTD	Lou will start, send out wording and other Board Members can edit/add information. Wording approved and plaque ordered.
635-02-24	Reach out to Morgan Weller for details on the volunteers needed and for what (supervise or talk on a subject) for the 2nd grade field trip.	Terry	03/20/24	CTD	Ms. Weller requested GFPS volunteers be present to talk to students.
638-02-24	Send Shannon the list of Eagle Scout Projects since the inception of this program at Goshen Farm for the website.	Roy	03/30/24	CTD	These projects would appear under "Ongoing" on the Home Page.
209-12-15	Plan to increase Board and volunteer involvement	Becky	03-01-16	OBE	Reach out to skill sets of members. SignUpGenius is bringing in some new volunteers.
319-03-18	Price out encapsulation paint, liquid sandpaper, and painting supplies for encapsulation project of all painted walls and ceilings.	Building Chair	04-18-18	Working	Previous Building Chair Dave McCormick researched encapsulation paint and method and sent out an email on this on 11/04/18. No pricing was given.
540-09-22	Complete Fall Open House Reconciliation form and send to Board	Rose Mary	10/15/22	OBE	Need this for planning and to know net profit on event. Not completed.
637-02-24	Contact Mary Lamb, include a copy of the GFPS masthead and let Mary know that Minuteman Press did not include the masthead in the GFPS January article.	Shannon	03/20/24	Working	On going problem...Resolved by Shannon who created a new GFPS masthead.
639-03-24	Call Extra Space Storage to inquire about why our monthly rate is now \$134.00 and send out rental contract to the Board.	Lou	04/20/24	CTD	Rates keep changing. Contract states that the rate increases periodically and a notice of increase is sent out 30 days prior to increase. Currently monthly charge is \$123.00 plus \$11.00 liability insurance.
641-03-24	Find the earlier Constellation Energy grant application (which was approved for GFPS) and email it to Erik.	Roy	04/20/24	CTD	Board needs to find out if a Constellation Energy account was needed for this first grant application. At the time of this application, Constellation provided electricity to GFPS. Provider now is Exelon.

612-09-23	Set up a "Nature Play Space" (NPS) SignUpGenius for a work day or send out an email with recurring dates for cleaning up the NPS.	Dirk and Barbara	12/01/23	CTD	Dirk and Barbara will discuss the scope of this request for help for the NPS and how to best recruit volunteers. SignUpGenius will include NPS for all GFPS Work Days.
633-02-24	Check with the "honored guests" and choose several dates that are best for them to dine at Galway Bay Restaurant and email the Board with dates.	Bob	03/20/24	CTD	Previous dinner date was OBE. Furgursons and Board attended on May 3, 2024
647-04-24	Give contact information for Shannon regarding coordinating publicity for JOM concerts.	Scott	5/01/24	CTD	Shannon needs information from JOM to put onto GFPS website. GFPS advertising on Facebook and JOM advertising on their Facebook page.
645-04-24	Send pictures taken of the two concrete footings on the Tenant Houe to Board.	Bob	5/30/24	Completed	Board would have pertinent information to work done on Tenant House. Sent to Board after May Meeting.
634-02-24	Send out a reminder to Members in a MailChimp and on the website to lock the driveway gate when they are leaving the Farm.	Shannon	03/30/24	Completed	The gate has been left open on several occasions. Shannon will add the gate" closed" and locked.
649-04-24	Mount one or two additional trail cameras in the lower field.	Roy, Erik, Barbara	06/15/24	Completed	Bonfires detected in lower field area. Erik and Barb are donating cameras and Roy will decide where to mount. Roy installed 2 trail cameras.
651-06-24	Buy five new 8 ½" by 11" (to accommodate the Incident Report form) First Aid kits.	Dirk	06/30/24	Completed	Dirk will research and order 5 kits. Mounted in Sharing Garden Shed, Farm House, Hoop House and in the 2 storage containers.
601-07-23	Check out company links Erik provided for non-profit purchase of AED and report back to the Board on most economic cost option.	Becky and Linda	08/31/23	CTD	When best offer is approved by the Board, Becky will complete grant paperwork. Zoll Plus 1 AED decided.
623-10-23	Create receipt form for accepting donations of items which indemnifies GFPS.	Barbara and Becky	12/01/23	CTD	Linda will send Galesville Heritage Society copy of receipt and Becky will send the form that she has created to use for a GFPS receipt form. Becky is editing form.
640-03-24	Review Recurring Actions and update the costs of those payments with a red ? on the chart.	Christy and Shannon	05/20/24	CTD	Some costs have increased and need to update Recurring Actions Chart. Rec'd costs from Shannon.
648-04-24	Create the sign(s) wording, create the signs and put these signs up in the Nature Play Space (NPS).	Dirk, Barbara and Roy	06/15/24	CTD	Nature Play Space is a mess. Signs would direct NPS visitors to clean up when they leave.
652-06-24	Look into the cost of buying or renting Starlink for next year's Strawberry Festival.	Erik	04/01/25	CTD	Could make credit card purchases possible at the Strawberry Festival in 2025. Cost of renting Starlink is \$30 - \$50/day.
654-06-24	Reach out to JoAnn Lamp in September to choose a date for commemorating Joe Lamp's plaque that works for her and the Board.	Sharon	09/01/24	CTD	The original date was too hot for event. New date is 9/28/24 11Am – 1 PM.
643-04-24	When we hear the Board of Education's lease offer, we should reach out to our county political connections, community leaders and BHS and CSCES teachers for letters of support for a longer lease and other requests.	Board	06/15/24	OBE	Twenty-five-year lease negotiated, approved by the BoE and signed by President Wallace and Vice President Morgan on Friday, September 20, 2024.
646-04-24	Contact Neighborhood Sun again regarding the three \$100.00 payments promised to GFPS.	Linda	05/30/24	CTD	In March, Neighborhood Sun sent copies of checks they stated they had sent to Treasurer but Christy has not received as of April 17, 2024. All 3, \$100 payments were received by the Treasurer in Sept. 2024.
650-05-24	Correct Goshen Farm.org domain name renewal -GoDaddy when Treasurer gets the payment schedule and cost information (including double payment in 2022).	Christy, Sharon	06/19/24	CTD	The payment schedule is every 3 years and the cost when renewed in 2025 will be \$65.98.

657-07-24	Get a copy of leases AACPS has done with various sites. Get a copy of the AACPS 20-year plan for construction of new schools.	Lou	10/15/24	OBE	Will enlist Dana Shallheim's assistance on these requests. GFPS has an addendum to our lease for a 25-year lease with AACPS, signed 9/20/2024.
577-03-23	Write up notes from the March 6 th meeting with Grant Cunningham at the Farm and send to the Board.	Becky	08/19/23	OBE	Requested by Erik.
582-04-23	Erik will contact Lou to make sure we can close discussion on Google Suite for Non-profits. With additional information, the Board can make a decision to stay with our current plan or go to Google Suite for Non-profits..	Erik and Lou	05/01/23	CTD	Concern about losing info that is presently on Google drive Google Suite for non-profits started for GFPS in October 2024.
595-06-23	Check AACPS language on their prohibitions and have Shannon send out a MailChimp message to Members to remind them that Goshen Farm is owned by the BoE and we must follow their prohibitions on alcohol, firearms, etc.	Barbara	As needed	OBE	There was an incident with a Gardener's son using an Air Soft Rifle at the Farm. Bob will copy AACPS prohibitions from our lease into a Word document and send to Shannon to be posted on the website.
587-04-23	Contact Four Rivers Garden Club and ask for a formal proposal regarding the Pollinator Garden.	Terry	09/15/23	OBE	Discussion about Pollinator Garden and classes with BHS students needs details. On hold until school begins in September 2023 .No response from Four Rivers Garden Club.
596-06-23	Call Mr. Facciponti prior to GFPS having an event and ask him not to park in the driveway.	Barbara	As needed for events	OBE	If we get No Parking signs from the AACPS per their policy, we will not need to make this call. Roy will send one last letter.
607-08-23	Schedule follow-up meetings with Dr. Heiser after 2023 school year has resumed.	Erik	11/01/23	CTD	Meetings to address GFPS Five-Year Plan, funding and AACPS/GFPS lease issues. 25 year lease addendum approved by the BoE on September 21, 2024 and signed on October 18, 2024
661-08-24	Call Bill Szczytko for contacts to find out what we need to do to improve signal strength.	Lou	11/15/24	OBE	There are areas of the Farm where the internet signal is weak .New router extender purchased for Wi-Fi – signal strong!
432-02-21	Develop a plan for improving volunteerism in the Sharing Garden and send this plan to the President. (Gardeners agree to complete 6 hours volunteer work/year as part of their plot rental agreement.)	Bob	03-39-21	OBE	In addition to Work Days planned by Roy, Roy has submitted a list of projects for the grounds. Bob could send out a few tasks from this list periodically to Gardeners in an email or on Garden Facebook page. Gardeners are now stepping up to volunteer.
573-02-23	Review GFPS forms on Google Drive to make sure we have the latest approved edition on Google Drive before transferring the forms to the website.	Becky and Lou	03/30/23	OBE	After the forms are reviewed, incorrect versions will be deleted, the correct version approved by the Board can go back up on Google Drive and later onto the website.
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 (\$10).	Dirk, Barbara And Shannon	11/01/23	OBE	Barbara will talk with Dirk about details and then discuss with Shannon about logistics. Dirk did not get back with Barbara about his idea.
659-08-24	Contact CSCES and let them know that the Sharing Garden is not making plot 5 available to the students in 2025.	Bob	10/15/24	CTD	CSCES has not worked their plot for three years. Will use for strawberry plants in 2025.
660-08-24	Check Farm House floodlights closest to the concert stage.	Erik and son, Lyle	10/15/24	CTD	Erik and Lyle Wallace installed and tested 4 new floodlights on the Farm House..
662-09-24	Ensure that Shannon understands what The Broadneck HS Environmental Literacy Signature Program involves.	Erik and Terry	11/15/24	CTD	Shannon has a page on our website regarding the Program but is unfamiliar with the program.
666-10-24	Contact both Members to discuss their interest and answer any questions they may have regarding Board Chair responsibilities.	Erik	11/05/24	CTD	These two Members interested in serving on the Board may agree to chair a committee or serve on a committee. Financial Development and Volunteer Coordinator vacant. Resumes reviewed by the Board and candidates agreed to be on January 2025 ballot.

669-10-24	Approach the AA County Soil Conservation District (AACSCD) and ask them to create a storm management plan for the area near the turn-a-round of the driveway.	Roy	12/15/24	CTD	Roy is waiting to hear from AACSCD.
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	OBE	To be included in 2024 virtual MD Day event.
644-04-24	Get GFPS information and photos onto the CCHA website link Educators.	Linda with Terry's support	06/30/24	CTD	This would expand GFPS' footprint in the county. Requests would probably come to Communications Chair and be forwarded to Educational Outreach Chair. Lou sent the pictures to CCHA for the website.r.
653-06-24	Send previously gathered information on Maryland Green Registry to Linda.	Becky	08/31/24	OBE	Help with completing application...Linda will complete on her own.
663-09-24	Roy will contact Ryan Killough, Heart Rescue LLC, to ascertain AED training dates.	Roy	11/15/24	CTD	Schedule AED training, etc. Send out email with potential date choices. Training held in December.
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	CTD	GFPS receives \$100 for every Member that signs up with Neighborhood Sun. (Payments to be sent to GFPS 3 months after sign-up.) Meeting set for March 26th.
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	CTD	Lou contact Captain Avery Museum, Roy or Becky contact Hancock Resolution and other Board Member send their suggestions for vendors to Barbara.
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.
668-10-24	Draft a request for copies of leases and budgets from BoE leased organizations and send to President.	Lou	1/10/25	CTD	President will sign and send final request letter. Received copies of two property leases for comparison.
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 and Shannon	1/10/25	CTD	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.
673-11-24	Send Linda Maryland Green Registry information already gathered.	Becky	12/30/24	OBE	
674-11-24	Research the law regarding wording on No Parking and Towing signage.	Erik	1/10/25	OBE	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	OBE	Sign for bottom of driveway
677-12-24	Change the contact person and phone number on the CCHA website link, Educators.	Becky and Shannon	4/15/25	OBE	Change to have contact to reach out to Goshen Farm website. Becky will find out how to edit "Contact" and cc Shannon on this email to Jane Cox, Director CCHA.