

Goshen Farm Preservation Society Board Meeting,
October 15, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	October 15, 2025	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Christy Folderauer, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Shannon Beauchamp Lepthien, Dirk Schwenk, and Jessica Corliss		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the October 15, 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. Lori Runk, Scott Powers and Linda Páez 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 would like to discuss checking out the Farm after events such as the baby shower when large tent pegs were left in the ground causing damage to the mower. Added to New Business, item f.
 - b) Becky wished to add By-Law changes. Added to New Business, item, g.
 - c) Becky added a discussion on Listening Stations similar to what is used by Captain Avery Museum. Also Becky would like GFPS to buy vests identifying GFPS volunteers. Added to New Business, items h and i.
 - d) Becky added a discussion on taking pictures and videos for the Mitigation Plan process, the chimney and wall repair in Room 1C and the first floor foundation stabilization work for “posterity”. Added to Section 10, Old Business, items l, j and k.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik added to his report that students were coming for a bee presentation on the 23rd.
 - b) Erik also added that he met with JoAnn Lamp to discuss different options for projects at Goshen Farm. She is most interested in the pavilion project because this project would provide much needed covered outdoor gathering space as well as provide year-round revenue to GFPS. JoAnn mentioned that she would like to donate an additional

- \$30,000 to GFPS in January 2026 in memory of her husband, Dr. E Joseph Lamp. She would like to see this money matched with money donated by Members and others in the community for the pavilion project. Jess is working on language for this matching fund campaign. Shannon asked to be included in this campaign.
- c) Erik asked if there were any questions.
 - d) Sharon asked about the small hive beetles (SHB) that were invading the hives. Erik stated that he is putting essential spearmint drops around the hives. Bob let Erik know that there is spearmint in the garden. Erik will put some leaves in the quilt boxes that house the hives during cold weather.
 - e) Becky is concerned about the number of fundraisers being discussed for 2026. Discussion ensued. Barb and Shannon feel that among the local charities, there are many more fundraising campaigns and GFPS has had few in comparison.
 - f) Shannon asked about the honey sales and should she post that online. Erik said she could post this with the Goshen Farm Goodies Sales on November 1st and 29th (Small Business Saturday).
- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
- a) Erik asked if there were any questions on Barbara's report.
 - i) Barbara was contacted by Jessie Sullivan regarding the vacant Volunteer Coordinator Board position. Barb reached out to Jessie Sullivan but has not heard back from her. Jessie is not a Member. Erik asked Barb if she wanted him to reach out to Jessie Sullivan. Barb said she wanted to reach out one more time.
 - ii) Jess stated that Lori would be interested in Volunteer Coordinator if Jessie Sullivan is not. Barb suggested they could be Co-Chairs.
- 6) Treasurer's Report (Christy Folderauer – No report provided))
- a) Christy reported that the balance in the checking account as of September 30, 2025 is \$51,665.00 and the balance in the Savings Account after the transfers to savings last month (\$2,00.00 for the chimney, \$24,000.00 for the First Floor Stabilization and the \$30,000.00 donated by JoAnn Lamp) is \$145,637.33.
 - b) Christy also contacted Statewide Septic because they stopped deducting payments for several months through automatic payments or invoices. Roy stated that Statewide's building burned down and this may have caused the delay in billing. Christy will continue to contact Statewide Septic to resolve this.
 - c) Erik asked if Christy will be able to send the Chairs their actual budgets from 2025. Erik will be asking the Chairs for their 2026 budgets and they will need to see what they have spent for 2025 to complete their new budgets. Christy stated that after she gets her computer back, she will send these out to the Chairs.
 - d) Christy is talking with the manager of Broadneck Grill tonight to determine if they would do a 10% of bill (excluding alcohol) fundraiser event night for GFPS.
- 7) Review of Minutes – August 20, 2025 and September 17, 2025 Board Meeting (Sharon Biondi)
- a) August 20, 2025 Minutes.

- i) **Becky Benner made a motion to accept the August 20, 2025 Board of Directors Meeting Minutes. Bob Nestruck seconded and the motion carried. Becky had one spelling correction.**
 - b) September 17, 2025 Minutes
 - i) **Becky Benner made a motion to approve the September 17, 2025 Board of Directors Meeting Minutes. Bob Nestruck seconded and the motion carried.**
- 8) Committee Reports. Please read the reports ahead of time. Each committee will have 5 minutes to discuss any question and to answer any questions.
 - a) Building & Maintenance (Lou Biondi – No report provided)
 - i) Lou stated we are waiting for the proposals to come in for the November 11th deadline. He got no questions from the four contractors on the RFP for the first foundation stabilization by the early October deadline for questions. A fifth contractor is interested but Lou has been having trouble getting through to him. Lou stated that Erik, Roy, Becky and Linda volunteered to be on the review committee. Lou will start working on scoring sheets that everyone will get. His plan is to give everyone the proposals and scoring sheets. We will meet after that to discuss the scores on the various criteria and the reasons for their scores.
 - ii) Roy stated that he needed to replace two fire extinguishers and he tried to charge it to Building and Maintenance and Lou does not have an account or budget in the accounting system. Lou stated that his budget is the grant money and what GFPS has raised in matching monies. It is late for a budget for Building and Maintenance for 2025. Lou will create a Building & Maintenance budget for 2026 that includes miscellaneous items for the Farm House. **(Action Item: 703-10-25)**
 - iii) As relates to the Chimney Stabilization, Lou has received the contract from Keystone Foundation, Erik signed the contract, and returned it to Keystone. The Board approved the additional \$13,000,00 cost of the chimney repair and the adjacent wall stabilization (Room 1C) if the grant does not cover the entire cost. Lou emailed this information to Alex Potteiger at Keystone. Keystone will start the work as planned in December 2025.
 - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon is working on a lot of items including email requests.
 - c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry reported that the most important things this month were the two student events at Goshen Farm.
 - (1) On October 7th, 40 ninth grade students and 5 educators attended the Wilderness 101 event. There were five educator stations including lessons on Fire and Shelter, Navigation, Casting, Fish Fileting and Frying Fish filets to eat and making S'mores over a campfire. Teachers came from MD DNR, The Chesapeake Bay Foundation, CoreShark H2O and Broadneck High School Signature Program led by Stacy Roth, Signature Program Facilitator, Environmental Literacy. The program was a full day of classes.

- (2) On October 15th an Envirothon training session led by Dean Cowherd, John Allen and Bud Reeves taught about soils and forestry to 15 seniors from Broadneck High School. Terry and Roy were hosts on this event.
- (3) Erik asked Terry to send him a list of 2025 student events (and number of students) for Erik's Annual Report to AACPS Superintendent Dr. Bedell and the AACBOE. **(Action Item: 704-10-25)**
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) Becky and Barb are going to meet at Blue Rooster to discuss 2026 events at 10 AM on Sunday. Shannon would like to be part of this meeting for purposes of knowing dates to promote (well in advance of the events).
 - ii) Barb also stated that the new Event Usage/Rental Fee Schedule has a deposit built in. Barb wants to send the new Fee Schedule to those who have had events at the Farm in the past for feedback. She will send this out in November.
 - (1) Sharon asked if Barb should send out an email to the Member who held the baby shower regarding all the picnic tables that her group moved but did not put back where they were originally located. This meant that two or more GFPS volunteers must move these very heavy tables back to their original location. Shannon volunteered to send this email for Barb. Roy volunteered to provide a map of the picnic tables locations.
- e) Garden (Bob Nestruck – No report submitted)
 - i) Bob reported that he will get an email out to the Sharing Gardeners to help weed the Sharing Garden and around the Shallow Water Wildlife Pond. He is combining a Cleanup Day with the GF Goodies Sale on November 1st.
 - ii) Tracy Smith is planting cover crops in the Henson-Hall Slave Garden. Instead of seeing cover tarps in the Garden, Members and guests will see crops growing.
- f) Grounds (Roy Benner – Provided under separate cover)
 - i) Roy added pictures to his report narrative.
 - ii) Roy reported that he has no new Eagle Scout Projects at this time. Roy provided a full list of Eagle Scout Projects and Gold Award Projects at Goshen Farm since 2011.
 - iii) Nick Tubiolo (Troop 382) finished his Eagle Scout Project constructing a small cabin and picnic table in the Nature Play Space on September 27, 2025. (Pictures included.) This was the last active Eagle Scout Project that Roy has been monitoring.
 - iv) Roy spent two days cleaning the Gardeners' Tool Shed, putting new PVC tool hangers up, and hanging up the tools. [Maybe a reminder sign needs to be put up reminding Gardeners to put their tools back where they found them. Added by the Secretary.]
 - v) Roy met The Executive Director of Blacks of the Chesapeake, John Queen and his wife, on October 6th for 45 Minutes. He gave them a verbal tour as they had already walked around the Farm of the Farm features and focused on education. John Queen plans to bring students to Goshen Farm in the spring.

- vi) Roy and Becky visited Rackliffe House by Assateague Island, Handsell House in Vienna which features a Nanticoke reconstructed “RoundHouse”, the 23-acre Steppingstone Farm Museum near Havre de Grace and located in the Susquehanna State Park and the Captain Avery Museum where they viewed the Smithsonian traveling exhibit called “Sparks”. One of the displays presented several dioramas from the Norman Gross collection of miniature workboats capturing the lives of Shady Side Black Waterman.
- vii) Terry and Susan Brandon are giving up their plots 30 and 43 in the Sharing Garden. We are reconfiguring and renumbering these plots to be used as part of the Accessibility Plan for Sharing Gardeners who have difficulty kneeling. Plot 30 will be reconfigured into 3 new plots (#30-A, #30-B and #30-C) which will all be about 5’ x 6’ waist high tabletop Garden plots. Plot 43 will be transformed into a 5’ x 20’ plot labeled as plot 43.
- g) History and Research (Scott Powers -- No report submitted)
- h) Membership (Becky Benner – Provided under separate cover)
 - i) The total Membership units as of the October 12, 2025 report is 234.
 - ii) Becky is working on mailing the Membership renewal letters out shortly after Thanksgiving.
 - iii) Becky spoke with members of other small historic organizations about their renewal process. After hearing their results, both Becky and Shannon believe that our two-pronged method -1) mailing renewal letters and 2) promoting renewals and new Memberships online, is the best method.
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jess reported that she is still researching holding additional raffles for our fundraising efforts. She put out a solicitation to the Hyatt Corporate Office in Cambridge to see if they would be willing to donate several nights at a Hyatt for the Wine Tasting Auction event or as a raffle item.
 - (1) Barb suggested a 50/50 raffle.
 - ii) Jess is really excited about pursuing the Keep Maryland Beautiful grant. The deadline for submission is December 1st. This fits with our initiatives with the environmental education that Terry is doing, the Capstone Project that Stacy Roth has proposed leading, as well as a summer camp program at the Farm. Jess is considering two separate proposals for this grant. One proposal is specifically for the planting of native trees and plants that would go along the driveway if the African American Heritage Preservation grant for the driveway repair is awarded to GFPS as well as the trail that goes from the CSC Elementary School to the Farm. The second proposal (a subsection of the above named grant) is directed at Environmental Stewardship and Education that would be directly linked with our partners at Broadneck HS, and Cape Conservation Corps to create learning stations at our

existing areas such as the Pond, the Apiary, and a trail station. Jess plans on presenting these two proposals to the Board soon.

(1) Roy mentioned that Handsell House has a “Guide by Cell” feature and a number to dial, then pressing one of five stations for a verbal description of that feature. Jess stated that she would like to know more about this “Guide by Cell” feature. Roy will send the Board a picture of this.

iii) Jess asked for more detailed information on these existing areas for Learning Stations from the Board or other Members. She envisions a high-quality picnic table at each station. The picnic table would have all the information laminated and fixed on this table.

j) Volunteer Coordination (Vacant)

k) Security (Dirk Schwenk – No report submitted)

l) Dirk ordered the 4 Ring cameras, with a subscription rate that's \$99 a year. The cameras themselves are \$35.

m) Ad Hoc African American Heritage Committee (Linda Páez – No report provided)

(1) Linda could not attend the Meeting.

9) Review of Action Items from September 17, 2025 Minutes (Secretary – Provided under separate cover)

a) **(Action Item: 694-09-24)**, Have a discussion with Jess about two CCHA grant opportunities for the Tenant House and the Milk House, the “Keep Maryland Beautiful Grant and the Community Stewardship Grant. The CCHA grants are past their deadlines and Jess has been researching the “Keep Maryland Beautiful” and the Community Stewardship Grants. This action is **CTD**.

b) **(Action Item: 695-08-25)**, (Erik) Have a discussion with JoAnn Lamp regarding what she wishes her \$30,000.00 donation to be used for as a project and report back to Christy. JoAnn Lamp wishes her donation to be used for a Pavillion. JoAnn plans to make another \$30,000.00 donation to this project in early 2026. GFPS will not seek a grant for this project but will solicit donations. This action is **CTD**. Erik suggested that we seek volunteers for a Pavilion Committee to plan details of building a pavilion. Bob, Barbara, Dirk, Becky and Jess volunteered.

c) **(Action Item: 685-04-25)**, Write up a formal budget for a Ring Camera System for the Board to review and vote on. This action is **CTD**. The cost of the system is \$250.00. There was a Board vote on Dirk’s proposal via email on September 17, 2025. Seven Board Members responded. There were seven “yes” votes (including Dirk).

d) As relates to **(Action Item: 699-09-25)**, Review both insurance policies with our agent to determine if GFPS coverage needs updating. Discussion of our policies should include: the new equipment purchased such as our relatively new tractor, students coming to the Farm for projects who are not with an AACPS staff member, larger attendance at GFPS events (Summer Concert Series and Cape JOM), sexual harassment coverage, and the proposal for a 5-day summer camp for 25, 5–8-year-old participants for 6

hours/day. Erik and Christy are responsible for this action and perhaps Stacey and Jess should be included for their educational experience and insight.

10) Old Business:

- a) Milk House costs estimate, grants, plan
 - i) Status is unchanged. Lou reported he has pricing for the Milk House renovation for two different plans. If Roy wants them to put in a concrete footer at that corner to stabilize that cost was \$8000.00. If Roy decides to use steel rods and star plates instead, it was \$1,200.00-\$1,400.00. The less disruptive and longer lasting solution would be the concrete footer. This is Roy's decision.
- b) Tenant House – Roof/Old Siding – water damage, next steps?
 - i) Erik will contact Christy and Richard's Tree Care regarding placing a large tarp on the Tenant House. Repair on hold.
- c) Real Time Security Cameras (Dirk report)
 - (1) Dirk reported that he has purchased the Ring Camera System tonight for approximately \$250.00. This was well below the \$500.00 approved for a security system by the Board in 2024 and included in the Security Chair Annual Budget for 2025.
- d) Event Use Fee Schedule
 - i) Discussed during Events Report, Section 8, item d. Barbara will send the Event Use/Rental Fee Schedule out to Members who have previously used or rented the Farm for an event to get their feedback on the schedule before it is finalized.
- e) Handicap Access Plan (Accessibility Plan)
 - i) The Board gave Jessica feedback on the previously discussed brick walkway from parking lot to the Sharing Garden (Jess sent out her proposal). Many Board Members did not feel bricks would be safe for walkers and wheelchairs. The walkway surface materials need more research and discussion. Three plots in the Sharing Garden (#30-A, #30-B and #30-C) will be raised plots for accessibility.
- f) First Floor Stabilization RFP - Status
 - i) Four RFPs were sent out on 9/10/2015 and proposed schedule going forward was laid out by Lou in his Building and Maintenance Report, Section 8, item a,1.
- g) "Keep Maryland Beautiful"(KMB) Grant Applications available for 2026
 - i) Jess is working on two grant applications related to KMB; both due December 1, 2025.
- h) Open Internet Access at the Farm
 - i) Erik will open the internet access the next time he is at the Farm.
- i) Videos and Photos of Mitigation Procedures Invasives (before, during after)
 - i) **(Action Item: 705-10-2025)**
- j) Videos and Photos of Mitigation for the Chimney and Wall in room C-1
 - i) **(Action Item: 706-10-25)**
- k) Videos and Photos of Mitigation for the Farm House foundation

i) **(Action Item: 707-10-25)**

11) New Business

a) Event Use Application Log. - Google Sheets

i) Review Event Use Application Log and any new Event Use Applications (Events)

(1) Best Beginnings, application from Member Stef Schwenk for 10 preschool children for Native Education-bee focus on 10/23/2025 from 8 AM-1:30 PM. Application approved by Barbara. No charge.

(2) Bays Soccer Team, application by Member Dina Tsihlas for 30 children for an end of the season party on 11/09/2025 from 12 -3 PM. Paid \$35.00. Application approved by Barbara.

(3) Girl Scouts field trip, application by Member Wendy Thornton for 30 scouts for an FAA air traffic controller job duty presentation with drones on 11/02/2025 from 11:30 AM – 1:30 PM. Erik told Barbara to ask for \$20 donation. Barb will email Wendy some questions and let her know the fee. Barbara's approval is pending more information from Wendy Thorton.

b) 2026 GFPS Election coming

i) Erik reminded the Board that the GFPS election is coming up in January. Terry, Christy, Barbara and Erik are up for election. Erik has already notified the Board that he is not running for reelection for President but plans on staying on the Board.

ii) Becky stated that we have 14 Board Members and only 13 Board slots. Erik is not sure about this and he will check the By-Laws. If this is true then we need to do a By-Laws change and this will not become effective until 2027. Erik will check this

(Action Item: 700-09-25)

iii) Erik also reminded the Board that they need to start reaching out to Members for vacancies on the Board. Lou suggested that Erik send out an email to Board Members whose term is up to see if they are willing to run again. Erik agreed.

(Action Item: 701-09-25)

c) Annual 2026 Budgets

i) Erik would like the Chairs' budgets turned in by the November 19, 2025 Board Meeting. This will facilitate creating the GFPS 2026 Budget by the Treasurer.

d) Renaming H-H Slave Garden

i) **Dirk made a motion to change the name of the Henson-Hall Slave Garden to the Henson-Hall Garden. Shannon Beauchamp Lepthien seconded.** Discussion ensued. Erik called the question. Two Board Members were opposed to and nine Board Members were for the motion. **The motion carried.**

e) Stacy Roth Proposal – Summer Camp

i) Erik put Stacy's proposal on the screen to view and asked Terry to review it with the Board. Terry stated that he has full confidence in Stacy Roth's ability to plan the curriculum, create a meaningful experience for participants and successfully operate this summer camp at Goshen Farm in 2026. This camp partnership will benefit the participants, GFPS and the community.

- (1) The summer camp would run June 22nd through June 26th, 2026 from 9 AM – 3 PM. It will be open to kindergarten age students through 3rd grade students (age range is 5 – 8 years old.). The suggested cost per participant would be \$380.00. The maximum number of students would be twenty-five (25). The Head Staff for the camp would be Stacy Roth, and Allison Davis (certified teachers) at \$30.00 per hour each. Three high school interns would assist and receive nominal “thank you” gift cards.
 - (2) The proposed gross income would be five thousand to six thousand dollars.
 - (3) It will be GFPS’s responsibility to investigate state/county regulations related to holding a summer camp and liability issues and requirements. (This issue will be added to **(Action Item 699-09-25)** Review both insurance policies with our agent to determine if our GFPS coverage needs updating.)
 - (4) This proposal is a test event. It could grow into a larger and longer program in the future.
 - (5) Jess volunteered to assist Stacy Roth with any planning regarding the summer camp proposal.
- ii) Erik made a note to himself to set up a meeting with our insurance agent.
- f) Event Cleanup Requirement
- i) Due to a Member having an event at the Farm and leaving tent poles in the ground damaging the mower (causing an additional expense for GFPS) and not returning the picnic tables to their original location, there will be additions to our stipulations for using or renting Goshen Farm. Barbara stated that when she meets with Becky and Shannon on Sunday for event dates for 2026, she will also make sure the language for the Event/Use Fee Schedule clearly states a security deposit is required and after an event, the Event Member Host will return all GFPS equipment to their original locations (leave everything the way you found it.).
- g) By-Laws Changes
- i) Erik stated that he has put the most recent GFPS By-Laws for 2023 up on the Drive.
 - ii) He stated that any new By-Laws changes need to be sent out to the Board preferably by the November Meeting but no later than the December Board Meeting for discussion and approval. Barb and Shannon will need these to go out with the Member Survey/Legend packets to our Members for the
 - iii) GFPS Annual Membership Meeting and Election on January 21, 2026. Potential changes discussed are: making the African American Heritage and the Security Committee Standing Committees which will require changing the total number of Board positions in the By-Laws, and adding language to financial reporting requirements.
- h) Listening Stations – Captain Avery Museum (example)
- i) Becky commented that Captain Avery Museum and the Rackliffe House as well as other historic sites may provide a laptop/or a DVR with sound bar on a table with a chair for people who have accessibility issues or don’t choose to walk around the

site. This would involve listening to a webinar or a video. Bob asked Becky to send him pictures of these Listening Stations.

- i) Vests – to identify GFPS Volunteer Guides as part of Goshen Farm
 - i) When groups or children come to the Farm, there is no way to identify these volunteers as representing Goshen Farm. Some but not all Members have GFPS tee shirts who might help or participate in a tour or school group event. Becky thought a vest with GFPS Host printed on it would help to identify the GFPS volunteer. Discussion on types of clothing ensued. Shannon suggested that we consider one of the small grants or for speed buy a number out of our GFPS budget under the Educational Outreach budget. Becky suggested we have these vests by spring of 2026 for the Mitigation work that students may be observing. Dirk stated (after going online) that 10 vests with GFPS printed on the back would be about \$148.00.

12) Comments from the floor

- a) Christy talked to the manager of Broadneck Grill and she agreed to January 28, 2026 for the 10% of dinner check (excluding alcohol) goes to GFPS event as a fundraiser. for GFPS.

13) Adjournment

- a) **Bob Nestruck made a motion to adjourn the Meeting. Shannon Beauchamp Lepthien seconded and the motion carried.** The Meeting adjourned at 9:45 PM.

ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (2023)..
207-12-15	Develop and execute well plan.	Building Chair, Roy,	09-01-16	Working	Need well for garden expansion and Farm House use Last information about cost of drilling a new well was about \$17,000 (information from Member, Jim McCrea).
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Grant Project. Members: Lou, Becky, and Christy
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky and Dirk. (Boiler plate from BoE)
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	?	06-30-22	Working	After Board reviews bids
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/23	Working	Postponed until new By-Law change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	Review engineer's report.
609-08-23	Contact Jason Brown to inspect the Tenant House roof and generate an estimate of scope and cost for GFPS.	Barbara	11/01/23	Working	Need to know scope and cost of this expanded repair before investigating funding.
621-10-23	Add photos of Sharing Gardeners working and harvesting their plots to the PowerPoint presentation. (Should be completed prior to the Harvest Pasta Dinner to be included in the event.)	Roy	08/30/2024	Working	The PowerPoint presentation should be shown at the Harvest Pasta Dinner which the Gardeners sponsor each year.
632-12-23	Organize the current grants file and schedule of Recurring Grants and request the completed grants applications from Board Members that have them in their personal computer files.	Erik and the Board	05/30//244	Working Ongoing	Important to have complete copies of all grant applications to use for 2024 grant opportunities and beyond. Those with grant copies should put them on the Google Drive or send to Erik to put on the drive..
676-12-24	Print out copy of Mjianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories	Roy and Becky	03/30/25	Working	Prevent loss of this interview
681-02-25	Review the February Financial Development Report including the Three-year Plan and give Jessica feedback and information requested	Board Members	05/01/25	Working	Jessica needs more information and input to "flesh out" her ideas.
685-04-25	As relates to AACPS students working at the Farm unaccompanied by school staff the AACPS Lease should be reviewed by the President and AACPS contacted for clarification of their rules on this situation.	Erik Christy	05/21/25	Working	Presently, GFPS is requesting that unaccompanied AACPS students have an Individual Membership when doing a project at Goshen Farm.

688-05-25)	Create proposal for a brick or other pervious materials pathway from the parking area to the Sharing Garden.	Jess	06/20/25	Working	The Board agreed that normal bricks would not work for wheelchairs or walkers. More research on materials needs to be done.
692-08-25	Supply and place large tarp on the Tenant House	Christy and Richard's Tree Care	06/30/25	Working	Frequent storms are causing leaking through the old tarp put on by Richard's Tree Care.
696-08-25	Set up meeting with Jessica, Becky, Shannon, Barb and possibly Eric to set events and dates	Barbara	08/30/25	Working	Becky needs this information (dates) for CSCIA Calendar and Sign Board by September 19th.
697-08-25	Contact Jessica and Christy regarding requesting a "round-up" for GFPS from Cape Ace Hardware and fundraiser event with Broadneck Grill.	Barbara, Christy, Erik	09/30/25	Working	Christy and Jessica should approach Cape Ace Hardware together.
699-09-25	Review both Insurance Policies with our agent to determine if our coverage needs updating. Consider higher attendance at events, new equipment purchased such as the tractor, AACPS students coming to the Farm without supervising teacher, sexual harassment coverage, and Summer Camp proposal for 2026.	Erik and Christy	11/15/25	Working	New equipment has been purchased and many more guests and Members are attending events at the Farm. Do we have sexual harassment coverage? Are AACPS students who come to the Farm without a teacher covered by us (or AACPS)? Summer Camp proposal insurance requirements.
700-09-25	Check By-Laws and Term Limit/election chart regarding having 14 Board Members and only 13 Board Members in our By-Laws.	Erik	10/15/25	Working	If Becky is correct, we would need a change in our By-Laws which wouldn't take effect until January 2027.
701-09-25	Send out email regarding Board Members up for election in January 2026 and are they running again.	Erik	10/16/25	Working	GFPS would know how many vacancies we need to recruit for in the two coming months.
702-09-25	Contact Keystone Foundation regarding clearing inside and outside of the Farm House to prepare for chimney and wall in 1C construction.	Lou	11/15/25	Working	Lou may need some help moving furniture out of room 1C.
703-10-25	Create a Building & Maintenance budget for 2026 that includes miscellaneous items for the Farm House.	Lou	11/15/25	Working	Budget to include miscellaneous items needing replacement in the Farm House such as light bulbs, fire extinguishers, etc.
704-10-25	Send Erik a list for 2025 of student events (and number of students) for Erik's Annual Report to AACPS Superintendent Dr. Bedell and the AACBOE.	Terry	12/15/25	Working	Important to convey the number of students GFPS hosts each year.
705-19-25	Create videos and photos of Mitigation Procedures Invasives (before, during, after) with dialogue and labels with dates. For posterity and inclusion in educational classes.	Board	When project begins	Working	Used for multiple purposes including the website.
706-10-25	Create videos and photos of Chimney and wall repair in Room 1C.	Lou	Early December	Working	Used for multiple purposes including the website.
707010-25	Create videos and photos of foundation stabilization repairs of Farm House.	Lou	January?	Working	Used for multiple purposes including the website.

RECURRING ACTIONS

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	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 03/11/2025	DONE?	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	DONE?	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	DONE?	\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, African American Heritage, and Security). Updated billing: \$7.20 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month Automatic Payment
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January 2024?	DONE?	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.)

			, \$383.00 th , paid quarterly (Total cost: \$1,532.00 /year)	#MY1028 Annual payment of \$1,274 Effective May 21, 2025 Annual payment due June 22, 2025, (Total: \$1,274.00/year)	Total Annual insurance premiums: \$2,806.00 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	Haven't received.	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