

Goshen Farm Preservation Society Board Meeting,
December 17, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	December 17, 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, Jessica Corliss, Linda Páez and Lori Runk		
Members/ Guests Attending:	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the December 17, 2025, Board Meeting to order at 7:30 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present. Scott Powers , Shannon Beauchamp Lepthien, and Dirk Schwenk were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Jessie added discussion on the MAP Grant and Board approval. Added to Section 11., Item e.
 - b) Barbara wanted to share and discuss the Events Survey results. Added to Section 11., item f.
 - c) Terry added a discussion on use of bicycles on trails and the impact on the Farm. Added to Section 11., item g.
 - d) Becky noted there was an error in Lou’s Building and Maintenance report in Section 1. d and e. Lou will correct the dates.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik has been extremely busy with work on grants’ applications, the Maryland Legislative Bond Initiative, the President’s Report to the AA County Board of Education and preparation for the January GFPS Annual Membership Meeting and Election.
 - b) Erik asked if there were any questions. There were no additional questions
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)

- a) She is still working on the materials for the GFPS Annual Membership Meeting and ballot. She needs the final edited ballot and By-Laws changes.
 - i) Barbara continues to sell Ann Worthington's book to individuals and organizations. She offered the book at the November Goshen Farm Goodies Sale and will have copies for sale at the December Goodies Sale and upcoming events in 2026.
 - ii) Lastly, Barbara is gathering her paperwork and soft copy files for possible grants and digital archiving and will share with Jessie.
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
 - a) Christy reported that the balance in the checking account as of November 30, 2025 is \$47,504.82.
 - b) Christy also reported that she made a payment from our savings for \$30,655.00 to Keystone Foundation for the December 5th completion of the Chimney repair. Lou will submit for reimbursement for this payment from our 2020 Capital Grant for the First Floor Foundation Stabilization Project (FFFS). GFPS had \$4,000.00 raised for stabilization of the Chimneys in Room 1C so there is a net loss of \$26,655.00 to our FFFS fund in savings if the chimneys' repair work is not accepted by the Maryland Department of Public Works for reimbursement. Lou should hear back on this issue in February.
- 7) Review of Minutes – November 19, 2025 Board Meeting (Sharon Biondi)
 - a) November 19, 2025 Minutes were not reviewed as the Secretary did not have them in edited form for the December Meeting.
- 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 – Provided under separate cover)
 - i) Lou reported that while GFPS had reached out to four (4) contractors, GFPS had received only one proposal for the First Floor Foundation Stabilization Proposal Project. This proposal was from Ransom Construction, Inc. A proposal review took place the week of November 17th followed by a Zoom meeting on December 1st. The Proposal Review Committee developed a list of follow-up questions which Lou sent to Randy Sanger at Ransom Construction. Randy Sanger responded that day but Lou missed the email as he was on vacation. The Proposal Review Committee held a second Zoom meeting on December 14th to review the responses from Ransom Construction. All Committee members expressed concerns about lack of detailed information and follow-up on issues such as umbrella insurance and past performance examples. There were other key issues in the response (and nonresponses) that the Committee was concerned about which made the proposal unacceptable. The Committee formally voted to reject the proposal as nonresponsive.
 - ii) Lou began reaching out to other construction contractors for a new round of Request for Proposals (RFPs).

- (1) Lou contacted Matt Bishop of Lundburg Builders, Inc. stating that GFPS was starting a new round of RFPs. After visiting the Farm and inspecting the foundation, Matt Bisop provided Lou with a rough cost range for each task in the First Floor Foundation Stabilization project. Using the higher figure provided, Lou estimated the project total came to \$95,000. Lou requested a formal proposal from Lundburg Builders.
 - (2) On December 15th, Lou left a message on the R&D Cross website asking them to contact him about the Foundation Stabilization project. The company was suggested by Roy and Becky Benner.
 - (3) On December 16th, Lou left a message on Bohan Contracting's website. Bohan was suggested by Becky before the Meeting. Barbara had mentioned that Bohan Construction had inquired about becoming a sponsor for some of GFPS' renovation projects at the Farm.
- b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
- i) Shannon has been busy providing posts for the remainder of 2025 and early 2026 .
 - ii) She has also created a 2026 Events Survey Link on Facebook (shared to four groups) for feedback on improving current events and creating future new events. The survey will be reviewed by the Events Chair to help GFPS plan events in 2026.
 - iii) Shannon also highlighted the GFPS Hoop House Harvests and My Brother's Pantry partnership on our GFPS Facebook page.
- c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
- i) Terry reported that his volunteers continue to harvest crops in the Hoop House for delivery to My Brother's Pantry.
 - (1) As requested by Terry, Shannon highlighted the GFPS volunteer work of growing vegetables in the Hoop House, harvesting these vegetables for distribution and our partnership with My Brother's Pantry on our Facebook page.
 - (2) On December 2, 2025, Terry attended a reception at the Broadneck Baptist Church on College Parkway that My Brother's Pantry hosted for the churches that support this food bank. The event was to honor and thank donors and sponsors.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- i) Barbara and Shannon created a Member and Nonmember survey regarding interest in the GFPS planned events and suggestions for other events in 2026 that Shannon sent through the MailChimp lists. Barbara sent out the survey results (as of December 12th) to the Board for review.
 - (1) One of the new events scheduled for 2026 will be the Lucky Trivia Night on March 20 from 6-9 PM at the CSCIA Clubhouse. This will be GFPS's first Maryland Day event and cross advertised with CCHA sites.
 - ii) Barbara also wanted to discuss Goshen Farm's participation in Maryland Day Week events held Thursday, March 19th through Wednesday, March 25th.
 - (1) Discussion on Maryland Day Week schedule for Goshen Farm

- (a) There may be two projects occurring at the Farm: Invasive Species Mitigation work and construction on the First Floor Foundation Stabilization for the Farm House, that would be problematic for self-guided tours and Farm House tours during the Maryland Day Week celebration. Becky has spoken with Chesapeake Crossroads (CCHA) Executive Director, Jane Cox know about these issues.
 - (b) Terry suggested tours of the trails
 - (c) Barbara stated that it would be problematic to have volunteers cover this time at the Farm for all of these days.
 - (d) Becky is looking into partnering with another heritage site so visitors could visit both on the same day.
 - (e) It was decided that Becky, Barbara, Lori, Linda and Terry would meet together and come up with events and dates and times for Maryland Day Week at Goshen Farm.
- e) Garden (Bob Nestruck – No report submitted)
- i) Bob reported that between the two Goshen Farm Goodies sales and the Pop-up sale in October, the Gardeners involved and Tracy Smith brought in more than \$5,000.00. Bob and Tracy Smith decided that the money made from the sale of their Goodies will go towards the new pavilion.
 - ii) He also reported that he and Tracy will be taking over the spot that Tony Ricci cleared next to the compost pile. This area will be planted with a run of Yukon Gold potatoes in the spring and then follow with a run of sweet potatoes (variety not yet planned) to be given to My Brother’s Pantry.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy has been working with Jessie and others on the Keep Maryland Beautiful (KMB) Track 3 Grant Application.
 - (1) He attended a grant application Zoom meeting with Jessie and Brandon Willey, DNR Maryland Forest Service Forester, on November 14, 2025.
 - (2) Roy, Becky, Jessie, Lori and Larry Jennings (GFPS and Cape Conservation Corps Member) met at the Farm with Stacey Wildberger (CCC) and many CCC volunteers for input on the KMB grant areas on November 22, 2025. After the CCC group left, the Goshen group continued walking through the two critical areas that Brandon Willey/DNR suggested for the grant application. Using a newly downloaded app, the app reinforced the observation (2012) that Don Paxton’s log house is on surveyed Goshen Farm property.
 - (3) Roy worked with Jessie on the KMB Track 3 grant application, Roy provided a letter of support from the Grounds Chair to the Grant Review Committee.
 - ii) Roy reported that he has no new Eagle Scout Projects at this time.
 - iii) Roy stated that his friend, Architect Dave Mallon, is continuing his work on designing a pavilion for the GFPS site. Dave is donating his time for this work.

- iv) Roy began removal on old plot #30 and Plot #43 to convert to a) a 5' x 20' plot (#30) and b) two 5' x 10" waist-high planters plots (#43A and #43B). Rental costs for these two tabletop plots have yet to be determined.
- v) In his report, Roy included photos of the chimney repair and hearth repairs in Rooms 1A, 1C, 2A and 2C completed on December 4th for GFPS archives (Google Drive).
- 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 December 2025 report is 238. Total 2026 Membership Units as of December 17, 2025 is 61.
 - ii) Becky, Roy, Christy and Jessie met with Jim Lodico, (Chesapeake Aerial Photography) regarding the Historic Timeline Trail and mitigation of vegetation if the Keep Maryland Beautiful (KMB) Track 3 grant is awarded to GFPS. Spoke with Jim about potential LIDAR drone images of the farmstead.
 - iii) Becky has worked closely with Jessie and the KMB grant committee on completion of this grant.
 - iv) Becky reported that when she attended the CSCIA meeting, she gave a shout out to the Goshen Farm Goodies Sale (as she does with all GFPS events when she regularly attends these meetings).
 - v) Becky has revised and sent her 2026 Budget to Erik, Christy and Sharon.
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jessie updated the Board on the KMB grant “Keep Maryland Beautiful” (KMB) Track 3 Grant Application.
 - ii) (Leaving this description in the Minutes from the November Meeting.) Jessie is working on a grant application related to Keep Maryland Beautiful (KMB); funded through the Chesapeake Bay Trust. The “Track 3” application proposal is specifically for agricultural planting and is due December 1, 2025. We are requesting \$46,000.00 for this proposal. This grant would span three years of planning, volunteer mobilization for clearing and for planting native tree species and shrubs throughout certain areas of the Farm property. This project would not interfere with the AA County Department of Public Works Mitigation Project at the Farm. The areas to be selected for planting are still being decided. The Committee has met with Brandon Willey, Department of Natural Resources Forester. Brandon Willey provided GFPS with a Forest Stewardship report in July 2025 looking at what GFPS should be doing for the next thirty (30) years for Goshen to take care of environmental impact and the property. He has agreed to help GFPS with this KMB grant proposal, has written a letter of support for the proposal, and will give technical support working with GFPS for three years if GFPS receives the grant. The proposed area is looking at approximately 3 acres of the Farm south of the Farm House. Stacey Wildberger, President of the Cape Conservation Corps, has offered support based on their experience with invasive and non-invasive species, a letter of support and giving us

- help with volunteer labor for the clearing and planting. Erik is working on getting a letter of support from AACPS Superintendent, Dr. Bedell
- iii) The KMB grant application was submitted on December 1, 2025 requesting \$46,000.00 and receipt was acknowledged. Jessica emailed thank you notes to everyone involved with the grant writing. GFPS will not hear until March 2026 on the outcome.
 - iv) Jessie stated that she would like to continue to build partnerships with Brian Gugerty, Founder of Save Our Trees. Brian is mostly involved with invasive species removal.
 - v) Jessie reported that she wants to bring to the Board’s attention a grant proposal she is working on. This grant is due for submission by December 31, 2025.
 - (a) The grant is the Museum Assistance Program (MAP) Grant related to Operations upgrades (records/ financial/customer systems) and leadership/board succession training (“Goshen Academy”). The grant award would be \$14,800.00. Jessie needs Board approval to move ahead with this grant submission. This grant will be discussed under New Business, item e.
 - j) Volunteer Coordination (Lori Runk – No report submitted)
 - i) Erik will create a Goshen Farm email address for Volunteer Coordinator.
 - k) Security (Dirk Schwenk – No report submitted)
 - l) Dirk has received the 4 Ring cameras and will be installing them in the next month. Erik asked him to reach out for assistance with installing these cameras. Dirk reiterated this information in an email to the Board. Dirk also stated that he is waiting for the proposed drawing for the new pavilion to be used toward estimates. He will also review funding thoughts Jessie sent out in an email and respond.
 - m) Ad Hoc African American Heritage Committee (Linda Páez – Provided under separate cover)
 - i) In addition to Chairing GFPS’ African American Heritage Committee, Linda regularly interacts with and holds some positions in various organizations: the Banneker-Douglass-Tubman Museum, Ashbury Broadneck United Methodist Church, Blacks of the Chesapeake, the Maryland State Archives, the Maryland Commission on African American History and Culture, and the Chesapeake Crossroads Heritage Area. These interactions have broadened her knowledge of the African American experience in U.S. history and assisted with her committee’s research on the twelve enslaved people who lived and worked at Goshen Farm and their descendants.
 - ii) Linda also informed the Board that Neighborhood Sun has two new initiatives of use to Goshen Farm Members who have a contract with Neighborhood Sun or who might want to sign with Neighborhood Sun in the future. Neighborhood Sun has switched from dual billing to consolidated billing and a rewards program including cash benefits for current Members who engage new subscribers. There is also a second iteration of the mobile app coming in January 2026.

- (1) Linda suggested that GFPS think about having Neighborhood Sun do a Cape St. Claire community outreach event (GFPS would receive the \$100.00 bonus for each new contract signer).
- 9) Review of Action Items from September 17, 2025 Minutes (Secretary – Provided under separate cover)
 - a) Action Items were not reviewed. Erik suggested that the Board look at the Action Item list from the October Minutes. If they have completed actions, let the Secretary know so she can mark these completed.
- 10) Old Business
 - a) Real Time Security Cameras (Dirk report)
 - (1) Dirk reported that he has the cameras and they will be installed by Dirk and others assisting on the installation.
 - b) First Floor Foundation Stabilization(FFFS) RFP - Status
 - i) The Board decided to approach Delegate Heather Bagnall’s office regarding the feasibility for submitting a Maryland Legislative Bond Initiative application for the funding that is needed to complete the First Floor Foundation Stabilization. The amount is around \$80,000.00. This is due to increase in the cost of supplies, increase in the cost of labor and using stabilization funds for the chimney repairs. Erik and Jessie will also consider submitting a grant proposal to the Maryland Historical Trust as well for this work on the FFFS as a backup plan.
 - ii) In his response to Lou’s request for a formal proposal, Matt Bishop from Lundberg Builders stated that GFPS will have to pay for the cost of the estimate in the proposal. This is highly unusual. Lou has more questions for Matt and will get back to the Board. Lou does not want to move forward on this until he knows that the Board would approve the cost of the estimate (\$700.00 - \$850.00).
 - iii) Lou made a motion that GFPS will pay Lundberg Builders, if necessary, up to \$850.00 for the cost of the estimate which is between \$700.00 and \$850.00 for the First Floor Foundation Stabilization Project. Becky stated she had a “point of order”. Since Lou is not on the Board, he cannot make a motion.
 - iv) **Becky Benner made a motion that GFPS will pay Lundberg Builders, if necessary, up to \$850.00 for the cost of the estimate which is between \$700.00 and \$850.00 for the First Floor Foundation Stabilization Project. Terry Brandon seconded the motion.** Discussion ensued. Jessica stated that she did a little research on this company and this company has great reviews and is highly regarded. **The motion carried with one opposed.**
- 11) New Business
 - a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - (1) No new Event Use Applications were received.
 - b) January Annual Membership Meeting Preparations (status and approvals as required)
 - i) Email to Membership.

- (1) The Membership Packet is scheduled to go out on January 10, 2026.
- ii) Voting (form)
- (1) BOD Members, By-Laws, etc.
- (a) Jessie's two By-Laws changes regarding additions to Treasurer's duties need to be approved by the Board. The By-Laws changes regarding increasing the number of Board Members from 13 to 15 was not yet approved by the Board. The fourth By-Laws change regarding making the African American Heritage Committee and the Security Committee Standing Committees in Article II: Offices, Section 1: Principal Offices that was not yet approved by the Board. The last By-Laws change was Becky's suggestion that Annapolis be added to the GFPS address. Becky determined that this change could be covered under Article IX: Amendments, Section 3: Non-content based Amendments without a By-Laws change. This is an edit and does not require a By-Laws change. The Board concurred.
- (2) Board votes to approve By-Laws Changes
- (a) Article V: Board of Directors, Section 8,: Committees
- (i) **Becky Benner made a motion that the African American Heritage Committee and the Security Committee become Standing Committees and not be Ad Hoc Committees in the GFPS By-Laws. Bob Nestruck seconded. The motion carried.** The By-Laws change now reads: The Board of Directors will establish Society Committees as deemed appropriate. Standing Committees shall include African American Heritage, Building & Maintenance, Communications, Educational Outreach, Events Coordination, Financial Development, Garden, Grounds, History & Research, Membership, Security, and Volunteer Coordination.
- (b) Article VI: Officers, Section 1D, Treasurer
- (i) **Jessie Corliss made a motion to add The Treasurer shall provide at each Annual Membership Meeting and provide at minimum quarterly financial reporting to the Board of Directors. Bob Nestruck seconded. The motion carried unanimously.** The By-Laws change now reads: The Treasurer shall submit an annual budget to the Board of Directors for its consideration and shall report the financial status of the Society at *each Annual Membership Meeting and provide, at minimum, quarterly financial reporting to the Board of Directors.*
- (c) Article VII: Finances, Section 2 : Budget
- (i) **Jessie Corliss made a motion to add The Treasurer shall also prepare and present to the Board of Directors, at each regular meeting and no less than quarterly, a financial report consisting of a budget-to-actual statement, balance sheet, and income statement. Such reports shall be distributed to all Board of Directors in advance of each meeting and entered into the official minutes as reviewed and approved. Linda Páez**

seconded. The motion carried unanimously. The By-laws change now reads: The Treasurer shall be responsible for the development of the annual budget for the fiscal year, which shall be presented to the general membership for review and the Board of Directors for approval at the Annual Meeting in January of the current fiscal year. *The Treasurer shall also prepare and present to the Board of Directors, at each regular meeting and no less than quarterly, a financial report consisting of a budget-to-actual statement, balance sheet and income statement. Such reports shall be distributed to all Board of Directors in advance of each meeting and entered into the official minutes as reviewed and approved.*

(d) Article V: Board of Directors, Section 1: General Powers

(i) Barbara Morgan made a motion to change this By-Laws to The Board of Directors shall number not less than four (4), nor more than fifteen (15). The By-Laws change now reads: The day-to-day business and affairs of the Society shall be managed under the direction of its Board of Directors. The Board of Directors shall number not less than four (4), nor more than *fifteen (15)*. The Board of Directors shall establish the exact number; and the Directors named in the Articles of Incorporation shall determine the initial number. **Lori Runk seconded. The motion carried with one (1) opposed.**

iii) BOD Report to Membership

(1) Erik stated that he used the Committee Summary Reports for 2026 that he received and for those he did not receive, he used their monthly Reports to create their Summary Report and compiled them all into one Annual Report to the Membership. He will transfer this report onto GFPS letterhead before it goes out to Barbara for the Annual Membership Meeting packet.

iv) 2026 GFPS Budget

(1) Becky asked how the income for Membership was derived. Erik explained how he came up with the \$7,250.00 income from Membership for 2026 based on the total Membership income from 2025 and increasing projected Memberships to 250 (Individual and House Hold) in 2026. Becky stated that she had issues with Zeffy reports in 2025 and feels that this income projection for the 2026 budget is low.

(2) Erik asked for a motion on the 2026 GFPS Budget.

(a) **Becky made a motion to accept the proposed 2026 Budget to the general Membership at the Annual Membership Meeting on January 21, 2026. Bob Nestruck seconded.** Discussion ensued.

(b) Erik reviewed the process by which he created the budget including showing “contingent funds” for grant applications approvals. He left his comments on the budget margin for review by the Board and he color-coded aspects of the budget for easy review by the Board.

(c) After discussion, the question was called and **the motion carried unanimously.**

c) AAHPP Grant

- i) Grant was approved for \$51,000.00 for the driveway improvement and the Archeological Survey required by Maryland Historical Trust.
- ii) Lou brought up that we received several estimates for the driveway improvement. We need to look at the By-Laws. If we spend \$51,000.00, the procurement policies need to be followed carefully.
 - (1) Jess agreed. Only \$20,000.00 of the \$51,000.00 has been allocated. If we need to have the Archeological Survey be approved before beginning the work, Jessie will let the Board and Lou know. There is also a fifteen-year easement and other requirements from Maryland Historical trust that need to be resolved before work on the driveway can begin. This could be problematic.

d) Maryland Legislative Bill Initiative – 2026 - \$80K

- i) Jessie, Erik and Lou have been working with Delegate Heather Bagnall on two prospective Bill Initiatives. Initially the plan was to put forward a water and sewer proposal for \$215,000.00 and a proposal for \$80,000.00 for completion of the First Floor Foundation Stabilization (FFFS) project and enclosing the Farm House. As they worked with Delegate Bagnall's office, the staff communicated that Delegate Bagnall agreed with the proposal for finishing the work on the Farm House but did not think a proposal for water and sewage would succeed at this time. Delegate Bagnall feels that she can reach out to other agencies for monies for funding the water and sewer project request. Delegate Bagnall will assist GFPS in this effort.
- ii) Erik briefed the Maryland General Assembly at last night's meeting on December 16th on the \$80K (\$40K to complete the FFFS and \$40K to finish enclosing the outside of the Farm House) Farm House work proposal. Erik had exactly two minutes to address this Bill Initiative proposal. There were twenty organizations asking for grant money at that meeting.

e) MAP Grant – Operations upgrades (\$14.8K) – Submission Approval, Discussion

- i) Jessie reminded the Board that Members can check on the status of a grant by going to Grant Tracker on Google drive.
- ii) **Jessie Corliss made a motion to apply for this Maryland Historical Trust Grant called the Museum Assistance Program due December 31, 2025 for \$14, 800.00 for operational and administrative costs associated with digitalizing GFPS operations and creating a Board succession plan. Lori Runk seconded the motion.** Discussion ensued.
 - (1) Becky mentioned that in the Pantry there are folders with GFPS paper work. Jessie asked that Becky or Roy send her an estimate of the volume of paperwork (i.e., number of file drawers). **(Action Item: 712-12-25)** This relates to digitizing GFPS files.

- (2) Jessie stated that she also received materials from Becky and Barb related to GFPS paperwork and information.
- (3) Erik called the question and **the motion carried.**
- f) Survey Results Discussion
 - i) Barb first did the survey by email. Shannon suggested sending it out on Facebook. Between these two requests, Barbara received 119 responders and 57 provided their names. Those that responded were entered into a drawing for an Amazon gift card and Chere Trehey won the gift card.
 - (1) Barbara reviewed the responses. Some practical suggestions were: native plant sales, gardening classes, historic tours, archeology, concerts and food truck events. Becky suggested having select guests during the F580301 Mitigation Plan project.
 - (2) Erik suggested that Events and Volunteer Chairs work together to maximize this survey to plan and execute future experiences and events.
- g) Bikes on the Trail and impact on GFPS
 - i) Terry stated that we have feeder schools that feed into Broadneck HS. GFPS doesn't get requests from these feeder schools (except CSC Elementary) because they don't have money for buses for field trips.
 - ii) Terry discussed a nationwide program that supports children riding their bikes on trails to field trips. GFPS has great County trails coming to Goshen Farm. Terry will do more research into what other states have been doing. Erik asked Terry to send the Board what information he has on this concept. **(Action Item: 713-12-25)** There may be some costs involved and this could possibly be a revenue source.

12) Comments from the floor

- a) Linda stated that Terry and she had talked about getting students to the Farm. The Banneker-Douglas-Tubman Museum applied for and received a grant for buses to plan field trips to the Museum. Linda will investigate the source of this grant.
- b) Jessica stated that she and Lori have access to this information as AACPS employees. They can also research this grant money for fieldtrips and send this to Linda. **(Action Item: 714-12-25)**
- c) Roy asked about the GFPS History Committee papers and photos that Scott has accumulated. Scott told the Secretary in a phone call that he has organized all his files into boxes to be picked up by GFPS.
- d) Lori wanted to ask Roy if he got her email related to the sign being made for the Henson Hall Garden.
- e) Lou stated that he believes that Monthly Meetings are not a forum to present possible plans. He asked that Board Members who have an idea, do the research, create a plan and then present it at the Board Meeting for further discussion.

13) Adjournment

- a) **Becky Benner made a motion to adjourn the Meeting. Linda Páez seconded and the motion carried.** The Meeting adjourned at 9:10 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-Laws 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 Mianna 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.
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.
703-10-25	Create a Building & Maintenance budget for 2026 that includes miscellaneous items for the Farm House and other Farm Buildings.	Lou	11/15/25	Working	Budget to include miscellaneous items needing replacement in the Farm House an other buildings 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 Plan Procedures involving 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.
707-10-25	Create videos and photos of the First Floor Foundation Stabilization repairs of Farm House.	Lou	January?	Working	Used for multiple purposes including the website.
708-11-25	Investigate other storage companies in the area.	Barbara	2/15/26	Working	Price is becoming too high. Look for a better price.
709-11-25	Get a copy of \$1,000.00 invoice for McCon Engineering from Christy and contact MD Department of Public Works regarding payment of this invoice.	Lou	01/15/26	Working	Repay GFPS for advancing this payment to McCon Engineering.
710-11-25	Send Lori pictures of wooden signs from around the Farm to Lori.	Roy	2/15/26	Working	
711-11-25	Create a Goshen Farm email address for Volunteer Coordinator.	Erik and Lori	1/02/26	Working	Needs for communicating.
712-12-25	Send Jessie the number of file drawers with paperwork stored in the pantry.	Roy and Becky	3/30/26	Working	Relates to digitizing GFPS files using MAP grant
713-12-25	Research the concept of students riding bikes to Goshen Farm on County trails and send to the Board for discussion.	Terry	04/15/26	Working	Broadneck HS feeder schools have no funds for fieldtrips/buses.
714-12-25	Send Linda information on AACPS grants for transportation of students for fieldtrips	Jessie and Lori	04/15/26	Working	"

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/ Communications Chair	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 US003LKBEO)	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, 2023, and 2024 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.)

			#S243298400, effective May 27, 2025, \$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: \$2,222.00 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, 2024, 2025 Roy purchased 5 new Fire extinguishers in 2025.
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. Transferred on 01/2026 for 2025.
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