

Goshen Farm Preservation Society Board Meeting,  
August 20, 2025

<b>Called by:</b>	GFPS Board	<b>Type of Meeting:</b>	Board of Directors
<b>Facilitator:</b>	Erik Wallace, President	<b>Recorder:</b>	Zoom, Sharon Biondi
<b>Date:</b>	August 20, 2025	<b>Time: 7:30 PM</b>	7:30 PM
<b>Location:</b>	Via Zoom	.	
<b>BOD Attending:</b>	Erik Wallace, Barbara Morgan, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Linda Páez, Shannon Beauchamp Lepthien, and Christy Folderauer		
<b>Members/ Guests Attending:</b>	Lou Biondi		

- 1) Call to Order and Welcome of Board Members.
  - a) President Erik Wallace called the
  - b) August 20, 2025, Board Meeting to order at 7:30 PM.
  - c) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
  - a) Erik welcomed the Board Members present. Scott Powers, Jessica Corliss, Dirk Schwenk and Lori Runk were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
  - a) Becky added a discussion on sending a check to Gloria Dei!. Added to New Business, item d.
  - b) Becky added that Financial Development should check with Cape Ace Hardware to see if GFPS would be eligible for the 2026 Roundup. Added to New Business, item e.
  - c) Roy asked for a discussion on the cost of millings for the driveway. Added to New Business, item f.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
  - a) There were no questions on Erik’s report.
  - b) Becky commented that in Erik’s report he mentioned JoAnn Lamp’s donation as it relates to the possibility of using that donation towards building a pavilion. Becky stated that she and Roy have been doing research on types of pavilions and cost. Erik asked Becky to send him the information or the links for the information.
  - c) Erik added that he requested reimbursement for the WI-FI router which cost \$203.51. He also submitted a reimbursement request for equipment for the Apiary costing \$1,296.79. This was above his budget for the Apiary but this year’s honey sales should

bring between \$8,000.00 to \$9,000.00 which well exceeds what was budgeted for for 2025.

5) Vice President's Report (Barbara Morgan – Provided under separate cover)

a) Barbara asked if there were any questions on her report.

i) Barbara added that Ann Brice Worthington's book, Goshen Farm 1853-1935: The Tydings-Brice Family, A History and Extended Memoir, was published, was picked up, are now at the Farm House' and are available to sell.

ii) There was discussion about details involved in selling the book. Barbara said the book cost \$37.00 to print, so she suggested a sale price of \$50.00 including tax. Barbara stated that 100 books were printed but Barbara needs to count the books as Ann gave some books away to people who helped with the writing and editing of the book and Barbara put one book and a GFPS tee shirt as an auction item at the Wine Down at the Farm auction. The books can be bought by using Zeffy, paying with a check or cash. Becky thinks Members should get a discount. Erik suggested a 5% discount. Shannon suggested a \$60.00 price for the book. Discussion ensued. Sharon suggested the book be priced at \$55.00 and Members pay \$50.00 including sales tax.

iii) **Becky Benner moved that the book, Goshen Farm 1853-1935: The Tydings-Brice Family, A History and Extended Memoir, will be \$55.00 for Nonmembers and \$50.00 for Members including tax. Linda Páez seconded. The motion passed.**

iv) There were no questions on Barbara's report.

6) Treasurer's Report (Christy Folderauer – No report provided))

a) Christy stated that she will send out the June FNB Bank statements to the Board.

i) The checking account balance as of July 31, 2025 was \$100,627.15. The Savings account total will change as Christy will transfer \$24,082.60 to the First Floor Stabilization account in Savings. Christy also stated that she has already transferred \$2,000.00 donated for chimney repair to the Savings Account and created a dedicated line item for Chimney Repair. The 2020 Capital Grant Fund for Stabilizing the Foundation has \$42,660.00 left. There is one invoice paid by GFPS for work on stabilizing the foundation that needs to be refunded to GFPS. GFPS must resubmit this invoice. That will mean that GFPS has spent \$17,340.00 of grant monies.

ii) Christy asked Erik to have a discussion with JoAnn Lamp regarding what she wishes her \$30,000.00 donation to be used for so that Christy can create a restricted and dedicated fund in savings and move this money to that new fund. **(Action Item: 695-08-25)**

7) Review of Minutes – July 16, 2025 Board Meeting (Sharon Biondi)

8) Secretary Biondi reported that she does not have the July Board Meeting Minutes edited for review at this Meeting.

a) **Becky Benner made a motion to table the review of the July 16, 2025 Board Meeting Minutes to the September Board Meeting. Bob Nestruck seconded and the motion carried.**

- 9) Committee Reports. Please read the reports ahead of time. Each committee will have 5 minutes to discuss any question and to answer any questions.
- a) Building & Maintenance (Lou Biondi – No report provided)
    - i) Lou stated that If the Board approves the cost of the chimney repair and the adjacent wall stabilization (Room 1C) in the event that the grant does not cover the entire cost, he will email Alex Potteiger at Keystone, Lou will get the contract to Erik for signature.
    - ii) Roy corrected a date for meeting Alex Potteiger in Lou’s report from July 29<sup>th</sup> to August 18<sup>th</sup> .
    - iii) As relates to the First Floor Stabilization project, Lou heard back from the contractor, Structural Restoration Services this afternoon. He sent them additional information and they want to schedule a site visit. At this point we have six potential bidders for the stabilization. Lou’s timeline is to have all contractors bid on each phase of the project in the Statement of Work. He will work on suggestions and corrections from the Board to the Statement of Work and try to have that out to the six contractors as an RFP by September 1, 2025 with a deadline for proposals on November 1, 2025. Dirk has agreed to review the RFP’s and develop a contract. Lastly, Lou hopes to have the contract signed by the end of 2025. Once we have the signed contract in hand and know the cost of completing the phases of the contract, GFPS should reach out to our Maryland State Delegate, Heather Bagnall, to request an additional Capital Grant so the stabilization project can be completed.
  - b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
    - i) Shannon stated she needed to take some time off for planning her son’s wedding but she has still been active with the website.
      - (1) She was busy posting and promoting the Wine Down at the Farm and other GFPS events.
      - (2) Shannon did not get Board feedback on the GFPS business card she designed. She did come up with a generic design that she will send to the Board for comment. Anyone can use this card as it does not have specific Board information. It has a QR code that goes to our contact page, mailing address, website and logo. Shannon sent a screenshot of the card to the Board. This is a card that can be used in the interim until Shannon can get something more specific for Officers and Chairs.
        - (a) Erik asked Linda about cards that Linda had ordered from VistaPrint for her role as African American Heritage Committee Chairperson. Linda has been passing these out when she meets with members of other organizations. Shannon’s goal is to have a card that is consistent with all our GFPS materials and website and is secure. Shannon stated that she has viewed these Vista Print cards. They have our old GFPS logo with the Farm House in a sepia color and do not have Goshen Farm Preservation Society on the card. Roy asked if the Board should stop using these business cards. Shannon stated

we should continue to use them until we are out and then begin using the generic card she has designed.

- (b) Sharon and Becky stated that cards for each Chair should have title, phone number and/or GFPS email on them to be useful. Shannon stated that when she gets feedback on the general design that she just sent out, she will work on designing more specific cards. GFPS Members could use the generic card for businesses or to hand out at events.
  - (c) Erik told Shannon that she had asked him for an email to be used for honey sales. He will create an email address that will be [honey@goshenfarm.org](mailto:honey@goshenfarm.org). If people are asking for honey, he can respond on this email. Shannon asked if she can add “goodies” and “merchandise”. Erik said he was okay with that.
  - (d) Terry stated that his wife Susan met a man (Patrick) who was using a metal detector at the Farm. The next day, Patrick was there with the metal detector and Terry told him that this activity was not allowed on the Farm. Patrick stated that he went to our website and saw nothing prohibiting the use of metal detectors. Terry told him that this was prohibited and Patrick was very nice and seemed to understand so it is doubtful that he will do metal detecting at the Farm again. Terry thought we should have a list of things prohibited at the Farm. Shannon is working on this list and will make sure this is on the list. In the interim, she will make a post of these prohibitions such as no firearms, dogs must be on a leash, no metal detecting.
    - (i) Roy mentioned that he had found various metal objects laying on top of the grass that perhaps Patrick had found and left for GFPS.
- c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
- (1) Terry reported that it has been extremely hot in the Hoop House but he is confident that the weather is cooling down and the vegetable harvests will improve.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- i) Sharon let Barbara know that Sharon has been putting the final totals in the Minutes for each event that Barb has sent out a Reconciliation Form.
  - ii) Sharon had a question for Barbara on the Kayak Raffle. Barb reported in July, a total net of \$1,785.00 and \$265.00 in donations. Are these donations part of the raffle total or separately reported? Barbara stated that the \$1,785 total did not include the \$265 in donations. Christy stated that any donations at an event go into a separate line item - donations are reported separately.
  - iii) Barbara and Christy are still working on the Reconciliation Form for the Wine Down at the Farm event.
  - iv) Becky asked if the Square is still active. Barb responded, yes. Barb and Christy are working on some issues with Zeffy and reporting. There was discussion about how

- to “pre” set up Zeffy for payment of auction items as we do not know what the item will bring in for final bid. Shannon and Christy will work on this procedure.
- v) Christy added that as relates to the Silent Auction, Susan Craig will be paying \$275.00 for the quilt on line.
  - vi) Barbara noted that on her report, she took a section from the last “working” Fee Schedule for Use or Rental at the Farm. It states 1-20 GFPS Member: No Fee (Must be hosted by an active Member; application required.) two times per year. Next the Fee Schedule states 1-20 Non-members: \$100 flat fee. Barbara stated that GFPS does not allow Non-members to reserve the Farm so shouldn’t this be removed?
    - (1) Erik believes this section on Non-members should be struck from the Fee Schedule. (If a Member wishes to reserve the Farm for a **third** time, there will be a \$100.00 fee.)
    - (2) Barbara stated that this is only one of the discrepancies she found. Erik suggested there be a separate Zoom meeting set up to read over, compare versions drawn up to date, fix the discrepancies and create a final version of the Fee Schedule and Event Use/Rental Application and Agreement Forms.
- e) Garden (Bob Nestruck – Provided under separate cover)
- i) The tomato crop in the Sharing Garden was a bust. Many of the plants have dropped their blossoms. This and other factors have led Bob to cancel the Harvest Pasta Dinner scheduled for October 18<sup>th</sup>. Bob will contact Cathy at Gloria Dei! to let her know.
  - ii) Despite having a terrible pepper harvest, in the Henson-Hall Slave Garden (H-HSG), it looks like we will get assistance from other Sharing Gardeners and Fran Bents will be able to produce pepper jelly and hot sauces for the Goshen Farm Goodies Sale on September 20<sup>th</sup>. There was a good crop of luffas and gourds this year to be included in the GF Goodies Sale.
  - iii) Roy Benner, Larry Jennings and Bob tackled the vegetation around the Shallow Water Wildlife Pond perimeter. Larry appreciated the help.
  - iv) Last, Bob will be removing the cinder blocks surrounding plot #3. Wasps nesting in the cinder blocks attacked two gardeners. Bob is waiting for Roy to give him a location of where to move the cinder blocks.
  - v) Roy asked Bob if he had sent a letter to Gloria Dei! Church regarding cancelling the dinner. Bob said we will cover this and the stipend tonight under New Business.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy continues to do the arduous work of maintaining the Orchard and the Vineyard. Roy reported that the thirty-two (32) grapevines were destroyed by the adult Lanternflies in three days.
  - ii) Roy reported that he is currently working with two (2) Eagle Scout Service Project Candidates whose projects are underway.
    - (1) Ryan Glubke (Troop 995) has finished constructing three portable solar panel systems for use around the property. Roy modified the solar panel structures by

adding a PVC sideboard to the structure and mounted a laminated description of how the solar panel systems work.

- (2) Nick Tubiolo (Troop 382) is working on his Eagle Scout Service Workbook and final designs for constructing a small cabin for the Nature Play Space. This project should be completed by September 27, 2025.
- iii) Roy noted that the large tarp donated by Richard's Tree Care will be installed soon.
- iv) Roy reported that though he has hauled 8+ trailer loads of eroded millings to keep the driveway passable, the driveway has been severely gullied due to severe storms even with the asphalt re-enforced diversions. On August 13<sup>th</sup> a truck load of millings from Patuxent Materials of Crofton that he ordered was delivered. David (Christy Folderauer's brother) used their tracked skid-steer to fill and smooth the gullies with the new millings. The driveway was again passable for the recent summer concert and the Wine Down at the Farm event. Roy thanked Christy and David for their help.
  - (a) Roy received the Maryland Department of Natural Resources' "Forest Stewardship Plan" for the Anne Arundel County Board of Education (BOE) and GFPS for the property's Forest Acreage (18.58 acres); Field (3.10 acres); Marsh/Pond (1.0 acres); and Residential (1.0 acres) totaling 22.68 acres. This woodland Forest Stewardship Plan was prepared by Brandon S. Wiley, Project Forester and Laura A. Donaldson, Forest Technician, to manage the property as a general source of recreation and relaxation, to maintain and improve wildlife habitat, improve water quality and to reduce soil erosion. These goals correspond to the Stewardship objectives of **Natural Heritage and Recreation** (primary goal) and **Soil and Water** (secondary objectives). The overall goal of the Forest Stewardship Plan is to ensure the long-term health and sustainability of the forest. This Plan points out that approximately 11% of the property falls within the Critical Area. The Critical Area includes all land and water within 1000 feet of the mean high-water line.
    - (i) In addition to the above, Laura Donaldson suggested that by the end of 2025, GFPS start certain projects every five (5) years. Two examples are that GFPS have random brush piles for the animals to get under and build bat boxes in certain locations.
- v) Last (but not all), Bob asked Roy whether the solar panels could be hooked up to our electricity to receive credit for electricity generated above what GFPS uses. After talking to BGE, electricians Dave Sloskey and John Bell and getting estimates for all that is required for this "hook-up", Roy determined that the estimated \$3,000.00 cost involved for this small amount of electricity generated by the solar panels would not be a beneficial cost for GFPS.
- g) History and Research (Scott Powers -- No report submitted)
- h) Membership (Becky Benner – Provided under separate cover)

- i) The total Membership units as of her August 17, 2025 report is 226. (Becky reported that 2 new Memberships came in after her report. These new Memberships put us 1 Membership ahead of where we were in August of 2024.)
- i) Financial Development (Jessica Corliss and Lori Runk – No report submitted)
- j) Volunteer Coordination (Vacant)
- k) Security (Dirk Schwenk – No report submitted)
- l) Ad Hoc African American Heritage Committee (Linda Páez - Provided under separate cover)
  - (1) Linda attended a tour of the Benson-Hammond House to support a sister CCHA organization and discussed forming a combined tour with Goshen Farm regarding activities for the 250<sup>th</sup> Anniversary Celebration of our country. It was recommended by CCHA that sites plan for 3 organizations in close proximity to create a day where guests will attend these three locations to foster better attendance for all. Further discussion is planned.
  - (2) Linda also reported that she conducted a trial tour of the Banneker-Douglass-Tubman Museum’s permanent exhibit “Deep Roots, Rising Waters” and current art exhibit, “Sacred Spaces” by Jabari Jefferson. Linda was formally admitted to the Gallery Guide Program at the museum. “Deep Roots, Rising Waters” has been considered by U.S News and World Report to be the “best attraction in Annapolis”.
  - (3) Linda met with Assistant State Archivist Corey Lewis to further her research on the enslaved population at Goshen Farm. She was also introduced to Andrew Foreschler, another Archives employee who can help Linda with her research. Andrew has decided to become a Member of GFPS and the African American Heritage Committee.
  - (4) Linda met with Monica Butler and Gerry Lockwood (members of her committee) regarding the runaway Johnsons family enslaved at Goshen Farm and possible connections to descendants at the Asbury Broadneck United Methodist Church.
  - (5) Linda brought up the 7<sup>th</sup> Annual National Underground Railroad Month event. Saturday, September 20<sup>th</sup> was the date decided upon and will be held with the Goshen Farm Goodies Sale (10 AM - 2 PM). Shannon asked Linda for pictures and details in a summary of the event to promote this event.
  - (6) Linda requested help at the Kunte Kinte Festival at the Naval Academy stadium from 10 AM - 7 PM on September 13<sup>th</sup>. GFPS will have a table there. Linda asked Becky if she can print 50 copies of the GFPS brochure. Erik suggested that Linda reach out to Fran Bents for a quilt related to African American heritage. Roy gave Linda Fran’s phone number. Shannon will promote the event.
- 10) Review of Action Items (Secretary – Provided under separate cover)
  - i) **(Action Item: 678-12-24)**, Have contractors who gave us an estimate for the Chimney stabilization come out again to discuss the wall in room 1C that is shifting off its foundation. This action is **CTD**.

- ii) **(Action Item: 687-04-25)**, Send the Secretary a copy of the financial statement for the GF Goodies sales for 2024 (Bob). This action is **CTD**.
- iii) **(Action Item: 688-05-25)**, Create proposal for a brick pathway from the parking area to the Sharing Garden. After discussion, this action needs more research.
- iv) **(Action Item: 691-06-25)**, Send the Board the Reconciliation detail and total for both Goshen Farm Goodies sales for 2024 (Christy). This Action is **CTD**.
- v) **(Action Item: 693-06-25)**, Research and price materials and rental equipment for temporary driveway repairs. This action is **OBE**.

#### 11) 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 will cost \$8000.00. If Roy wants 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) Christy and Richard's Tree Care will place a large tarp on the Tenant House. Repair on hold.
- c) Chimney in Room 1C is buckling – Status / **Action Items 658-07-24** and **604-07-23**
  - i) Discussion on this will be held during New Business item c.
- d) Real time Security cameras
  - i) This item will be discussed under Old Business, item d.
- e) Event Use Fee Schedule
  - i) Discussed during Events Report, Section 8, item d. Barbara will send to Becky for one last edit.
- f) Handicap Access Plan (Accessibility Plan)
  - i) The walkway surface needs more research and discussion with Jess and Lori when they are present.
- g) First Floor Stabilization RFP - Status
  - i) Status of finding contractors for RFP and proposed schedule going forward was laid out by Lou in his Building & Maintenance Committee Report, Section 8, item a.
- h) 7<sup>th</sup> Annual National Underground Railroad Month (September 20<sup>th</sup>)
  - i) The event was discussed in Linda's African American Heritage Committee Report, Section 8, item I.

#### 12) New Business

- a) Event Use Application Log. - Google Sheets
  - i) Review Event Use Application Log and any new Event Use Applications (Events)
    - i. Barbara reported that most Event/Use Applications and agreements received have been reviewed and approved by the Events Chairs. One request for a Baby Shower needed feedback from the Board.

- ii. Member Larry Jennings asked to hold a Celebration of Life for his wife Margarete on September 20<sup>th</sup> at 4 – 6 PM. He expects 50-60 guests, needs electricity and possible use of pop-ups. Barbara is not charging a use fee. Bob will help with pop-ups if necessary.
- iii. Erik requested 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month for Wolf, Bear and Webelos Packs for the rest of 2025 from 4-6 PM. Packs have facilities for their meetings at the elementary schools but the scouts like meeting at the Farm when weather permits.
- iv. There was a question about a Cape St. Claire resident who requested and held a golfing camp in 2025 (Matthew Hefferman. June 23, 2025). Barbara stated that he became a Member, held the camp but did not make a donation to GFPS.
- v. There was a second question about a Girl Scout Troop which contacted Erik about having an event using the fire pit at the Farm. Erik will send the contact information to Roy and Roy will follow up to see if they still want to do this. They will have to make an application.

b) Future Grants

- i) It was suggested by Becky that there are two CCHA grants (Mini-Grants and Small Change, Grant) that could be researched for the Milk House project and the Tenant House project. Erik will contact Jessica regarding these projects and the grant opportunities. **(Action Item: 694-08-25)**

- (1) Becky stated that these grant applications begin September 1, 2025 and must be submitted by October 3<sup>rd</sup>.
- (2) Lou stated that Jessica should reach out to him regarding starting the process for applying for another Maryland Capital Grant for the First Floor Stabilization Project to help pay for what is not covered under our 2020 Capital Grant.

c) Chimney and Fireplace Repairs (\$13K may not be covered under 2020 Capital Grant)

- (1) Lou would like the Board to put forth a motion that GFPS cover this \$13,000.00 short fall if Maryland State Department of Public Works does not cover this additional cost under our 2020 Capital Grant.

(a) **Becky made a motion that the Goshen Farm Preservation Society (GFPS) set aside \$13,000.00 towards the Fireplace/Chimney repair. If this is not covered under our 2020 Capital Grant, the GFPS will cover these costs. Bob Nestruck seconded.**

(b) Discussion ensued.

- (i) Terry asked if setting this money aside would slow down the project start date. Lou responded that Keystone Foundations is ready to start on December 1, 2025.
- (ii) Christy asked if she should move the \$13,000.00 to the savings restricted fund for fireplace repair. Christy reminded the Board that the \$2,000.00 donation towards Chimney Repair has been moved to a restricted fund in

savings. Lou stated that we won't know if we do need it until Keystone submits its invoice to the 2020 Capital Grant department for payment so leave these funds in the checking account.

(iii) **The motion carried.**

- d) Gloria Dei!
- i) Erik stated that since we are cancelling the Harvest Pasta Dinner, what is replacing this. Bob stated that we will have a Goodies Sale on Small Business Saturday on November 29<sup>th</sup>. There was discussion about getting our events lined up with dates for 2026. Barbara will meet with Jessica, Becky, Shannon and possibly Eric to set events and dates. Becky can then get these dates to the CSCIA in September for the Signboard. **(Action Item: 696-08-25)**
  - ii) There was a discussion about whether we should pay Gloria Dei! for not using their hall for this event. The Board decided no payment would be made but we should write a thank you letter to Gloria Dei! thanking them for their past generosity and we were glad that they were able to use the Farm for one of their events.
- e) Cape Hardware Round-up fundraiser
- i) Erik will contact Jessica regarding requesting a "round-up" for GFPS from Cape Ace Hardware. **(Action Item: 697-08-25)**
- f) Cost of Millings (Roy)
- i) GFPS approved \$200.00 for Roy to spend to improve the driveway ruts. He made these repairs but we had a deluge prior to August 13<sup>th</sup>. Roy was concerned about driveway access to the upcoming concert and Wine Down at the Farm events. Roy purchased millings for \$638.75 and Christy's brother David spread and packed these millings. The millings were not in Roy's Grounds budget.
  - ii) **Barbara Morgan made a motion to pay for the millings that Roy bought for the driveway. Linda Páez seconded the motion. The motion carried.**
- 13) Final Comments from the floor
- a) Erik thanked Roy for recognizing that the driveway would be unsafe for two upcoming events and purchasing the millings. Erik also thanked Christy, her brother and Richard's Tree Care for spreading the millings on the driveway.
  - b) Erik stated he will be out of town for the next concert. He asked if anyone could handle honey sales. Barb stated she would sit at the table to sell honey. Erik will drop off everything Barbara needs to do this job to her house before he leaves town.
  - c) Roy stated that he will put out the signs for the concert and he will have the solar panels by the port-a-pot that can be plugged in for light. Bob said he will plug this in.
  - d) Christy stated that she had a comment from someone at the Wine Tasting that it should be moved to the fall as it was so hot this year.
- 14) Adjournment –**Bob Nestruck made a motion to adjourn the Meeting. Linda Páez seconded and the motion carried.** The Meeting adjourned at 9:36 PM.

## ACTIONS

Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)		Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE			
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
113-07-13	Update the Business Plan for the BoE and align with Strategic Plan..	Erik, Barbara, and other members.	08-21-13	Working	Board plans to update Strategic Plan and Business Plan in the coming months (2023)..
207-12-15	Develop and execute well plan.	Building Chair, Roy,	09-01-16	Working	Need well for garden expansion and Farm House use Last information about cost of drilling a new well was about \$17,000 (information from Member, Jim McCrea).
429-12-20	Send Ad hoc Committee Members on GFPS Contracts an email to set up first virtual meeting.	Lou	03-31-21	Working	Policy needs to be in place for getting bids and contracts for 2020 Capital Grant Project. Members: Lou, Becky, and Christy
485-12-21	Complete RFP for stabilizing the Goshen Farm House foundation.	Lou	03-31-22	Working	With input from Erik, Roy, and Becky and Dirk. (Boiler plate from BoE)
486-12-21	Award Contract for stabilizing the Goshen Farm House Foundation.	?	06-30-22	Working	After Board reviews bids
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/23	Working	Postponed until new By-Law change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	Review engineer's report.
603-07-23	Write up the complicated process for repairing the Farm House Chimneys, the implications that MHT has stated need to be done and our options for paying for this work.	Lou	09/13/23	Working	Becky would like to have room designations on this write up which would include the description in the two estimates for the work.
609-08-23	Contact Jason Brown to inspect the Tenant House roof and generate an estimate of scope and cost for GFPS.	Barbara	11/01/23	Working	Need to know scope and cost of this expanded repair before investigating funding.
621-10-23	Add photos of Sharing Gardeners working and harvesting their plots to the PowerPoint presentation. (Should be completed prior to the Harvest Pasta Dinner to be included in the event.)	Roy	08/30/2024	Working	The PowerPoint presentation should be shown at the Harvest Pasta Dinner which the Gardeners sponsor each year.
632-12-23	Organize the current grants file and schedule of Recurring Grants and request the completed grants applications from Board Members that have them in their personal computer files.	Erik and the Board	05/30//244	Working Ongoing	Important to have complete copies of all grant applications to use for 2024 grant opportunities and beyond. Those with grant copies should put them on the Google Drive or send to Erik to put on the drive..
676-12-24	Print out copy of Mjianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories	Roy and Becky	03/30/25	Working	Prevent loss of this interview
681-02-25	Review the February Financial Development Report including the Three-year Plan and give Jessica feedback and information requested	Board Members	05/01/25	Working	Jessica needs more information and input to "flesh out" her ideas.

685-04-25	As relates to AACPS students working at the Farm unaccompanied by school, staff the AACPS Lease should be reviewed by the President and GFPS insurance coverage should be reviewed by the Treasurer.	Erik Christy	05/21/25	Working	Presently, GFPS is requesting that unaccompanied AACPS students have an individual Membership when doing a project at Goshen Farm.
686-04-25	Send the Secretary a copy this financial statement on honey sales for 2024.	Erik	05/21/25	Working	The Secretary needs this for donation thank you letter and to put on website for Friends of Goshen Farm recognition.
688-05-25	Create proposal for brick or other materials pathway from parking area to the Sharing Garden.	Jess, Lori and Board	9/30/2025	Working	Jess has created a proposal using bricks but the Board feels bricks would not work with wheelchairs and walkers.
689-05-25	Send photos of the Henson-Hall Slave Garden and plants with the identifying name signage for CCHA project.	Erik, Roy (Tracy?)	06/18/25	Working	CCHA request from heritage sites - an artifact or a feature of historical interest to African American history.
692-05-25	Supply and place large tarp on the Tenant House.	Christy and Richard's Tree Care	06/30/25	Working	Frequent storms are causing more leakage into the Tenant House.
694-08-25	Have a discussion with Jess about two CCHA grant opportunities (Mini-Grants and Small Change Grants) for the Tenant House and the Milk House.	Erik and Jess	08/30/25	Working	Jess was not at this Meeting so he will bring her up to date on grants. Start 9/1/2025 and close 10/3/2025.
695-08-25	Have a discussion with JoAnn Lamp regarding what she wishes her \$30,000.00 donation to be used for as a project.	Erik	09/15/25	Working	Christy needs to know what Restricted fund to move this \$30,000 to in savings.
696-08-25	Set up meeting with Jessica, Becky, Shannon and possibly Eric to set events and dates	Barbara	08/30/25	Working	Becky needs this information (dates) for CSCIA Calendar and sign Board.
697-08-25	Contact Jessica regarding requesting a "round-up" for GFPS from Cape Ace Hardware.	Jessica	09/30/25	Working	Christy and Jessica should approach Cape Ace Hardware.

## RECURRING ACTIONS

RECURRING ACTIONS					
	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 03/11/2025		Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 <b>Automatic Payment</b>
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.88. Renewed in April 2023 for \$119.88. Renewed in April 2024 for \$155.88 <b>Automatic Payment</b>
Every 2 years	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	April or May		\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. <b>Automatic Payment</b>
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0)	Treasurer	End of every month		\$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, African American Heritage, and Security). Updated billing: \$7.20 (cost per user/month) x 14 accounts = \$100.80 + \$6.05 tax = \$106.85/month <b>Automatic Payment</b>
Annually	GFPS President's Annual Report to the Anne Arundel County Public Schools (AACPS)	President	January		Send report to Chief Operating Officer AACPS. Copies go to Superintendent, AACPS, and all AA County School Board Members. President's Annual Report was completed for 2022 and 2023 by President Wallace.
Annually	Audit GFPS Financials	Treasurer	January/February		Treasurer finds accountant to do audit to present to the Board for approval. Audit should occur after Non-profit tax return is filed and accepted. Last audit was done by accountant Fred Miller for FY 2016, FY 2017, and FY 2018 (Total cost was \$300.00.)
Annually	Renew 501 c3 status (EIN = 32-0190936)	Treasurer	April		(Federal) (Form 990-N suffices) Completed in April 2024.

Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April		This return is completed by the Treasurer as part of our State Tax Return preparation. Completed April 2023 and 2024.
Annually	Non-Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting Services donated preparation in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 (Chris Battista) Treasurer, Christy Folderauer completed tax preparation in 2020, 2021, 2022, and 2023.
Annually	File "Exempt Organization Fund-Raising Notice" for State of Maryland	Treasurer	August 31st	?	For Charities that raise <b>less than \$25,000.00</b> . If GFPS raises \$25,000.00 or more then the Treasurer needs to file a different form. Copy of the signed 990-N must accompany the Annual Update of Registration Form. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity@md.gov
Annually (if reach the \$25,000 threshold)	Annual Update of Registration Form	Treasurer	June (August at the latest)		For Charities that raise <b>\$25,000 or more</b> . Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_sos@maryland.gov
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027		<b>State does not send out a reminder.</b> Renewal application sent November 2022. Rec'd certificate July, 2023.
Bi-annually  Quarterly	Selective Insurance Renewal, through Moran Insurance Account Manager is Robert Ehm, CLSC 1. Commercial Property Coverage, Commercial Liability Coverage and Commercial Automobile Coverage, Policy #S5243298400, Selective Insurance 2. NFP Directors and Officers Liability Policy and Employment Practice Liability, Policy # MY 1028445, Selective Insurance	Treasurer			
Bi-annually  Quarterly (See dates)	Selective Insurance, Carrier Moran Group LLC Insurance Agent: Moran Insurance: Robert Ehm, CLCS Account Manager Policy 1. #S243298400, effective 5/27/2020  Policy 2. #MY102844500, effective 5/22/2020	Treasurer	1. Commercial Property Coverage, Commercial Liability Coverage, Commercial Automobile Coverage #S243298400, effective May 27, 2025 <b>, \$383.00<sup>th</sup>, paid quarterly</b>	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability #MY1028 Annual payment of \$1,274	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: <a href="mailto:rehm@moraninsurance.com">rehm@moraninsurance.com</a> , Fax: 410-544-6834  Dates for payments for both policies vary each year.  Total Annual insurance premiums: \$2,222.00

			(Total cost: \$1,532.00 /year)	Effective May 21, 2025 Annual payment due June 22, 2025, (Total: \$1,274.00/year)	Automatic Payment
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice
Every 90 Days	Check First Aid Kits for supplies that are low and any expired supplies and note these items for replacement.	Garden Chair (Bob Nestruck)	January, April, July, and October		This job should be the responsibility of a Board Member who has a key to the Farm House and Garden Shed. Six new kits purchased in July 2024.
Annually	Check fire extinguishers: 2 in Farm House, 1 in Garden Shed, 1 in Servant's Quarters, and 2 in Storage Container that houses tractor and mowers.	T & S Fire Protection Company of Glen Burnie	Every October		T & S Fire Protection Company of Glen Burnie will contact Grounds Chair Roy Benner each October on his cell phone for extinguishers' inspection. T & S charges \$4.00/extinguisher, \$40.00 travel fee and a \$20.00 Inspection fee. Total approx. cost is \$80.00. T&S phone: 410-760-3958 Done 9/23
Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization and sign up for their Sign board for events.	Membership Chair	Every September		80% Cape Residents
Annually	Request CSCIA Signboard postings for 5 GFPS events for the coming year.	Membership Chair	Every October	\$250.00	Does not include cost of posting concert dates. This must be done separately at a cost of \$25/for 3 days and \$50 for 7 days.
Bi-Annually	Post Facebook posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS. Events Chair posts events to all three groups.
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Drive	Treasurer	December 15 <sup>th</sup>	\$19.99	Automatic Payment
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account. In 2022. Treasurer transferred on 12/20/23 for 2022. Treasurer transferred on 05/2024 for 2023.
Every 10 years	Replace surge protector in electric panel	Building & Maintenance Chair	April, 2028		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer recommended replacing surge protector every 10 years.
Annually	Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section	Beekeepers (Erik Wallace)	January 1		GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing

	50 Harry S. Truman Parkway Annapolis, Maryland 21401				address and completes for our total number of hives. GFPS receives the certification in January. When the recertification forms are received in the mail, they should be given to Beekeeper, Erik Wallace. The Secretary keeps a copy. Rec'd for 2023 (no copy for Secretary). Rec'd for 2024
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