

Goshen Farm Preservation Society Board Meeting,
September 17, 2025

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| Called by: | GFPS Board | Type of Meeting: | Board of Directors |
| Facilitator: | Erik Wallace, President | Recorder: | Zoom, Sharon Biondi |
| Date: | September 17, 2025 | Time: 7:30 PM | 7:30 PM |
| Location: | Via Zoom | . | |
| BOD Attending: | Erik Wallace, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Dirk Schwenk, Linda Páez, Jessica Corliss and Lori Runk | | |
| Members/ Guests Attending: | Lou Biondi | | |

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the September 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, Barbara Morgan, Christy Folderauer and Shannon Beauchamp Lepthien were not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Linda added a discussion on renaming the Henson-Hall Slave Garden. Added to New Business, item e.
 - b) Becky added a discussion on the twin beds that Kirsten Casey wishes to donate to GFPS. Added to New Business, item, f.
 - c) Becky added events dates for 2026. Added to New Business, item g.
 - d) Becky added a discussion on open internet at the Farm. Added to New Business, item h.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik asked if there were any questions on his report.
 - b) Becky asked what a quilt box for hives is? Erik explained that a quilt box was a box that goes on top of the beehive to prepare the hive for cold weather. In the middle of the box is food such as granulated sugar. On the bottom of the sides is burlap and on top of the burlap is cedar shavings which absorb moisture and keep bugs away. The total box keeps the hive warm and dry.

- c) Becky stated that we are really loading up Zeffy use with QR codes. Erik stated he has one for honey sales and Bob has one for GF Goodies sales. At the Goodies Sale on September 20th, he will have Venmo, Zeffy the Square and take cash.
- 5) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - a) Erik asked if there were any questions on Barbara's report.
 - i) Becky asked if this was the time to discuss the twin beds that Roy checked out. We will hold the discussion under New Business, item f.
- 6) Treasurer's Report (Christy Folderauer – No report provided)
 - a) Christy was not at the meeting. Erik will contact her about the Treasurer's Report.
- 7) Review of Minutes – August 20, 2025 Board Meeting (Sharon Biondi)
 - a) Secretary Biondi reported that she does not have the August 20, 2025 Minutes typed. We will need to review the July 16, 2025 Board Meeting Minutes edited for review at this Meeting.
 - b) **Becky Benner made a motion to accept the July 16, 2025 Board of Directors Meeting Minutes. Lori Runk 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 that four contractors received RFPs for the foundation stabilization. A fifth contractor is interested but Lou has been having trouble getting through to him. Lou stated that one of the contractors sent a bid total, costed out for each phase of the project. The bid for the first phase was below the \$150,000.00 GFPS had set aside (including the 2020 Capital Grant money). Erik asked Lou if any of the contractors had questions on the RFP. Lou responded that one contractor wanted to know what the due date was for the RFP. Lou emailed him this information.
 - ii) 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. Lou asked Erik if he had heard back from Keystone. Erik stated that he heard back from Alex that Keystone could possibly start the work earlier than December, 2025. Lou will check with Alex on this start date.
 - iii) Lastly, Lou hopes to have the First Floor Stabilization contract signed by the end of 2025. Once we have the signed contract in hand and know the cost of completing all phases of the contract, GFPS should reach out to our Maryland State Delegate, Heather Bagnall, and our State Senator, Dawn Gile, to request an additional Capital Grant so the stabilization project can be completed.
 - iv) Becky stated that she would like to give a shout out to Lou because she believes his SOW, his cover sheet and the accompanying documents provided a very good foundation for future RFPs that deal with any of our outbuildings.

- v) Lou stated that though he is not the person to start this, looking ahead, we need to develop a strategy with legislators Heather Bagnall and Dawn Gile for a new bond bill application to make sure that the project is underway when the first phase is completed. “This coming session, I will try and get my head around the next 30 days. What would be a logical next step, and what it might cost, because if, in fact, the contract is let during the legislative session and the work begins, we would go testify on behalf of Goshen Farm for a second bond bill, we’ll be able to say completion date, and yes, we’re going to complete it for the amount of money that you provided. We hope you will trust us with another sum of money to do project Y after X is completed.”
 - vi) There were questions to Lou about what we would ask for in an application for a new Capital Bond Bill. Lou will ask for the cost of the remaining phases of the stabilization project. Roy asked about permanent windows and Lou said absolutely.
 - vii) Erik noted that Dirk had joined the Meeting and asked him if he would be able to develop a contract in time for us to move forward in a timely manner. Dirk stated that he would complete a contract to be ready when we need it.
 - viii) Erik noted that Jess had joined the meeting as Lou was talking about applying for another bond bill. Erik asked her if there was anything she wanted to add to New Business on the Agenda. She stated that she needs to be kept in the loop on potential grants. She also cautioned the Board that we need to make sure that we have the necessary Member volunteer base to implement the writing of applications and the follow-up work necessary to get the grants that we need. There are grants available in January and February but at this time she does not know what our priorities are. Erik will plan a meeting with Jess and others to update our Three-Year Plan to see where it fits with these upcoming grants.
- b) Communications (Shannon Beauchamp Lepthien – No report submitted)
 - i) Shannon was not present at the Meeting.
 - c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry reported that the most important thing this month, was the ICST stakeholders group meeting. and ideas that are generated there for GFPS and members of the ICST. Roy and Terry will be meeting with Stacy Roth about her plans just for October, but, the ICST brings a lot of resources and talent. Terry is not sure where the ICST fits into this discussion (Financial Development).
 - (1) Erik stated that he thinks it fits, just in terms of us potentially building out some curriculum, and coming up with mechanisms to make some money at Goshen Farm. GFPS does this by either selling the curriculum or selling services associated with the curriculum to potentially different high schools, middle schools, elementary schools. It goes back to what Jess said about applying for grants. Do we have people willing to implement a curriculum at Goshen Farm? Are they volunteers or others? Would we need to reach out and hire folks if we wanted to run a summer camp? I think we need to think through all of those

things and figure out what works for us. More discussion followed regarding the potential for this curriculum, and other curriculum resources such as The Master Gardeners Curriculum, The Learning Tree Curriculum, etc. Also discussed was the opportunity to hire AACPS teachers for summer camps to teach the curriculum. Jess has already spoken to teachers who would be interested.

- (2) Sharon stated that she spoke to a worker at My Brother's Pantry and she said that there is never a vegetable left when they shut distribution down. Thank you Terry, Bob, and all who help with growing this produce.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
- (1) Becky noted that in Barbara's report she stated the Events and Financial Development Chairs should approach Broadneck Grill for another event in 2026. Becky suggested that we also approach Cape Ace Hardware for a "Round-up" event as we had several years ago. Both businesses should be approached soon.
- e) Garden (Bob Nestruck – Provided under separate cover)
- i) Bob is working with his team to get ready for the GF Goodies Sale on September 20th.
 - ii) Becky asked Bob if he sent a check to Gloria Dei! Erik stated that at the August Meeting, the Board decided that we were not going to send a check but would send a thank you note.
 - iii) Bob and Tracy Smith are attempting to propagate the perennial, *Spigelia Marilandica*, var. Redhead. If successful, these plants could go into the Colonial Kitchen Garden and we could also sell them.
- f) Grounds (Roy Benner – Provided under separate cover)
- i) Roy reported that he had a conversation with Emma Pfefferkorn regarding the Mitigation Plan at the Farm and building the new CSC Fire Station. The Mitigation Plan has been postponed to spring of 2026 due to difficulties getting permits for grading for the Fire Station.
 - ii) Roy and Becky attended an event at the Maryland State Archives "Lunch and Learn", through the Enoch Pratt Library. Author Scott Shane was a reporter for The Baltimore Sun and the New York Times. He wrote a book, Flee North: A Hero and the Flight for Freedom in Slavery's Borderland about Thomas Smallwood, a free Black man who led hundreds out of slavery. Smallwood is credited with "coining" the term "Underground Railroad" in 1842 and with helping about 300 slaves escape north. Roy has passed this information on to Linda for the African American Heritage Committee.
 - iii) 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. This reconfiguration should happen in a month or so.

- iv) Nick Tubiolo (Troop 382) is finishing his Eagle Scout Project constructing a small cabin and picnic table in the Nature Play Space and will be finished in a week or two. This is the last active Eagle Scout Project that Roy has currently.
- 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 September 17, 2025 report is 230.
 - ii) Becky and Roy visited the Odenton Heritage Society's (OHS) Open House. One takeaway after speaking with Greg Manzella, President, was the OHS creation of a desktop station for visitors unable to ascend the steps; the guest views a CD recording of the displays and discussions on the second floor of the former Masonic Hall. GFPS should do this as well.
 - iii) As relates to the Mitigation Plan, Becky feels that we need to have somebody or somebodies who will say, "This is day one of mitigation. They are setting up the equipment. This is day 10, they've stripped out whatever." Pictures of the step by step process need to be taken as well.
 - (1) Important things are happening and we should keep track of them. We may not use this right now, but we could use it 5 -10 years from now.
 - iv) Becky reported on a grant opportunity. From "Keep Maryland Beautiful" offering the Community Stewardship Grant. Erik thinks grant discussions are in New Business on the Agenda. (*Note: Grant discussion was not on the September agenda so the Secretary added this in her Minutes.)
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jess reported that Stacy Montgomery, at the Maryland Historical Trust got back to her this week about our AAHPP grant application for the driveway. Stacy Montgomery stated that our archaeological survey in 2008 that was done at the Farm was not going to be sufficient for eligibility for this grant because the archeological survey did not include the driveway.
 - (1) What's required for us to be eligible for any driveway funding is a Phase 1 archaeological survey, which means that we have to have a qualified contractor come to the site, dig in the driveway, and this cost can range widely, if any artifacts are uncovered in a dig that's done. It could be anywhere from \$10,000 to \$15,000 for a Phase 1 archaeological study to be eligible for this grant. Jess spoke with Erik and Barbara and it was decided that we needed to include this Phase 1 work.
 - (2) With the aid of Stacy Montgomery, Jess was able to amend our grant application by adding \$15,000.00 to our original request (\$36,000.00). Our new total request is \$51,000.00. Jess wrote the addendum and revised scope of work including the Phase I archeological survey and amended budget request of \$51,000.00. In the addendum Jess added that "...this addition is critical for compliance with MHT regulations and to advance restoration of the Goshen

Farm driveway – ensuring safe passage, erosion control, and the protection of this important site.”

(3) Erik thanked Jess for all of the hard work she did on the grant and then the addendum to the grant!

(4) Further upcoming discussion on upcoming grants will take place under New Business including grants that Lori is researching.

j) Volunteer Coordination (Vacant)

i) Erik asked Jessica and Lori to continue helping at events.

k) Security (Dirk Schwenk – No report submitted)

i) “Looks like we can do up to 4 Ring cameras, with a subscription rate that's, like, \$99 a year. The cameras themselves are, like, \$30, \$35.”

ii) “And I would like to do that mainly because, not to replace the current video system, but mainly so that we have something that can be monitored remotely.”

iii) “So that if the alarms go off up there, there's a way to check and see what's going on. I don't particularly want to go and respond to an alarm in the house and not know if anybody's in there or anything else, so this seems like a pretty, reasonable, approach. I don't have any experience with Ring cameras, I don't have them myself, so, there may be competitors that would be equally as good or cheaper, but I don't, I don't know, I just sort of went with the most popular brand.”

iv) Board Members with Ring cameras agreed that this brand is easy to use.

v) Becky asked how long the recording lasts. Dirk stated that it is in the subscription description and he believes it is 180 days.

vi) Erik asked Dirk to write up a formal Budget for the Board to vote on. **(Action Item: 698-09-25)**

l) Ad Hoc African American Heritage Committee (Linda Páez - Provided under separate cover)

(1) Linda asked if there were any questions on her report.

(a) Roy asked Linda if she was able to get the book, Flee North: A Hero and the Flight for Freedom in Slavery's Borderland about Thomas Smallwood. She responded that she had and it was a wonderful resource.

(2) Linda and Jess will talk about their experience at the September 13th, Kunta Kinte Festival and a discussion they had with several attendees during New Business, item j.

9) Review of Action Items from July 16, 2025 Minutes (Secretary – Provided under separate cover)

a) **(Action Item: 603-07-23)**, Write up the complicated process for repairing the Farm House Chimney, the implications that MHT has stated need to be done and our options for paying for this work. Erik stated that this is **CTD**.

- b) **(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. Erik stated that this action is **CTD**.
- c) Reviewing **(Action Item: 685-04-25)**, As relates to AACPS students working at the Farm unaccompanied by school staff, the lease should be reviewed by the President and GFPS insurance coverage should be reviewed by the Treasurer. There was discussion about the lease. Jessica stated that she didn't think we should be charging these students a Membership fee. She brought up the lease to view (page 2) and it is nonspecific regarding this situation. Completing this action will require inquiries to the AACPS regarding its position on having students off campus on a school project unsupervised by AACPS personnel. The second part of this action regarding our Insurance should be taken off and become a **new Action** to review our Insurance for this situation and coverage. New Action **(Action Item: 699-09-25) Review both Insurance Policies to determine if our coverage needs updating**. Erik and Christy are responsible.
- d) **(Action Item: 686-04-25)**, Send the Secretary the total amount of the honey sales in 2024. This Action is **OBE**.
- e) **(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**.
- f) **(Action Item: 689-05-25)**, Send photos of the Henson-Hall Slave Garden and plants with the identifying name signage for CCHA project. This Action is **OBE**.
- g) **(Action Item: 691-06-25)**, Send the Board the Reconciliation Forms and total for both Goshen Farm Goodies sales for 2024 (Christy). This Action is **CTD**.
- h) **(Action Item: 693-06-25)**, Research and price materials and rental equipment for temporary driveway repairs. This Action is **OBE**.

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) Move of Summer Concert Series Stage / Apiary - Status
 - i) Status is unchanged
- d) Chimney in Room 1C is buckling – Status / **Action Items 658-07-24** and **604-07-23**
 - i) These actions have been closed. Work should begin in December 2025.
- e) Real time Security cameras

- i) This was updated in Section 8, item k (Security report).
 - f) Event Use Fee Schedule
 - i) Discussed during Events Report, Section 8, item d. Barbara will send to Becky for one last edit. Jess stated that Shannon has the most recent updated versions. Jess will get these versions to Becky for review.
 - g) First Floor Stabilization RFP - Status
 - i) RFPs have been sent out and proposed schedule going forward was laid out in by Lou in his Building and Maintenance Report, Section 8, item a.
 - h) 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.
 - i) 7th Annual National Underground Railroad Month Open House will be held on September 20, 2025 from 10 AM-2 PM.
- 11) New Business
- a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - ii) Barbara was not present to discuss new Event/Use Applications.
 - b) Barbara asked Erik to mention that Severna Park HS is holding a Service Learning Fair on Thursday, October 9th from 11:15 (!0 AM set-up)-12:45 PM. Groups can talk to the students about GFPS and opportunities GFPS may have for Service Learning Projects. Anyone interested in manning a table should contact Barbara. GFPS Flyers will be needed.
 - c) 2026 GFPS Election coming
 - i) Erik reminded the Board that the GFPS election is coming up in January. Board Members who submit a budget to Christy and Erik need to start working on their budgets for 2026.
 - 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)
 - d) Future Grants
 - i) It was suggested by Becky in August that Jess research two grants available from CCHA. **(Action Item: 694-08-25)** was created. Becky added another grant opportunity from “Keep America Beautiful” offering the Community Stewardship Grant (Environmental focus). Jess will look into this two new grant. See Becky’s

- September report for details, page 3). This grant should be **added** to the above action item.
- ii) Lou reminded Jessica that she 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.
- e) Renaming H-H Slave Garden
- i) Linda had had some feedback from African Americans about the name of the Henson-Hall Slave Garden when she met with different groups. They do not feel comfortable coming and/or bringing their children to GF and having them hear the name of the Garden. When Linda and Jess attended the Kunta Kinte Festival on September 13th, they again heard similar comments from attendees about the name of our H-H Slave Garden. One suggestion from an attendee was the Henson-Hall Heritage Garden.
 - ii) **Jess made a motion to change the name of the Henson-Hall Slave Garden to the Henson Hall Heritage Garden. Linda Páez seconded.** Discussion ensued. Sharon suggested the Henson Hall Garden. Erik suggested that Linda talk to administrators, staff and members at the Banneker-Douglas-Tubman Museum to get their input and report back to the Board in October. The Board agreed. **The Motion by Jess was withdrawn.**
- f) Twin Beds (1912-1914) donation by Kirsten Casey
- i) Kirsten Casey contacted Barbara in July about donating two twin beds to GFPS. Roy went to Kirsten Casey's home to look at the beds. Becky had done some research on line so they would know if these beds were in fact from 1912-1214. The situation at the Casey home did not allow Roy to fully examine the beds so no determination could be made about time period. Roy and Becky offered to go back to Kirsten's home, move more stuff and try to look at the bottom support boards or underneath the beds for stamps and dates. After discussion, it was decided that GFPS would not accept the donation of the beds as they do not fit the time frame agreed upon by the Board to furnish the Farm House (period when the Radoff's lived there). Becky stated that the Captain Avery Museum might be able to use the beds in their bedroom restoration. Roy will let the museum know about the beds and when he calls Kirsten, give her the museum's contact information.
- g) The dates for 2026 GFPS events, the paperwork deadline is this Friday, the 19th.
- i) Becky stated that she needs at a minimum the dates for 2026 events for reserving the CSCIA Sign Board. She would need the name of the event, the date and the hours to have them posted in the CSCIA calendar.
 - ii) Becky's Proposed dates:
 - (1) January 21, 2026, 7:30 PM – Annual GFPS Membership and election Meeting
 - (2) March 8, 2026, 1 PM – 4 PM – Java & Jazz (or new event)
 - (3) May 16, 2026, 10 AM – 2 PM - Spring Open House
 - (4) **August 16, 2026, 4 PM – 7 PM – Wine Down at the Farm (Proposed by Becky)**

- (5) September 19, 2026, 10 AM – 2 PM - Goshen Farm Goodies Sale
 - (6) November 2, 2026, 10 AM – 2 PM – Goshen Farm Goodies Sale
 - iii) Becky asked if she has Board approval for these dates. Since both Events Chairs were not at the Meeting, Erik asked that Barbara, Becky, Jessica and Lori have a meeting (perhaps on Zoom) to hammer out both the dates and the events for 2026 before Friday the 19th. (This meeting was made an Action Item in August.)
 - iv) Discussions ensued regarding additional events.
 - (a) Linda asked for September 12, 2026, 10 AM – 2 PM – Celebrate Underground Railroad Month
 - (b) New date proposed for Wine Down at the Farm
 - (i) September 13, 2026, 4 PM – 7 PM
 - (ii) Erik told Becky to grab this date though that is GF Goodies Sale. September 13th is a Sunday and would work for the winetasting but the Signboard is not available.
 - (c) Terry asked for the Broadneck H.S. Family Day coverage for the Signboard
 - (i) Goshen Farm Family Day
 - (ii) May 2, 2026, 10 AM -2 PM
 - (iii) Becky would have to ask for April 19th – 21st for the Signboard.
 - v) September 13, 2026, 10 AM – 2 PM – Goshen Farm Goodies Sale
 - vi) May 2, 2026, 10 AM – 2 PM – GF Family Days (Organized by Broadneck HS) Becky would have to ask for April 19th – 21 for the signboard.)
 - vii) Becky asked if she has Board approval for these dates. Since both Events Chairs are not at the Meeting, Erik asked that Barbara, Becky, Jessica and Lori have a meeting (perhaps on Zoom) to hammer out both the dates and the events for 2026 before Friday the 19th. (This meeting was made an Action Item in August.)
 - h) Open Internet Access at the Farm
 - i) After discussion, Bob stated that we will have open internet access at the Farm – no password needed. The Board agreed.
 - i) Chimney Repair
 - i) Erik asked Lou if there were any things that needed to be moved outside of the Farm House or inside the Farm House or preparation to do before the chimney work begins. Lou stated that he will check inside and outside prior to the December start date and make sure all areas are clear for work by the contractors. Lou will also contact the contractor for verification. **(Action Item: 702-09-25)**
- 12) Final Comments from the floor
- a) Roy stated that even though he has taken pictures of how the multiple locks on the Farm House gate should be configured, Board Members are still putting the chain and locks together incorrectly. Roy is going to have some clips welded on the Farm House gate and the entrance gate chain so that they cannot be “goofed up” again. These configurations are important because GF Members, the fire department, the police

department and BGE all have specific locks to use to open the Farm House and the entrance gate.

- b) Sharon asked Jess and Lori if the Goshen Farm email she has been using goes to them both and, do they want her to continue to send emails to their other “Goshen” emails as well. They responded “yes” and “yes”.

13) Adjournment

- a) **Bob Nestruck made a motion to adjourn the Meeting. Linda Páez 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. |

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| 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. |
| 694-08-24 | Have a discussion with Jess about two CCHA grant opportunities for the Tenant House and the Milk House. Membership Chair added the "Keep America Beautiful" offering the Community Stewardship Grant (see Minutes, section 8, item h) | Erik | 8/30/25 | Working | Becky reported on two new grant opportunities. There may be other grants available beside CCHA. |
| 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 and report back to Christy. | 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 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. |
| 698-09-25 | Write up a formal Budget for Ring Camera System for the Board to vote on. | Dirk | 10/16/25 | Working | Board should be able to vote on this at the October 15 th Meeting. |
| 699-09-25 | Review both Insurance Policies with our agent to determine if our coverage needs updating. | Erik and Christy | 11/15/25 | Working | New equipment has been purchased and many more guests and Members are attending events at the Farm. |
| 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. |
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RECURRING ACTIONS

| | GFPS Audit | Treasurer | | | |
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| Annually | ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business | President or President's designee | Every February | | New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara. |
| Every 3 years | Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317) | Treasurer/Communications Chair | Renewal date is 03/11/2025 | | Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 Automatic Payment |
| Annually | Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077) | Treasurer | March or April | | Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.88. Renewed in April 2023 for \$119.88. Renewed in April 2024 for \$155.88 Automatic Payment |
| Every 2 years | Renew SSL (security) on GFPS Website – Go Daddy | Treasurer | April or May | | \$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. Automatic Payment |
| Monthly | Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME US003LKBE0) | Treasurer | End of every month | | \$7.20/Google account paid through our GFPS checking account. Treasurer monitors this. Billed \$106.85 for 14 accounts (President, Vice President, Treasurer, Secretary, Events, Garden, Grounds, Membership, Communications, Financial Development, Educational Outreach, Building & Maintenance, 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 | | 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. |

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

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| | | | (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 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 | 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 |

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| | 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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