

Goshen Farm Preservation Society Board Meeting,
November 19, 2025

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	November 19, 2025	Time: 7:30 PM	7:30 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Christy Folderauer, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Shannon Beauchamp Lepthien, Dirk Schwenk, 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 November 19, 2025, Board Meeting to order at 7:30 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present. Scott Powers was not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Becky wished to add By-Laws changes. Added to New Business, item, d.
 - b) Becky added the Goshen Farm K-2nd grade Coloring and Activity Book printing. Terry stated that Broadneck Evangelical Presbyterian Church is printing these books and activities for a minimal charge.
 - c) Becky wants to discuss paying a Treasurer’s assistant under New Business, Item c ,2026 Budget input.
- 4) President’s Report (Erik Wallace – Provided under separate cover)
 - a) Erik added to his report that he opened the WIFI for Goshen Farm.
 - b) Erik stated that if anyone has not sent him a 2026 budget, please send it to him in the next several days. Terry stated that he did not get a copy of his 2025 budget and Erik will send this to Terry.
 - c) Erik asked if there were any questions. There were no additional questions
- 5) Vice President’s Report (Barbara Morgan – Provided under separate cover)
 - a) Erik asked if there were any questions on Barbara’s report.

- i) Barbara asked Shannon if she had contacted the Bohan Contracting Company. Bohan had reached out to inquire about becoming a sponsor for some of our renovation projects at the Farm.
 - (1) Barbara will reach out to Bohan Contracting.
 - ii) Ann Worthington made suggestions regarding ways to sell her book. Ann suggested that Barbara reach out to St. Margaret's Episcopal Church. Barbara will reach out to Barbara Breedon regarding the sale of the book. Barbara is also selling the book at the November Goshen Farm Goodies Sale.
 - iii) Barbara will be using Google forms rather than SurveyLegend for the packet of information that goes out to Members for the 2026 Annual Membership Meeting and Election.
- 6) Treasurer's Report (Christy Folderauer – Provided under separate cover)
- a) Christy reported that the balance in the checking account as of October 31, 2025 is \$48,137.49.
 - b) Christy reported that Extra Space Storage went up from \$142.00/month to \$193.00/month on October 22nd. Barbara will investigate other storage companies in the area. **(Action Item: 708-11-25)**
 - c) Christy also contacted Statewide Septic again because they had not sent an invoice for many months (totaling \$496.00). They have begun invoicing us again for the \$82.68 monthly charge but have not billed GFPS for those months when they did not send us an invoice.
 - d) Sharon asked Christy if she had received Lou's figures for the amount of money left in the 2020 Maryland State grant fund. Christy stated that her figures for the remainder in the grant fund are \$1,000.00 more than Lou's figures due a \$1,000.00 payment to McCon Engineering by GFPS that was not reimbursed by the state to GFPS and therefore is not indicated in the state's total. **(Action Item: 709-11-25)** Lou will get a copy of the invoice from Christy and request payment authorization again from Board of Public Works.
 - e) Christy reported that we had another \$2,000.00 donation towards repair of the four fireplaces and the chimney in room 1C. That makes a total \$4,000.00 in that restricted fund in savings.
 - f) Christy reported that she spoke to Melissa Wade and Cape Ace Hardware will do a roundup event for GFPS in February or March of 2026.
- 7) Review of Minutes – October 15, 2025 Board Meeting (Sharon Biondi)
- a) October 15, 2025 Minutes.
 - i) **Becky Benner made a motion to accept the October 15, 2025 Board of Directors Meeting Minutes. Bob Nestruck seconded. Erik had one correction.** He will be running for the GFPS Board of Directors but does not plan on serving as GFPS President. **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 under New Business we should discuss how GFPS is going to cover the total cost of the First Floor Foundation Stabilization Project.
 - ii) Lou emailed Matt Bishop of Lundberg Builders to find out when his review of the stabilization plan and coming up with costs for this work will be completed. Lou has not heard back from Matt Bishop as of this Meeting.
 - iii) As relates to the Chimney Stabilization, Keystone Foundation will be starting work on the chimney repair on December 1, 2025.
- b) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Shannon is wrapping up events for 2025. The last event is the Goshen Farm Goodies Sale and she has sent out reminders for this event.
 - ii) Shannon asked if 2026 marks the 20th anniversary of Goshen Farm Preservation Society, Inc (GFPS).
 - (1) Barbara stated that we received the Articles of Incorporation for GFPS in 2007 so our 20th anniversary will be in 2027.
- c) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry reported that his volunteers will be harvesting crops tomorrow in the Hoop House at 9 AM for delivery to My Brother’s Pantry.
 - (1) Erik suggested we put a “blurb” on our website or Facebook page to give credit to these volunteers. Shannon stated that if Terry takes a few photos and sends them to her, Shannon will put this on our Facebook page.
 - (2) Terry announced that My Brother’s Pantry will be holding a small event on Tuesday, December 2nd at the Broadneck Baptist Church on College Parkway. The event is to honor and thank donors and sponsors. He believes the event starts around 5 PM but will email this information to the Board.
- d) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover)
 - i) The Events Committee plans on making changes to the GFPS event line-up for 2026. Barbara has created a Member survey regarding interest in the planned events and suggestions for other events and is waiting for additions and or corrections from the Board before she sends the survey out. She wants to send the survey out by Friday November 21st. The Board agreed with Barbara that the survey should go out to all Members and Nonmembers on the MailChimp list.
 - ii) Barbara wrote the Dec./Jan Caper article and sent it in to the CSCIA.
- e) Garden (Bob Nestruck – No report submitted)
 - i) Bob reported that many of the Sharing Gardeners helped weed the Sharing Garden plots and around the Shallow Water Wildlife Pond. They have also put cardboard down in their plots to keep down the weeds.
 - ii) Sharon asked Bob if he could send out an email to Sharing Gardeners to hang up their garden tools after returning the tools to the tool shed as Roy has put up new

hangers and organized the shed again. Bob stated he would send out a reminder email.

- f) Grounds (Roy Benner – Provided under separate cover)
 - i) During Roy’s meeting with Bruce Lamartin, Risk Management Specialist with AACPS, Brian Wells, Environmental Health & Safety Senior Specialist with AACPS, and Cole Brown, Senior Risk Management Specialist , Selective Insurance. Cole Brown advised removing the large Leland Cypress tree close to the Farm House and invading the Foundation. Richard’s Tree Care took down the large Leland Cypress tree. Thank you, Christy and Richard’s Tree Care.
 - ii) Roy reported that he has no new Eagle Scout Projects at this time.
 - iii) Roy stated that his friend, Architect Dave Mallon, is willing to donate designing a pavilion for the GFPS site.
 - iv) Roy purchased two new 20-pound fire extinguishers for the Farm House and two 5-pound extinguishers for the Sharing Garden Tool Shed and the Servant’s Quarters to replace the outdated and inadequate extinguishers currently there.
 - v) The sign at the H-H Sharing Garden was taken down by Roy. To replace that sign with “Henson Hall Garden” Lori’s brother-in law may be able to create a sign similar to the other wooden signs around the Farm. **(Action Item: 710-11-25)** Roy will send Lori pictures of the signs to help with designing the new sign.
- 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 November, 2025 report is 236.
 - ii) 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).
 - iii) Becky has revised and sent her 2026 Budget to Erik, Christy and Sharon.
 - iv) Linda asked about Dr. Radoff’s books that are stored at the Farm House. Erik stated that this will be covered under New Business, item h.
- i) Financial Development (Jessica Corliss and Lori Runk – Provided under separate cover)
 - i) Jessie asked if she could put forth a motion to nominate Lori Runk for Volunteer Coordination Chair. Erik agreed that now would be a good time.
 - (1) **Jessie made a motion to nominate Lori Runk for the Volunteer Coordinator Board position. Shannon Beauchamp Lepthien seconded the motion. The motion carried.**
 - (2) Jessie reported that she wants to bring to the Board’s attention a few things she is working on.
 - (a) The first item is including some of the potential expenses with any potential grants that are pending in the “pipeline”. For example, the \$50,000.00 for the Maryland Historical Trust needs to be accounted for in our budget plans and in our financial accounting system if granted.

- (b) Jessie wanted to thank all of the Board Members who sent her information such as the status inventory of the Tenant House rooms and their repairability (or not) that Roy and Becky sent her. As she receives and organizes information for a project, she is creating a file and putting this file onto the Shared Google Drive for later reference.
 - (c) Jessie asked that Board Members read and if requested, respond to the proposals for grants, projects and fundraising proposals when she sends them to the Board. There is not enough time to cover these in detail at monthly Board Meetings.
 - (d) Becky stated that the letter for Delegate Heather Bagnall has some errors. Jessie has this letter as a draft and has not sent it out. She will get edits before she sends. This will be discussed under New Business, item g.
- j) Volunteer Coordination (Lori Runk)
- i) Lori stated that Cape JOM was not able to hold their end of concerts raffle drawing due to weather but they will hold the raffle drawing at the CSC Christmas Tree Lighting Ceremony. After the drawing they will know how much money they have to donate to GFPS and then send a check.
 - ii) Erik will get with Lori and create a Goshen Farm email address for Volunteer Coordinator. **Action Item: 711-11-25)**
- 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.
- m) Ad Hoc African American Heritage Committee (Linda Páez – Provided under separate cover)
- i) Linda asked if there were any questions regarding her report. There were none.
- 9) Review of Action Items from September 17, 2025 Minutes (Secretary – Provided under separate cover)
- a) **(Action Item: 697-08-25)**, Contact Jessie and Christy regarding requesting a “round-up” for GFPS from Cape Ace Hardware and fundraiser event with Broadneck Grill. Action is **CTD**. Broadneck Grill date is January 28, 2026 and Cape Ace Round-up is February or March, 2026.
 - b) **(Action Item: 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. Action is **CTD**. By-Law change to 15 Board Members is necessary.
 - c) **(Action Item: 701-09-25)**, Send out email regarding Board Members up for election in January 2026 and are they running again. Action is **CTD**.
 - d) **(Action Item: 702-09-25)**, Contact Keystone Foundation regarding clearing inside and outside of the Farm House to prepare for chimney repair. Action is **CTD**.
- 10) Old Business:
- a) Milk House costs estimate, grants, plan

- i) Status is unchanged. Lou reported that 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.
 - ii) There was a walkthrough of the Tenant House on November 1st. Becky and Roy did another walkthrough and noted what rooms, parts of rooms and materials were salvageable. See Jessie's Financial Development summary of these two walkthroughs in her full report.
- c) 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.
- d) Event Use Fee Schedule
 - i) Barbara will send the Event Use/Rental Fee Schedule out to Members who have previously used or rented the Farm for an event. The new Event Use/Rental policy and the Event Use/Rental Fee Schedule will be a lot more work for the Events Chairs and Treasurer for tracking the fees that will come in and refunds.
 - ii) **Barbara Morgan made a motion that we approve the final revised Event Use/Rental Policy, the Event Use/Rental Fee Schedule and the Event Use/Rental Agreement documents. Dirk Schwenk seconded the motion.** Discussion ensued. **The motion carried unanimously.**
- e) Handicap Access Plan (Accessibility Plan)
 - i) This plan is still a work in progress.
- f) First Floor Foundation Stabilization RFP - Status
 - i) Lou is waiting for the Board to decide about 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 Jess will meet in November to discuss a submission for a Maryland Legislative Bond initiative to cover the completion of the stabilization project. Erik and Jessie will also consider submitting a grant proposal to Maryland Historical Trust as well for this work on the First Floor Foundation Stabilization as a backup plan.
- g) "Keep Maryland Beautiful"(KMB) Grant Applications available for 2026
 - i) 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 planting, 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 we receive the grant. The proposal is looking at approximately 3 acres of the Farm south of the Farm House. Stacey Wildberger, President of the Cape Conservation Corp, 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.

- (1) Erik is working on getting a letter of support from AACPS Superintendent, Dr. Bedell.
- (2) Jessie has a meeting with one of the administrators for the grant on Friday. She has specific questions on budget, changes on the budget and if we can pivot if there is a problem with a budgeted action.
- (3) Becky had a question regarding critical areas. Brandon Willey suggested that if we include these areas of the Farm, this could positively impact approval of our application. Are these areas being considered?
- (4) Secondly, since you are having trees planted at the end of the driveway (a critical area), permits are going to be needed. Who is going to take care of that aspect?
- (5) Lastly, Becky is thinking that having these trees at the bottom of the driveway is not the best plan. She believes these trees planted further up the driveway would give the effect of entering a quiet, secluded and rustic place from the past.

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) 2026 GFPS Election
 - (1) Barbara stated that she needs Christy's Bio. She also needs By-Laws changes for the packet going out to the Members.
 - (a) Becky stated that an addition to Article 2 section 1. "Cape St. Claire, add 'Annapolis, Maryland' to the address." Becky will send this change to Barbara.
- c) Annual 2026 Budgets
 - i) Erik would like the Chairs who have not turned in budgets to complete these by the end of November. The new chairs, Financial Development and Volunteer Coordinator, should put together a budget for 2026. Erik can send a format but if

- there is anything the Chairs may need going forward, put it in your budget. This will facilitate creating the GFPS 2026 Budget by the Treasurer.
- ii) Paid Assistant to the Treasurer
 - (1) Becky suggested that GFPS may want to pay an assistant to the Treasurer. Becky suggested asking Christy what she is paying Sharon Smith for her help with the accounting system updates. No one was assigned this action.
 - d) Proposed By-Laws Amendments
 - i) Potential By-Laws changes that have been discussed are: making the African American Heritage and the Security Committee Standing Committees which will require changing the total number of Board positions in the By-Laws, adding language to financial reporting requirements, and the last change that Becky suggested in the GFPS address to include: Annapolis, Maryland.
 - e) 2025 – Position Chairs – Complete 2025 overview/recap for Annual Membership Meeting (AMM)
 - i) Erik stated that he included a link in the November Agenda to a 2024 document that he did last year as a write up. He wants the chairs to complete their highlighted section that they own and go in and modify for 2025. If a chair is not comfortable editing their section, send Erik what you want to say and he will edit this into the document. This completed document will go out with the AMM packet. During the AMM, Erik will give each Chair an opportunity to talk about their section of the document.
 - f) Budget for the First Floor Foundation Stabilization
 - i) Jessie stated that Lou has contacted State Delegate Heather Bagnall regarding another Maryland Legislative bond initiative application and has given Jessie Heather’s contact information for additional contact/discussion. GFPS received a State Grant in 2020 and we are still trying to spend the money. So Jess is going to put forward a general proposal with estimated cost for another bond bill for public sewer and water for the Farm. In addition, Lou and Erik and Jess would put forward a proposal for another initiative to complete the First Floor Foundation Stabilization project. Lou suggested contacting Cory, Delegate Bagnall’s Administrative Assistant, to ask if we can submit applications for two Bond Initiatives. Lou also suggested they keep the conversation regarding both proposals general.
 - g) Pavillion
 - i) The Pavilion Committee did meet. Dirk sent out notes to the Board. Erik asked Board Members to review Dirk’s notes.
 - h) Disposition of Dr. Radoff’s books being stored at the Farm House
 - i) Becky has been communicating with individuals at the Maryland State Archives concerning the 400 or more books we are storing. She has been asked what GFPS plans on doing with these books – are we going to have them on display, or to be used as reference books and who will have access to these books. Discussion ensued.

- (1) Although these books are not valuable monetarily, Barb sees them as part of a library in the Farm House when that part of the renovation is completed.
- (2) Some should be displayed in the Servant's Quarters on shelves.
- (3) Becky has volunteered to go through the books to see which are still in good condition and which have deteriorated. The books that GFPS chooses to keep should go into the storage container which is climate controlled. Further discussion was tabled until the next Meeting.

12) Comments from the floor

- a) Lou wanted to let the Board know that when the First Floor Foundation Stabilization Project is completed, he will be resigning as Building and Maintenance Chair. Jessie asked if he would consider serving in an advisory role to the Board and he responded "If health issues allow then he would."

13) Adjournment

- a) **Becky Benner made a motion to adjourn the Meeting. Shannon Beauchamp Lepthien seconded and the motion carried.** The Meeting adjourned at 9:55 PM.

ACTIONS

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

688-05-25)	Create proposal for a brick or other pervious materials pathway from the parking area to the Sharing Garden.	Jess	06/20/25	Working	The Board agreed that normal bricks would not work for wheelchairs or walkers. More research on materials needs to be done.
692-08-25	Supply and place large tarp on the Tenant House	Christy and Richard's Tree Care	06/30/25	Working	Frequent storms are causing leaking through the old tarp put on by Richard's Tree Care.
696-08-25	Set up meeting with Jessica, Becky, Shannon, Barb and possibly Eric to set events and dates	Barbara	08/30/25	Working	Becky needs this information (dates) for CSCIA Calendar and Sign Board by September 19th.
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.	Lou	11/15/25	Working	Budget to include miscellaneous items needing replacement in the Farm House such as light bulbs, fire extinguishers, etc.
704-10-25	Send Erik a list for 2025 of student events (and number of students) for Erik's Annual Report to AACPS Superintendent Dr. Bedell and the AACBOE.	Terry	12/15/25	Working	Important to convey the number of students GFPS hosts each year.
705-19-25	Create videos and photos of Mitigation Procedures Invasives (before, during, after) with dialogue and labels with dates. For posterity and inclusion in educational classes.	Board	When project begins	Working	Used for multiple purposes including the website.
706-10-25	Create videos and photos of Chimney and wall repair in Room 1C.	Lou	Early December	Working	Used for multiple purposes including the website.
707-10-25	Create videos and photos of 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.
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.	Barbara	2/15/26	Working	Look for a better price for two units.
711-11-25	Create a Goshen Farm email address for Volunteer Coordinator.	Erik and Lori	1/02/26	Working	Needs for communicating.

RECURRING ACTIONS

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	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President or President's designee	Every February		New and Changed Board Members Lou will do for 2020, 2021, .2022, 2023. Done in 2023 by Lou and Barbara.
Every 3 years	Goshenfarm.org domain name renewal – Go Daddy (Bill listed as GoDaddy web order 2317)	Treasurer/Communications Chair	Renewal date is 03/11/2025	DONE?	Both Treasurer and Communications Chair should receive contract renewal notification every three years. Renewed in 2016, for \$63.51. Renewed in April 2019 for \$63.51. Renewed in April 2022 for \$63.51. The cost in 2025 will be \$65.98 Automatic Payment
Annually	Renew Basic Managed Word Press –Go Daddy (Bill listed as: Go Daddy Web Order 2077)	Treasurer	March or April	DONE?	Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in April 2020 for \$119.88. Renewed April 2021 for \$119.88. Renewed in March 2022 for \$119.88. Renewed in April 2023 for \$119.88. Renewed in April 2024 for \$155.88 Automatic Payment
Every 2 years	Renew SSL (security) on GFPS Website – Go Daddy	Treasurer	April or May	DONE?	\$159.98 Annually for upgraded Security on GFPS Website Renewed 5/02/22 For increased payment of \$189.98. Renewed in April 2024 for \$199.98. Automatic Payment
Monthly	Goshen Farm.org Google email accounts for Board Members (Bill listed as: Google Apps_COMME 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 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 2025?		(Federal) (Form 990-N suffices) Completed in April 2024.
Annually	"Maryland Personal Property Return", D11766862.	Treasurer	April 2025?		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 2024? 2025?		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 Matching Funds? Grants?	August 31 st Which Years?	? Done?	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) Which years?		For Charities that raise \$25,000 or more. Charities and Legal Services Division 410-974-5534 can be reached for questions. Email: dicharity_ Annual Membership Meeting and Election.
Every 5 Years	Maryland Sales and Use Tax Exemption Certification Renewal (SUTEC # 31203931)	Treasurer	September 2027 or 2028?		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	2. Not for Profit Management Liability Policy (Part A) NFP Directors and Officer Liability (Part B) Employment Practice Liability	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834 Dates for payments for both policies vary each year.

			#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
Annually	Give membership numbers to CSCIA and file for CSCIA Recognized Organization and sign up for their Sign board for events.	Membership Chair	Every September		80% Cape Residents
Annually	Request CSCIA Signboard postings for 5 GFPS events for the coming year.	Membership Chair	Every October	\$250.00	Does not include cost of posting concert dates. This must be done separately at a cost of \$25/for 3 days and \$50 for 7 days.
Bi-Annually	Post Facebook posts in "I live in Cape St. Claire", "I live on the Broadneck" and "I live in Revell Downs" encouraging residents of these areas to join GFPS.	Communications Chair	June 15th and January 15th		Increase membership and introduce area residents to Goshen Farm and the goals of GFPS. Events Chair posts events to all three groups.
Annually	Pay Google \$19.99 for 130 gigabytes of storage on Drive	Treasurer	December 15 th	\$19.99	Automatic Payment
Annually	Transfer 25% of net income from GFPS checking to "dedicated" Farm House account.	Treasurer	After Tax Return is accepted, Treasurer calculates 25% of net and reports this figure to the Board. Then transfer occurs.		The GFPS Board approved moving 25% of net income each year to the dedicated Farm House preservation and restoration fund starting December 2018. Must wait until receive Tax Returns so we know GFPS net income for the year. Treasurer transferred for 2019 (with corrections), 2020, and 2021 to savings account. In 2022. Treasurer transferred on 12/20/23 for 2022. Treasurer transferred on 05/2024 for 2023.
Every 10 years	Replace surge protector in electric panel	Building & Maintenance Chair	April, 2028		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer

					recommended replacing surge protector every 10 years.
Annually	Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401	Beekeepers (Erik Wallace)	January 1	Haven't received.	GFPS Beekeepers are Erik Wallace, Kassie Shetler and Joyce Gooldy. Erik Wallace receives the recertification forms in December at GFPS mailing address and completes for our total number of hives. GFPS receives the certification in January. When the recertification forms are received in the mail, they should be given to Beekeeper, Erik Wallace. The Secretary keeps a copy. Rec'd for 2023 (no copy for Secretary). Rec'd for 2024