

Goshen Farm Preservation Society Board Meeting,

May 20, 2026

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Erik Wallace, President	Recorder:	Zoom, Sharon Biondi
Date:	May 20, 2026	Time: 7:30 PM	7:31 PM
Location:	Via Zoom	.	
BOD Attending:	Erik Wallace, Barbara Morgan, Christy Folderauer, Roy Benner, Becky Benner, Terry Brandon, Bob Nestruck, Sharon Biondi, Jessica Corliss, Shannon Beauchamp-Lepthien Lori Runk and Linda Páez		
Members/Guests Attending:	Lou Biondi, Stephanie Tuckfield		

- 1) Call to Order and Welcome of Board Members.
 - a) President Erik Wallace called the May 20, 2026, Board Meeting to order at 7:31 PM.
 - b) The Meeting was held via Zoom.
- 2) Acknowledge Board Members and guests.
 - a) Erik welcomed the Board Members present. Dirk Schwenk was not in attendance. Erik established that we had a quorum.
- 3) Erik requested changes or additions to the Agenda from Board Members.
 - a) Shannon asked to discuss GFPS logo and Branding Guides. Added to New Business, Item f.
 - b) Becky wanted to discuss recognition for Scott Powers service to GFPS. Added to New Business, Item g.
 - c) Becky asked for clarification on ZipSprout mentioned in President's report. Jessie will explain under New Business, Item h.
 - d) Erik asked for discussion on sign board. Added to New Business, Item i.
- 4) Officer Reports / Comments
 - a) President's Report (Erik Wallace – Provided under separate cover)
 - b) President Wallace added that the apiary has 8-10 honey supers and they are all full.
 - i) Erik asked if there any questions on his report.
 - ii) In Eriks's report he noted that Jim McCrea sent Erik a follow up note after the Parole Rotary Club's Tuesday Breakfast on May 5th. Jim and Paul Racette would like to include Goshen Farm in their submission for the Rotary Gold Environmental Award.
 - iii) Becky asked if this was a monetary award and Erik responded that this environmental award is more for district recognition.

- b) Becky also asked what ZipSprout was and Erik stated that he would have Jessie discuss this under New Business.
 - c) Vice President's Report (Barbara Morgan – Provided under separate cover)
 - i) Bob Trescott reached out to Barbara regarding some historic materials he had. Barbara, Bob Nestruck and Bob Trescott met and received some historic material that relates to history of the Broadneck Peninsula.
 - ii) Becky asked if Barbara could get Mr. Trescott's address for her as she has his Membership Packet ready to mail. Barbara will reach out on Facebook to get his address.
 - iii) Lou suggested that Barbara could scan the material she received from Mr. Trescott and give the original to the Maryland State Archives. Barbara agreed.
 - iv) Barbara will continue to follow up on the application she sent to Chesapeake Gateways.
 - d) Treasurer's Report (Christy Folderauer – Provided under separate cover)
 - i) Christy reported that the balance in the checking account as of April 30, 2026 is \$99,878.62 and the savings account balance is \$114,988.71
 - ii) Becky had a question on the GoDaddy.com web order. In the Recurring Actions list it says the fee should be \$65.98. We were billed \$148.21. Shannon sent Christy an email breaking down this charge. Christy will forward the email to Becky and Sharon for their information.
 - iii) Becky asked about a check written to BoHan Contracting for \$3,763.00. Christy stated that this was the 5% down agreed upon by the Board on the total contract figure.
 - iv) Becky asked about status of insurance coverage. Erik and Christy are coordinating on it.
 - v) Christy stated that we are still working with Statewide Septic on billing. We had automatic payment set up but they are still having problems with their system.
- 5) Review of Minutes – (Sharon Biondi)
- a) April 15, 2026 Board Meeting Minutes
 - i) **Becky Benner made a motion to approve the April 15, 2026 Board of Directors Meeting Minutes. Bob Nestruck seconded. The motion carried unanimously.**
- 6) Review of Action Items (Secretary – provided under separate cover)
- a) There were no completed or OBE Action Items this month.
- 7) Committee Reports. Please read the reports ahead of time. Bring specific points of order. Discuss any New Business or actions based on Committee Reports.
- a) African American Heritage (Linda Páez -Provided under separate cover)
 - i) There were no questions from the Board.

- ii) Erik stated that he appreciated the listing of all the organizations that Linda is participating in to create relationships and inform others regarding Goshen Farm. He would also like her to separate out those activities that specifically relate to Goshen Farm – what are you doing? What do you need to make your goals happen?
- b) Building & Maintenance (Lou Biondi – Provided under separate cover)
 - i) When Lou reached out to Peter McConaughy of McCon Engineering to let him know that BoHan Construction wants McCon Engineering to go over the plan for the Farm House First Floor Foundation Stabilization (FFFS) and make sure there are no changes or additions, Lou was notified by Peter that Peter has retired. Peter recommended Jack Wotell as an engineer to assist with the FFFS. Lou feels we and Bohan need ongoing support from Jack Wotell. Jack will send his cost estimate in two to three weeks.
 - ii) Erik will meet with Lou when Lou has the estimate.
- c) Communications (Shannon Beauchamp Lepthien – Provided under separate cover)
 - i) Becky asked if Shannon would look into PayPal as a payment option on our website. Shannon will investigate this when she has time.
 - ii) Jessie asked about Shannon’s approval for flyers and brochures. Shannon asked that for any flyers, brochures, etc., she gets a week’s lead time to set up a day to review and create.
 - (1) Becky asked if these flyers and brochures would go to the whole Board for review. Shannon stated that they would not as that would create a “bottleneck” in the process.
 - iii) Jessie brought up that the CSCIA signboard had a message stating, “Goshen Farm supports CSC Fire Station.” Shannon was unaware of this message on the signboard. Shannon reiterated that information/notices for the CSCIA signboard need to go through her. Shannon is trying to keep information regarding mitigation and the connection with the fire house neutral due to the angry reactions coming from Members and the community in emails and Facebook posts. More discussion added to New Business, item i.
 - iv) The discussion on logo conversion and Branding Guide would be in New Business, item f.
- d) Educational Outreach Programs (Terry Brandon – Provided under separate cover)
 - i) Terry discussed the need to have a thorough cleaning of the Hoop House due to an aphid infestation. After discussion of dates, Terry decided on Saturday June 13th. Lori will get details from Terry and create a volunteer sign-up sheet on line and Shannon will advertise this clean-up in the Hoop House.
 - ii) Becky asked Terry about the lighting that he will be purchasing for the Hoop House. Will the cost of those lights come out the first \$1,500.00 or the additional \$500.00 in the grant. Terry stated that the lighting will be purchased from the \$1,500.00.

- e) Events Coordination (Barbara Morgan/Christy Folderauer – Provided under separate cover).
 - i) Barbara reported that some of the approved Event Use dates have changed. Stacy Wildberger’s class on invasive species changed from August 15th to August 22nd. The composting Class has been changed to May 30th.
 - ii) Barbara is beginning her work on the August 29th Wine Down at the Farm and Silent Auction event. Julianne Sullivan from Bella’s Liquors has agreed to sponsor the event again. Barbara stated that she needs help acquiring auction items.
 - f) Financial Development (Jessie Corliss -Provided under separate cover)
 - (1) Jessie wanted to discuss appointing Project Managers and committee members to the active grants so GFPS would have names and contact information. Erik believes that that should be the responsibility for the grant manager.
 - (a) Erik stated that Roy would be the Maryland Historic Trust (MHT) Driveway Grant Manager as this project falls under the Grounds Committee. When discussing the MHT Museum Assistance Program (MAP) Grant, Barbara stated that she would agree to be grant manager for that grant.
 - (b) Erik asked Jessie about the Pavilion grant. Jessie stated that the award date for the Pavilion grant is July 9, 2026 and the next Pavilion Committee meeting is May 29th.
 - (c) Jessie also wanted to discuss advertising sponsorship. Erik postponed this discussion to New Business, Item h.
- NOTE:**
- (Secretary is leaving this information from April’s Meeting Minutes to help Board Members track grant names and amounts.) Jessie’s report included three (3) grants that were submitted that were approved (MHT AAHPP Driveway Grant for \$51,000, the MHT MAP “Digital Backbone” Grant for \$14,800 and the Parole Rotary Foundation Grant for \$3,000); the grant that GFPS submitted that was not approved (the Keep Maryland Beautiful Track 3 Grant for \$48,145); four grants that were submitted and are pending (the Chesapeake Crossroads/MHAA Pavilion Grant for \$100,000, the Rotary Club of Annapolis “Research” grant for \$10,000, the Legislative Bond Bill for exterior Farm House work for \$80,000 and the Education Pilot Program for Underserved Youth for \$35,000); and one grant ready to submit (The Anne Arundel Arts Council Grant to support African American Heritage Committee’s fall programing for up to \$2,500 due May 31, 2026). Jessie reminded the Board that all of this information is available on Google Drive under Grants; Grant Tracker.
- g) Grounds (Roy Benner – Provided under separate cover)

- i) Roy stated that he was concerned that he had spent \$383.00 on the table top plots and \$336.75 on replacing the 40-foot east side of the Henson-Hall Garden wattle fence - neither of these expenses was in his Grounds budget.
 - (1) Erik stated that the money for the tabletop planters can come out of Erik's budget and Erik and Bob will look for the money for replacing the wattle fence section in the Sharing Garden/Henson-Hall Garden budget.
 - (2) Roy also stated that he has received three bids for cleaning and capping the fireplaces in the Farm House. The Chimney Guy had the lowest bid (\$650-\$700) and lives in Cape St. Claire.
 - (3) On May 12th Roy hosted Megan Thomas, Soil Scientist for NRCS from Frederick, and a Soil Resource person for NRCS State Office. They conducted soils training for 12-15 Chesapeake Bay Trust employees for over two hours. These employees help establish rain gardens and other stormwater management structures throughout Maryland. Before the training, Roy had hauled 1½ trailer loads of soil from the Soil Health Pit for conducting these classes.
- h) History & Research Chair (Vacant)
- i) Membership (Becky Benner – Provided under separate cover)
 - (1) The total Membership units as of the May 12, 2026 report is 200.
 - (a) Jessie has done a remarkable job finding, applying to and being awarded grants in 2025 and 2026! GFPS Thanks you, Jessie!
- j) Security (Dirk Schwenk – No report submitted)
 - (1) Erik reported that the three Ring Cameras are installed and the only thing that may need to be done is to change or adjust angles of the cameras. We still have the other 4 older cameras so we have 7 cameras total.
 - (2) Roy mentioned that he found a light that had fallen off a tree leading to the lower parking lot. He doesn't know if it just fell off or it was vandalism. There is also a camera on the pole near that location but it is too low and should be raised for a better view. Roy will replace the light when he has time. **(Action Item: 720-05-26)**
- k) Sharing Garden (Bob Nestruck – Provided under separate cover)
 - i) Bob reported that Tracy Smith had 200 strawberry plants ready for the Strawberry Festival.
 - ii) Bob will be using the remaining pickets he has to repair the Sharing Garden fence.
 - iii) Fran Bents and Bob removed Multiflora Rose from the Shallow Water WildlifePond area and Fran will tend a small patch near the blueberry bush in the Colonial Kitchen Garden. She is waiting for Larry Jennings to purchase new natives for around the pond (Larry has \$500.00 in grant money for this purpose).

- iv) Bob has concerns about these huge (3 inch in diameter) vines growing near the Nature Play Center behind the fence where the boat sandbox is located. Christy will look at these vines to see if they can be cut down. **(Action Item:721-05-26)**
 - I) Volunteer Coordinator (Lori Runk (Provided under separate cover)
 - i) Lori stated that in addition to the 200 Strawberry Plants that will be used a prizes for the Plinko game at the GFPS Strawberry Festival booth, The Cape Garden Club donated 30 plants to Goshen Farm. Lori would like to give these plants away to people who renew or sign up for Memberships. Barb thought that was a great idea. Lori would need signage for both of these activities. Shannon said she would help with the signage.
 - ii) In addition to the volunteer sign-up email for the Strawberry Festival booth, Lori also asked Barb for the jobs that are done before and during the concerts so she can make a sign-up email to go out for the Summer Concert Series. Barb stated that she had sent Lori both of these out to her in an email. Lori will look back for this information for the concerts. She will create a SignUpGenius for the Concerts and another for the work to clean up the Hoop House.
- 8 Old Business
- a) First Floor Foundation Stabilization (FFFS) RFP - Status
 - i) Discussed under Building and Maintenance report.
 - b) "AAHPP Grant – Approved \$51K – Driveway Repair funding (Status update)
 - i) Maryland Historical Trust (MHT) requested high level engineer drawings for the driveway improvement work. Jessie has sent out requests for bids from engineers and is waiting for replies.
 - c) MD Legislative Bond Initiative (Bond Bill)
 - i) GFPS received notification that this grant application was approved for \$80,000.00.
 - d) Parole Rotary Grant – Status
 - i) The Parole Rotary Grant for \$3,000.00 was approved and the check was picked up at the May Tuesday Morning Breakfast Meeting of the club.
 - e) Move Stinchcomb Organ
 - i) Erik picked up the organ from Scott Powers' home and delivered it to GFPS' storage units.
- 9 New Business
- a) Event Use Application Log. - Google Sheets
 - i) Review Event Use Application Log and any new Event Use Applications (Events)
 - (1) Member Laura Armstrong Falvey, Chesapeake Nature Connection, completed an Event Use Application for a guided "Forest Bathing" walk on proposed date of June 20th for a group of 6 – 8. Barbara reached out to Laura to see if she would like to add this experience to the GFPS's classes being offered to its Members. Laura agreed and her class, called Shiurin Yoku, will be advertised as a "Mindful Walk in Nature" class on June 20th.

- (2) Sarah Solorzano, Axis Church asked to do a worship and breakfast on Sunday, August 9th for 60 people. She also wants an additional port-a-pot and electricity. Sarah has a Household Membership and the Brandons (also members of the church) have a Household Membership, so that would cover 40 free attendees. Axis Church would owe \$100.00 plus the cost of the port-a-pot. Barbara will contact Roy and/or Christy to rent the extra port-a-pot and Terry Brando can give them access to the electric box. Barbara approved this request for usage.
 - (3) Eloise Ullman, Broadneck Baptist Church, also wants to have a service and breakfast for 30 attendees on May 31st from 8:30 AM – 1 PM. There are several GFPS Household Members with the church so their 30 guests are free.
 - (4) Barbara also had a request from Mary-Lynne Neil, for a plein aire painting class from Kent Island Federation of Arts (KIFA). Barbara sent Mary-Lynne a packet to complete and return.
- b) Communication/Education regarding the mitigation project by DPW. (Stephanie Tuckfield)
- i) Member Stephanie Tuckfield contacted Erik and he put Stephanie on the Agenda to discuss her concerns regarding the Mitigation Plan being monitored by AA County Department of Public Works (DPW). Stephanie has several major concerns regarding this Plan: Though homes on the border of the mitigation area are supposed to be receiving letters from DPW, she and some other neighbors have not received notification letters; spraying of herbicides which include her back yard endanger her children who have a play area located in that area; her attempts to email or talk to the Mitigation Project Manager, Brian Mui have brought no results regarding her concerns; the area where the fox den was supposedly identified to protect was completely cleared and sprayed with herbicides; and lastly, she believes that GFPS should make sure that the Members and community have a better understanding of this Mitigation Plan and its goals or this project will negatively impact GFPS. Stephanie believes that if the community better understood the goals of this project, they would support it.
 - (1) Erik stated that he and Roy meet with the mitigation team monthly. He asked Stephanie to email Roy with her concerns and they would discuss them with the team. (Roy gave her his email.)
 - (2) Shannon agreed with Stephanie that GFPS should put out information to the community and asked Stephanie to give her Stephanie's email so they could work on this together. Stephanie agreed to work with Shannon on a communication piece and gave Shannon her email address.
 - (3) The Board was very disturbed by what Stephanie reported to them regarding the Mitigation Plan and communication with DPW.
- c) Chimney cleaning/Recapping Vender (Grounds)
- i) Roy received three bids for the chimney cleaning and recapping.

- (1) **Roy Benner made a motion to hire the Chimney Guy for up to \$700.00 to do the two chimneys on the 1783 Farm House. Shannon Beauchamp Lepthien seconded.** There was no discussion. **The motion passed unanimously.**
- (a) Erik stated he would work with the budget associated with getting it done.
- d) Termite control (Farm House, Milk House and Tenant House)
- i) Roy brought up the suggestion that GFPS needs to have these three buildings treated for termites. This was last done in 2012 or 2013. He has not contacted termite control companies for bids on this project. Erik told Roy to go ahead and get bids for the work. **(Action Item: 722-05-26)**
- (1) Erik also let Roy know that he and his helpers store beehive equipment in the Milk House. He needs notice regarding treating for termites so he can remove all Apiary equipment out of the Milk House so the beehives would not be contaminated (would be lethal to the bees).
- e) Farm Equipment - Fred Doepkens (Grounds)
- i) Roy indicated to the Doepken family that he is interested in the grape vine press, saw, hand plow and silo blocks. The family has not made a decision regarding to whom equipment would be donated.
- f) Logo Conversation / Branding Guide (Financial Development and Communications)
- i) Jessie discussed problems with our GFPS logo with Shannon. Shannon has been having problems with using our logo for some time because the technology used to create it is outdated. It is hard for other groups or organizations to duplicate. We also need a Branding Guide so others know when to use our logo and how to use our logo. Discussion ensued.
- (1) Shannon will send out examples of Branding Guides for Board Members to review and to help them understand the purpose. Later, she will send out examples of our Logo created with new technology.
- (2) Shannon responded to Becky's question regarding A.I., that no A.I. material will be used.
- g) Acknowledgement of Scott Powers (History and Research) – prior to move
- i) Erik will work with Barbara to research previous plaques GFPS has done to honor a Member and what would go on a plaque for Scott. Shannon suggested a "shout out" for Scott in The Caper. That idea was well received!
- h) ZipSprout – Who / what is it / interest
- i) Shannon discussed with Jessie that she had been contacted by ZipSprout which is a Corporate Marketing Firm. The Board discussed a sponsorship proposal from ZipSprout Marketing on behalf of an Annapolis Law Office offering \$350.00 for website placement. This \$350.00 donation doesn't align with GFPS's Corporate Sponsorship levels which start at \$500.00. Jessie will send a response for an event sponsorship alternative. Jessie will let Shannon see the response before Jessie sends it to ZipSprout.
- i) SignBoard run thru Communications.

- i) Shannon asked that messages for the CSCIA signboard be run through her or the Board. Erik stated that he agrees and the Sense of the Board is in agreement with this.

10 Comments from the floor

- a) Becky is concerned that at Board Meetings the Board Members are being asked to make decisions on things that they do not have enough information in order to make a decision. Erik asked Becky to send him an email to give him some examples of this happening.

11 Adjournment

- a. **Lori Runk made a motion to adjourn the May 20, 2026 Board Meeting. Shannon Beauchamp Lepthien seconded and the motion carried unanimously.** The Meeting adjourned at 9:47 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
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).
565-12-22	Find an auditor to recommend to the Board for 2023 audit of GFPS financials.	Christy	1/15/23	Working	Postponed until new By-Laws change at January 2024 Annual Membership Meeting. Last GFPS audit was done in 2020 for FY 2016, 2017 and 2018 by accountant Fred Miller for \$300.00.
566-02-23	Send Lou a list of the questionable GFPS form versions so he can check and then take the old forms down and put up the approved final versions on Google Drive.	Becky	3/15/23	Working	Board Members will be assured they have the correct version and easily access correct forms on Google Drive.
568-02-23	Research the steps for and cost of repairing the Milk House.	Lou and Roy	4/15/23	Working	Review engineer's report.
609-08-23	Contact Jason Brown to inspect the Tenant House roof and generate an estimate of scope and cost for GFPS.	Barbara	11/01/23	Working	Need to know scope and cost of this expanded repair before investigating funding.
621-10-23	Add photos of Sharing Gardeners working and harvesting their plots to the PowerPoint presentation. (Should be completed prior to the Harvest Pasta Dinner to be included in the event.)	Roy	08/30/2024	Working	The PowerPoint presentation should be shown at the Harvest Pasta Dinner which the Gardeners sponsor each year.
676-12-24	Print out copy of Mianna Jopp interview. This should go out to the Board and onto Google Drive under "Oral Histories".	Roy and Becky	03/30/25	Working	Prevent loss of this interview
681-02-25	Review the February Financial Development Report including the Three-Year Plan and give Jessie feedback and information requested	Board Members	05/01/25	Working	Jessie needs more information and input to "flesh out" her ideas.
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.
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 2027.	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.
705-19-25	Create videos and photos of Mitigation Plan Procedures involving Invasives (before, during, after) with dialogue and labels with dates. For posterity and inclusion in educational classes.	Board	When project begins	Working	Used for multiple purposes including the website.
707-10-25	Create videos and photos of the First Floor Foundation Stabilization repairs of Farm House.	Lou	January?	Working	Used for multiple purposes including the website.

716-03-26	Research and complete the application for the Chesapeake Gateway Network.	Barbara	05/30/26	Working	Recommended by CCHA.
717-03-26	Research the cost of cleaning the chimneys and capping them and bring a proposal to the Board for this work.	Roy	06/30/26	Working	Will preserve the work that has been done on the chimneys and hearths.
718-04-26	Create a new Business Plan for GFPS .	Erik, Jessie, and other Board Members	07/30/26	Working	AKA Strategic Plan, three-year Plan, Five-year Plan
719-04-26	Work on plan to communicate and update Membership and our other partners regarding the Mitigation Plan	Shannon, DPW Project Manager Brian Mui, and other Board Members as needed	Two-year project (actual mitigation work began in April 2026.)	Working	Important to keep GFPS Members and our local partners such as CSCIA, CSCES, Broadneck HS, and others informed of the Mitigation Plan and the active phases of the plan. Stephanie Tuckfield agreed to work with Shannon on this informational piece (possibly for The Caper.
720-05-26	Replace the light that fell off the tree on the path leading to the lower parking area.	Roy	7/30/26	Working	Important for lighting when walking to the lower parking area after summer concerts.
721-05-26	Look at the vines behind the fence near the boat sandbox in the Nature Play space to see if they can be cut down.	Christy	7/30/26	Working	Could fall on Nature Play Space fence and break the fence.
722-05-26	Get bids for termite treatment of the Farm House, Milk House and Tenant House.	Roy	7/30/26	Working	The last termite treatment of the Farm House was in 2012.

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	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 \$69.51. 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 . Renewed in March 2025 for\$155.88. Renewed in March 2026 for \$148.21 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. Renewed in in April 2026 for \$247.18. 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, 2024, 2025.
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. 2023, 2024, and 2025
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_
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	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)	Account Manager: Robert Ehm, 410-384-4882 696 Ritchie Highway, Suite 300, Severna Park, MD 21146 Email: rehm@moraninsurance.com , Fax: 410-544-6834

(See dates)			#S243298400, effective May 27, 2025, \$383.00th, paid quarterly (Total cost: \$1,532.00 /year)	Employment Practice Liability #MY1028 Annual payment of \$1,274 Effective May 21, 2025 Annual payment due June 22, 2025, (Total: \$1,274.00/year)	Dates for payments for both policies vary each year. Total Annual insurance premiums: \$2,806.00 Automatic Payment
Bi-annually	Pay State of Maryland sales tax for GFPS items sold over six-month periods	Treasurer	January and June		The State does not send out a reminder; only a late notice. April, 2026.
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, 10/24, 10/25 (Needed new fire extinguishers)
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.

					Treasurer transferred on 03/25 for 2024. Treasurer transferred on for 2025.
Every 10 years	Replace surge protector in electric panel	Building & Maintenance Chair	April, 2028		Surge protector installed by Paxson Lightning Rods Inc. of Westchester, PA when installing the Lightning Protection System. Installer recommended replacing surge protector every 10 years.
Annually	Honeybee Colony Registration Maryland Department of Agriculture Plant Protection and Weed Management Section 50 Harry S. Truman Parkway Annapolis, Maryland 21401	Beekeepers (Erik Wallace)	January 1		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. Rec'd for 2025.
Annually	Prepare for Annual Membership Meeting	Board	October		Chair budgets (secretary also sends budget)sent to President and Treasurer, Annual budget for next year ,any By-Laws amendments approved by the Board, ballot for Board vacancies, previous year's Annual Meeting Minutes, Chairs' annual report, Chairs Annual reports summary

