



**Florida Department of Environmental Protection**

**CITIZEN SUPPORT ORGANIZATION  
2018 REPORT  
IMPLEMENTATION OF 20.058 F.S.**

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Citizen Support Organization (CSO) Name: Aquatic Preserve Society, Inc.

Mailing Address: 2800 S. Adams St. #5969, Tallahassee, FL 32314

Telephone Number: (850)962-9901 Website Address (if applicable):  
<https://www.facebook.com/Aquaticpreservesociety/>

**Statutory Authority:**

**Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships.**

In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

**Brief Description of the CSO's Mission:**

The Aquatic Preserve Society (APS) is a non-profit organization advancing Florida's Aquatic Preserves managed by the Florida Coastal Office (FCO). Our mission is to protect, conserve and restore these unique natural Florida resources through public awareness and support.

**Brief Description of the CSO's Results Obtained:**

Please see report attached

**Brief Description of the CSO's Plans for Next Three Fiscal Years:**

The Society will continue to support the Aquatic Preserve Program through education, and advocacy, and will promote communication between all of the citizens' organizations which support the program

**x Copy of the CSO's Code of Ethics attached**

**x Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement**

# Aquatic Preserve Society

## Annual Report

### FY 2017-2018

The Aquatic Preserve Society operates on a July 1 to June 30 fiscal year. During the FY 2017-2018 fiscal year the Society accomplished the following:

During the year the Society held eleven teleconferences and the annual face to face meeting. Teleconferences are typically one hour long and held on the fourth Wednesday of each month. The annual meeting is an all-day event.

Legislative Issues – The President’s recommended budget cuts were discussed. All coastal management programs were either cut completely or substantially reduced. The Society sent letters to Florida’s congressional delegation to encourage them to continue support of coastal and estuarine management efforts. Emails were sent to other FCO CSOs suggesting that they take similar action.

Kevin Claridge, FCO Director, gave a follow up report with the good news that all programs of concern were fully funded by Congress and that many received increases. He also reported that the Coastal Office was treated well by this year’s Legislative Session, receiving 3.6 million for a coastal resiliency program.

#### Living Waters Exhibit

Clyde Butcher gifted the Living Waters Exhibit to the Society in support of the Aquatic Preserve Program. The Society has had extensive discussions as to how best to utilize the exhibit and has decided to retain it and use it as a component of education and fund-raising activities. Developing a use agreement and procedures was necessary before loan of the exhibit could be initiated.

A Living Waters Exhibit Agreement was developed and discussed extensively. A DEP lawyer has reviewed but provided no comments since DEP is not a party to the agreement. Final review and approval was added to the annual meeting agenda, where the agreement was given a final reading and a motion was approved to accept the document. The Agreement will be executed with anyone wishing to use the Living Waters Exhibit.

Terry Cain and Heather Stafford have taken the lead on writing an Exhibit B for the Living Waters Agreement, which will provide guidance concerning care and handling. Ellen Leroy-Reed from GTM provided some helpful information from their CSO operations manual. Terry has developed draft documents currently under review.

Several policies on use of the exhibits were discussed. The following policy motions were approved by the board.

Policy: The exhibit may be loaned to groups outside the FCO and aquatic preserves system, providing they have a compatible mission.

Policy: The Society will be flexible on charging or waiving fees according to the financial circumstances of the borrower.

Policy: The Society will allow sub-setting of exhibit so that the borrower can select images of interest to their location.

Terry asked Nikki, Clyde’s daughter and business manager, if any of the prints are damaged, could they be replaced. All of the images are available. The society would be given a 50% discount if replacement was needed.

During the discussion of the agreement, other ideas for administering the exhibit were briefly discussed. Small images of the photographs would help advertise the exhibit, especially if used in a web-based format. Checklists of the contents of each crate would be helpful for repacking. An on-line fund raiser to maintain the exhibit was suggested. There was considerable discussion of whether and how to insure the exhibit.

Heather announced the availability of the exhibit during an AP managers meeting. Deborah Shelley said the Wekiva River AP office/Alliance CSO is interested in displaying in April 2019 with a potential showing in Deland. Terry mentioned possible display at Mound House.

The exhibit was moved from Koreshan State Park to the Charlotte Harbor Aquatic Preserve Office where it will be more secure.

## Grants and Public Interest Projects

Criteria for Approval of Grants and Public Interest Funding were discussed. The Board voted to approve a policy that the Society will accept public interest funds up to the amount of \$10,000 without requiring any action of the Board. For other funding and public interest projects over \$10,000 the board would have to review the project at a regular meeting or a special meeting if necessary.

Larry Nall provided an overview of the various projects for which the Society is holding funds.

Questions were asked about why there had been no expenditures in the funds being held by the Society for use in several aquatic preserves. Several of the funds are related to activities in Charlotte Harbor. The funds will be held until a sufficient amount is accumulated to fund a seagrass mapping project. Tampa Bay began expending some of its funds in the Spring, for island restoration projects.

Mark Virglio requested articles on any of the projects we fund so he can post to the web page.

## CSO Coordination Teleconference

Several board members participated in this teleconference which was hosted by the FCO. There was good discussion among the attendees and this forum seems to support the Society's goal of improving communication between the various CSOs. Standardizing the meeting frequency and developing an agenda would improve the effectiveness. There is a CSO Manual which has been recently revised. The Society is currently reviewing the manual. Adding 'How To' and 'Lessons Learned' to the manual would be helpful.

## Oceans Day Update

Larry attended Ocean's Day at the capitol. Due to a mix-up in scheduling, the Legislature was not in session and the attendance was light, except for a large group of girl scouts touring the capitol.

Larry was able to chat with Lenore Alpert, Executive Director of the Florida Ocean Alliance. They concluded that Society membership in the Alliance would promote communication between the two groups.

## Potential cooperative projects between FCO and APS

There was a great deal of discussion on a possible FWS grant for marine debris removal. There was insufficient time to develop a proposal. Aquatic Preserves would need to list their needs and the APS would compile this into a grant request. This would have been an ideal cooperative project. The board discussed continuing to work on a generic proposal since grants on this topic are likely to be available in the future.

## Rule Review

The Society was asked, by FCO Director Kevin Claridge, to review and comment on proposed rule amendment language for 18-20 and 21 F.A.C., the aquatic preserve rules. This is necessary to reflect a statute change regarding non-water dependent uses of aquatic preserves. The Society made extensive comment and suggested revisions to minimize effects. A motion was made and approved regarding the comments and amendment, which were provided to Kevin in a letter.

Kevin later reported that much of the objectional language has been removed from the proposed rule change. The rule is moving forward to meet requirements of the JAPC. Kevin expressed his thanks for the Society's input, and Board members expressed their thanks for being allowed to provide that input. The Society will continue to monitor the process.

## Annual Meeting

The Society charter requires on face to face meeting each year. The GTM Research Reserve hosted the meeting on February 17, 2018.

Deborah asked about how to get more of the local CSOs involved with the Society and if the Society can do more as far as lobbying for funding with the Legislature. To get more involvement from the local CSOs Deborah worked on a letter for Terry to send as a special invitation to the annual meeting.

Kevin and several FCO staff were visiting GTM. On the day prior to the annual meeting, Larry was able to meet with the group as well as Mike Shirley, GTM Manager, and Ellen Leroy-Reed, GTM CSO Director to discuss areas in which the FCO and the APS could help each other. Seeking statewide grants related to resiliency would be beneficial. Also, the 'State of the Coast' project will identify data gaps and other needs which can provide guidance. A variety of topics were covered and a summary was provided to the Society.

Membership meeting - A PowerPoint presentation on the Public Interest Process and Projects was given by Heather in response to a variety of questions from the Board. The PowerPoint was distributed to the members.

The floor was opened to questions from the membership. None were received. Deborah Shelley was nominated as a Board member.

Board Meeting - The Aquatic Preserve Society board meeting was called to order. Deborah Shelley's nomination as a board member was approved.

A motion was made to retain the current slate of officers and approved by the board.

They are:       Terry Cain, President  
                  Liz Donley, Vice President  
                  Larry Nall, Secretary Treasurer

Deborah Shelley will assist Larry with minutes and other tasks, as needed.

In other actions the Board approved the Living Waters Exhibit Agreement, and wrote and approved a letter to the FCO regarding concerns about a proposed aquatic preserve rule amendment.

This report completes the DEP requirement for Chapter 20.058 F.S. The annual corporation report and the SFY 2017-18 federal income tax report have also been submitted. The closing profit loss report for the Society is attached.

# AQUATIC PRESERVE SOCIETY, INC.

## CODE OF ETHICS

### PREAMBLE

- (1) It is essential to the proper conduct and operation of (herein "APS") that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of APS board members, officers, and employees in situations where conflicts may exist.
- (2) It is hereby declared to be the policy of the state that no APS board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the APS. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of APS board members, officers, and employees in the performance of their official duties.

### STANDARDS

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by APS board members, officers, and employees.

#### **1. Prohibition of Solicitation or Acceptance of Gifts**

No APS board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the APS board member, officer, or employee would be influenced thereby.

#### **2. Prohibition of Accepting Compensation Given to Influence a Vote**

No APS board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the APS board member, officer, or employee was expected to participate in his or her official capacity.

#### **3. Salary and Expenses**

No APS board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as an APS board member or officer, as provided by law.

#### **4. Prohibition of Misuse of Position**

An APS board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

#### **5. Prohibition of Misuse of Privileged Information**

No APS board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

#### **6. Post-Office/Employment Restrictions**

A person who has been elected to any APS board or office or who is employed by an APS may not personally represent another person or entity for compensation before the governing body of the APS of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

#### **7. Prohibition of Employees Holding Office**

No person may be, at one time, both an APS employee and an APS board member at the same time.

#### **8. Requirements to Abstain From Voting**

An APS board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the APS board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the APS board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

#### **9. Failure to Observe APS Code of Ethics**

Failure of an APS board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the APS to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the APS.

Aquatic Preserve Society  
SFY 2017-2018 Final  
Profit-Loss Report

Income

Memberships and Donations	\$750.00
Project: Coastal Office	
Project: Crystal River Revenue	\$623.69
Project: Island Harbor PI	
Project: Port Tarpon	
Project: Paradise Cove	\$600.00
Project: Captiva Yacht Club	\$8,000.00
Project: Ancient Beach	\$10,000.00
Project: Sea Dog Restaurants	\$6,000.00
Project: Masons	\$1,500.00
Project: St Johns Pass	\$6,000.00
Project: Biscayne Bay Ecotours	\$361.04
Total Income	<u>\$33,834.73</u>

Expenses

Banking Fees	(\$17.00)
Post Office Box Rental	(\$214.00)
Div Corp Annual Fee	
Project: Coastal Office	(\$145.20)
Project: Port Tarpon	(\$2,276.20)
Project: Mason	(\$12.00)
Total Expenses	<u>(\$2,664.40)</u>

Opening Balance \$5,256.00

Balance	<u>\$36,426.33</u>
Reserved for:	
Project: Coastal Office	(\$187.58)
Project: Crystal River Revenue	(\$748.69)
Project: Island Harbor PI	(\$1,810.00)
Project: Port Tarpon	(\$323.80)
Project: Paradise Cove	(\$600.00)
Project: Captiva Yacht Club	(\$8,000.00)
Project: Ancient Beach	(\$10,000.00)
Project: Sea Dog Restaurants	(\$6,000.00)
Project: Masons	(\$1,488.00)
Project: St Johns Pass	(\$6,000.00)
Project: Biscayne Bay Ecotours	(\$361.04)
Balance - Available Funds for APS	<u>\$907.22</u>



## Confirmation

- [Home](#)
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**e-Postcard Profile**

**Select EIN**

**Organization Details**

**Contact Information**

**Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** AQUATIC PRESERVE SOCIETY INC
- **EIN:** 471765094
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- **Tax Year Start Date:** 07-01-2017
- **Tax Year End Date:** 06-30-2018
- **Submission ID:** 10065520182022215459
- **Filing Status Date:** 07-21-2018
- **Filing Status:** Pending

**Note:** [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS