



**Florida Department of Environmental Protection
CITIZEN SUPPORT ORGANIZATION
2021 LEGISLATIVE REPORT
(pursuant to Section 20.058 Florida Statutes)**

Citizen Support Organization (CSO) Name: The Friends of the Charlotte Harbor Aquatic Preserves, Inc.

Mailing Address: 12301 Burnt Store Rd. Punta Gorda, FL 33955

Telephone Number: 941-575-5861

Website Address (*required if applicable*): www.fchap.org

Check to confirm your Code of Ethics is posted conspicuously on your website.

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.

Section 20.058, F.S., Citizen support and direct-support organizations. In summary, the statute specifies the organizational requirements to submit an annual report each year for each designated CSO and to post that information on the Department's website.

YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:

CSO's Mission:

FCHAP's mission is to support the protection, conservation, restoration, management, responsible public use, and the enhancement of the resources of the coastal and aquatic ecosystems of the Charlotte Harbor Aquatic Preserves (CHAP) including Lemon Bay, Gasparilla Sound-Charlotte Harbor, Cape Haze, Pine Island Sound, and Matlacha Pass.

FCHAP goals are to:

Increase public awareness through involvement in educational programs, resource-based activities, and special events.

Develop stewardship for our estuaries and our public lands.

Improve and restore the natural and cultural resources of the greater Charlotte Harbor estuaries.

Describe Last Calendar Year's Results Obtained:

- The COVID-19 pandemic challenged FCHAP in fiscal year 2020, the 50th Anniversary celebration of Pine Island Sound Aquatic Preserve has been indefinitely postponed.
- FCHAP successfully filed IRS form 990 to amend out fiscal year from July 1 through June 30 to January 1 through December 31.
- In first quarter of 2020, FCHAP supported the Aquatic Preserves by purchasing \$11,499 in water quality testing equipment, including probes, cables, and calibration standards. The funds used for the acquisition were public interest funds entrusted to FCHAP to be spent, with the AP Manager's approval on activities supporting the CHAP Management Plan.
- FCHAP donated 500 facemasks for the volunteers, members, staff of CHAP and FCHAP, the facemasks were acquired from the U.S. Department of Health and Human Services.
- FCHAP purchased burn boots for the Preserve State Parks' America Corps staff using unrestricted funds.
- FCHAP funded the reprinting of the CHAP educational outreach brochure using the remaining public interest funds restricted to brochures and additional unrestricted funds.
- FCHAP continues to fiscally support the Charlotte Harbor Estuaries Volunteer Water Quality Monitoring Network, a volunteer water quality monitoring program managed by CHAP.

- In 2020, the FCHAP website was upgraded, with a major refresh.
- FCHAP continues to build unrestricted funds to support the CHAP management plan while stewarding public interest funds.
- FCHAP assisted with drafting the State Wildlife grant application for an oyster restoration project, committing to providing matching funds through cash and in-kind volunteer time. The grant application was accepted and chosen as a “back-up” should additional funds come available.
- The Board continues to assist the Charlotte Harbor Aquatic Preserves (CHAP) manager and staff with drafting the annual FWC grant application to remove exotic invasive vegetation from the Coral Creek Reserve upland parcel.
- FCHAP was effective in fulfilling its purpose to support the CHAP managed area and continues to support CHAP eco-tour program by funding the Maritime Consortium fees, and Eventbrite for registrations and fees.
- FCHAP is transparently stewarding the public interest funds consistent with state requirements and the CHAP management plan.

Describe the CSO’s Plans for the Next Three Calendar Years:

- FCHAP will continue assisting the Charlotte Harbor Aquatic Preserves manager and staff in implementing the Management Plan and providing fiscal assistance as appropriate.
- The FCHAP Board is a working board and is committed over the next three years to identify potential candidates to serve on the Board.
- The Board will continue to assist with grant writing and budgeting for special projects such as restoration and exotic invasive plant removal within CHAP managed areas.

CSO's LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 30 (many are inactive)

Total Number of Board of Directors: six

Total Volunteer Hours for the Board of Directors (Work with your ORCP volunteer manager): 162

ORCP & CSO RELATIONSHIP:

Site Manager's Comments on the CSO & ORCP Relationship and Support:

Charlotte Harbor Aquatic Preserves maintains a productive relationship with the Friends of the Charlotte Harbor Aquatic Preserves Board members. FCHAP provides a great avenue for accepting and distributing public interest funds for the needs of CHAP management activities. This greatly enhances the efficiency of obtaining much needed equipment or supplies to support long term monitoring programs. When COVID happened in 2020, FCHAP swiftly adapted and moved the in-person monthly meetings to phone calls, and then to zoom meetings to continue communication between Board members and CHAP managers. FCHAP seeks out information from CHAP staff regarding program updates and needs, routinely provides support and contributes to new funding opportunities or projects.

CSO President's Comments on the CSO & ORCP Relationship and Support:

I believe the relationship between ORCP and the CSO is healthy and thriving. FCHAP and ORCP cooperatively build an annual budget and ensure that the necessary fiscal support is available. We were able to navigate the COVID-19 pandemic organizationally because of the relationship that was already in place.

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, SPECIFIC MANAGED AREA(S) SUPPORT:

Program Service Expenses are costs related to providing your organization's programs or services in accordance with your mission. For CSO's provide expenses that directly support the managed area(s). For established nonprofit organizations, program service expenses generally represent most of the overall expense of the organization. For the last calendar year provide totals \$ for each that apply.

Building improvement, construction or renovations	\$0.00
Cultural resources (e.g., historic structure restoration/ renovation)	\$0.00
Natural resources (e.g., native plants, natural lands restoration)	\$11,499.00
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$0.00
Other facilities and landscape maintenance	\$0.00
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$0.00
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$0.00
Managed area employees or volunteers support (e.g., interns, training, uniforms, awards, or	\$620.00
Big ticket visitor center exhibits or interpretation updates	\$0.00
Managed area exhibits, displays, signage	\$0.00
Managed area publications, brochures, maps, etc.	\$480.00
Programing/interpretation support material purchases	\$0.00
Other program services	\$440
Total Program Service Expenses	\$13,039.00

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) **\$0.00**

Visitor Services Revenue

Managed area gift shops, craft stores and concession sales	\$0.00
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$0.00
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$0.00
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$0.00
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$0.00

Donation boxes	\$0.00
Other visitor services revenue	\$0.00
Total Visitor Services Revenue	\$0.00\$

Other Revenue

Public Interest Funding	\$0.00
Other Revenue	\$550.00

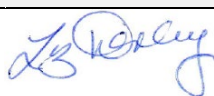

Balance

Beginning Net Assets	\$37,567.00
Ending Net Assets	<u>\$25,078.00</u>

CSO AUDIT:

Total of Last Calendar Year's Expenses (including grants) \$ N/A

Section 215.981(2), Florida Statute requires an independent CPA audit using Government Audit Standards ([U.S. GAO Yellow Book](#)) when the CSOs annual expenses are \$300,000 including grants. The audit is **due by September 1** (or 9 months after the CSO's calendar year ends) to the Florida Auditor General and to the Department.

This information is complete to the best of my knowledge pursuant to Section 20.058 Florida Statutes			
Title	Name	Signature	Date
CSO President	Liz Donley		5/6/2021
ORCP Site Manager	Melynda Brown		5/12/21

- CSO's Code of Ethics is attached
- CSO has attached the most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N Receipt. All IRS Form 990's must be *complete* with Part III Program Service and *all* appropriate Schedules (A, O and others as appropriate). If filing an IRS extension, attach the IRS 8868 receipt and the most recent 990 and schedules.



Confirmation

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

- **Organization Name:** FRIENDS OF THE CHARLOTTE HARBOR AQUATIC PRESERVES INC
- **EIN:** 650911036
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211014503768
- **Filing Status Date:** 04-11-2021
- **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

Friends of the Charlotte Harbor Aquatic Preserves, Inc.
CODE OF ETHICS

PREAMBLE

- (1) It is essential to the proper conduct and operation of Friends of the Charlotte Harbor Aquatic Preserves, Inc., (hereinafter “CSO”) 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 CSO 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 CSO 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 CSO. 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 Friends of the Charlotte Harbor Aquatic Preserves, Inc., 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 CSO board members, officers, and employees.

1. Prohibition of Solicitation or Acceptance of Gifts

No CSO 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 CSO board member, officer, or employee would be influenced thereby.

2. Prohibition of Accepting Compensation Given to Influence a Vote

No CSO 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 CSO board member, officer, or employee was expected to participate in his or her official capacity.

3. Salary and Expenses

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

4. Prohibition of Misuse of Position

A CSO 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 CSO 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 CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO 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 a CSO employee and a CSO board member at the same time.

8. Requirements to Abstain From Voting

A CSO 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 CSO 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 CSO 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 CSO Code of Ethics

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