



## Florida Department of Environmental Protection

# CITIZEN SUPPORT ORGANIZATION 2017REPORT IMPLEMENTATION OF 20.058 F.S.

Citizen Support Organization (CSO) Name: Friends of the Charlotte Harbor Aquatic Preserves, Inc.  
Mailing Address: 12301 Burnt Store Road, Punta Gorda, FL 33955

Telephone Number: 941-575-5861 Website Address (if applicable): www.fchap.org

### 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: **Mission Statement**

The mission of Friends of the Charlotte Harbor Aquatic Preserves (FCHAP) 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 estuaries including Lemon Bay, Gasparilla Sound/Charlotte Harbor, Cape Haze, Pine Island Sound, and Matlacha Pass.

### Goals

1. To increase public awareness through involvement in educational programs, resource-based activities, and special events.
2. To develop stewardship for our estuaries and our public lands.
3. To improve and restore the natural and cultural resources of the greater Charlotte Harbor estuaries.
4. To establish and maintain cooperative efforts with organizations, institutions, and government agencies involved in environmental protection.

**Brief Description of the CSO's Results Obtained:** In 2017-2018 FCHAP continued to support quarterly training for the Charlotte Harbor Estuaries Volunteer Water Quality Monitoring Network (CHEVWQMN) a volunteer-based water quality monitoring program, assisted with scheduling snorkeling and nature trips and processing payments, completed support of the multi-agency Trabue Harborwalk Oyster Restoration project's macro-invertebrate monitoring tasks, continued to provide volunteer support to the multi-organizational Trabue Harborwalk Oyster Restoration project, provided graphics, layout and editing support to the Charlotte Harbor National Estuary Program's annual calendar, provided comments to the Florida Coastal Office on proposed changes to the Aquatic Preserve and Sovereign Submerged Lands rules (18-20 and 18-21 FAC) and successfully raised funds through membership dues and donations. We established a stipend fund for CHAP interns, funded through donations, and we increased our Board membership, adding an Outreach and Communications Specialist. The organization's account balance was \$32,383.24 on May 31, 2018 with an outstanding invoice payment of \$2,807.85 expected. We paid our independent contractor for work completed,

fulfilling our contractual obligation with The Nature Conservancy. We participated in the annual Fort Myers Boat Show, the Charlotte Harbor Nature Festival and the Aquatic Preserve Society's monthly Board meetings, and annual meeting. We accepted stewardship of public benefit funds, categorized the funds as restricted, to be used on approved projects as designated by the Aquatic Preserve Manager. We provided financial support to the CHAP staff, funding training opportunities and certification fees. FCHAP, periodically, re-posts CHAP Facebook posts.

**Brief Description of the CSO's Plans for Next Three Fiscal Years:** FCHAP is committed to increasing membership of the organization and of the Board of Directors. In addition, we will continue to support CHAP 's CHEWQMN volunteers, seeking funds to upgrade equipment and provide support for quarterly training. We aspire to supporting CHAP staff attending and participating in offsite training, workshops and national conferences to continue the transfer of technology to our outstanding aquatic preserves. In the upcoming year we will be "re-freshing" our website and using social media to communicate with our members, the community, and the public. We hope to capture grant funds to continue supporting CHAP staff needs that go unfunded by the state budget process.

**XCopy of the CSO's Code of Ethics attached**

**XCertify 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 - attached**

**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.

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

Open to Public Inspection

**A** For the 2017 Calendar year, or tax year beginning **2017-07-01** and ending **2018-06-30****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **FRIENDS OF THE CHARLOTTE****HARBOR AQUATIC PRESERVES INC****5473 Henley Street, Bokeelia,****FL, US, 33922****D** Employee IdentificationNumber **65-0911036****E** Website:**Ms.****F** Name of Principal Officer: **Elizabeth S Donley****12301 BURNT STORE ROAD,****PUNTA GORDA, FL, US,****33955**

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**