



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

Citizen Support Organization (CSO) Name: Friends of Fort Clinch

Mailing Address: 2601 Atlantic Ave

Telephone Number: 904-277-7233

Website Address (*required if applicable*): [Friends of Fort Clinch \(friendsoffortclinchinc.org\)](http://Friends of Fort Clinch (friendsoffortclinchinc.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 258.015, F.S., Citizen support organizations; use of property; audit. In summary, the statute defines a CSO, requires authorization by the Division of Recreation and Parks, and specifies the use of property. This statute authorizes the Partnerships in Parks (PIP) program for state parks, the program's operational parameters, CSO's operational parameters, and donor recognition.

YOUR MISSION AND LAST CALENDAR YEAR'S PROGRAM ACCOMPLISHMENTS:

CSO's Mission: *Consistent with your Articles and Bylaws*

To support the State Park Mission of providing resource-based recreation while preserving, interpreting, and restoring the natural and cultural resources of Fort Clinch State Park through fund raising and grant acquisition.

- Provide support for restoration projects at Historic Fort Clinch.
- Provide support for special events and educational programs.
- To secure tools and equipment to assist park rangers and volunteers in their duties.
- To expand and improve the Park's renown living history programs and to support other activities, programs, or events which are designed to meet the additional areas of the park as identified by the park manager.

Describe Last Calendar Year's Results Obtained: *Brag! List or discuss the past calendar year's accomplishments and contributions. Cite specific support from last calendar year's Annual Program Plan.*

Note: Activities and accomplishments were severely impacted by the Corona Virus pandemic. The Park was closed for 2 months beginning in March, then resumed restricted activities with a limit of 50% normal admission for the balance of the year.

- Supported 2 - 1st Weekend events by providing meals for the living historians.
- Purchased period hardware including a blacksmiths anvil and vise and pitcher pump for the for the display demonstrations.
- Held 6 board meetings and the annual membership meeting.
- Increased membership to over 250 members
- Adopted the Wild Apricot software package for membership tracking and on-line payments.

- Installed 10 FOFC information plaques throughout the Park that included QR codes that simplify online membership enrollment and donations.
- Maintained 2FOFC Chamber of Commerce memberships within the AIFBY Chamber.
- Maintained FOFC membership in the Florida Parks Foundation
- Supplied bottled water for the Ranger Station for campers and visitors.
- Maintained the “Adopt a Sea Turtle Nest” program
- Utilized Courson and Stam CPA firm to review annual financials for meeting acceptable financial and accounting standards and practices. Included was categorizing income and expenditures for use in filing required tax forms for the State of Florida and the IRS.
- Purchase of a “safety stop” table saw for employee and volunteer use.
- Upgraded signage at several kiosks.
- Hosted the 10/30/50K Roots Race for Zero Feet Above resulting in a \$3500 donation.
- Partnered with West Rock and Rayonier AM to host a “Family Fun Mill Day” celebration but has been postponed due to the virus.
- Continued providing funding for the wooden floor replacement in the Fort barracks.
- Funded metal coatings work in the Fort bastion upgrade.
- Continued funding the protective powder coating of Fort artifacts.
- Funded the Parks garrison participation in the Olustee re-enactment event with 23 participants.
- Funded the purchase of incentive/keepsake/appreciation coins for distribution among staff, volunteers, and visitors.
- Placement of interpretive canon on the Fort parade grounds.

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

- Continue to support the living history and nature-based programs.
- Continue to support volunteer efforts by funding interpretive materials and group meals and rations that enhance the experiences for both the reenactors and the visitors.
- Support the funding of the ongoing restoration efforts of historic Fort Clinch through involvement in grant applications and matching funds opportunities.
- Continue to support special events including First Weekend Union and Confederate Garrisons, Spanish American War event, WWII event, History of the Soldier, Olustee weekend, and the Annual Kids Fishing Clinic.
- Continue to host private special events as a significant fund-raising for the CSO and to promote access and exposure to the Florida State Park System.
- Develop ongoing community business partnerships to highlight Fort Clinch's resources and opportunities that are available to local residents.
- Continue to procure equipment to assist park staff and volunteers conduct their duties safely and efficiently provide quality recreational activities while preserving, interpreting, and restoring natural and cultural resources.
- Provide funding to support the updating of interpretive signage in selected areas of the park.
- Improve the FOFC website to increase outreach and simplify membership enrollment, tracking, and electronic funds transfer.
- Offer "Starry Night" astronomy viewing opportunities.
- Continue to offer "Adopt a Turtle" opportunities to further educate and fund sea turtle protection. Follow the State's planning activities on the Fort Clinch Fishing Pier Replacement Continue the FOFC records filing enhancements and explore electronic options.
- Work with Old Town Fernandina volunteers to further develop the Plaza Park and make information available at the Ranger Station.

CSO’s LAST CALENDAR YEAR STATISTICS:

Total Number of CSO General Membership: 274

Total Number of Board of Directors: 9

Total Volunteer Hours for the Board of Directors (Hours from VSys. Work with your parks' volunteer manager): 190

PARK & CSO RELATIONSHIP:

Keep the summary simple. Save time. Don't duplicate by describing accomplishments and contributions in the summary. Brag in the above Results Obtained. Describe the relationship here.

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

Provide your perspective on

- *Changing developments of the park provided by the CSO.*
- *Effectiveness of the organization in fulfilling their purpose to support the park(s).*
- *Effectiveness of the Board of Directors in completing their Annual Program Plan.*
- *The relationship between the park and CSO What went well? Are there areas of improvement?*

During this fiscal year, the CSO continued its transparent financial reporting and fiscal accountability thanks to the hard work of new Board President Stewart Pikula. This continues to provide the CSO members and Board with an open financial reporting at each meeting. The CSO continues to provide support for the Living History program and volunteers by providing meals and supplies for interpretive purposes and supporting interpretive tools needed to bring Fort Clinch to life for our visitors. They work closely with the park in supporting all the park special events and programming. The Organization continued to support the parks volunteer program, working with the Park Services Specialist in volunteer recognition. They continue to provide park visitors with bottled water sales at the park entrance for visitor convenience. In summary, the Friends of Fort Clinch worked hard to support Fort Clinch State Park during the 2020 fiscal year despite the challenges faced by the pandemic. I look forward to working with the new and old board members of the Friends of Fort Clinch State Park in continuing to enhance their organization and Fort Clinch State Park itself for the citizens of Florida.

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

Provide your perspective on the relationship between the park and CSO. What went well? Are there areas of improvement?

The Fort Clinch Citizen Support Organization and the Park Management have an excellent relationship. The board of directors meet every other month and the entire management staff is in attendance. We are kept abreast of all local and State Park developments as well as anticipated events. Pandemic restraints have limited our group participation beyond board meetings; however, the Park manager and I have a face-to-face meeting about every other week either in the field, office, or an offsite location. Phone and text communications are more frequent as needed.

On behalf of the Friends of Fort Clinch State Park, Inc. I am pleased to submit the Annual Report for the fiscal year January 1 – December 31, 2020. Active membership decreased slightly from 209 members in 2019 to 185 members in 2020 due directly to the Covid 19 pandemic. However, our total membership roll increased significantly in 2020 to 274 members due primarily to the Wild Apricot system being utilized for newsletters, renewal reminders, and a direct QR code link to our website. Increases in membership enables us to continue to enhance and financially support the Park and its' living history and other programs through the purchase of equipment, supplies, and essential items. We continue to assess needs and explore new programs to attract visitors for rewarding educational and healthy outdoor experiences in a beautiful natural/historical environment. As was the case with the entire State, events at Fort Clinch were severely impacted by the pandemic. Friends did support two First Weekend-Civil War Living History Programs, purchased period blacksmith hardware display demonstrations, provided funding for the Fort barracks flooring replacement, kiosk signage replacement, and placement of an interpretive cannon on the Fort parade grounds, along with several other purchases. We recognized our park rangers and volunteers with small group lunches and supplied incentive/keepsake/appreciation coins for distribution among staff, volunteers, and visitors. Our planned Mill Workday

for community outreach was rescheduled for 2021. The area’s two major employers have agreed to partner with Fort Clinch and provide funding for an employee- volunteer workday. Plans are to make this an annual event, bringing together business employees/residents, volunteers, and Park personnel. We once again sponsored the Fort Clinch “Adopt a Sea Turtle Nest” program for educational and funding purposes. Friends of Fort Clinch elected one new board member at the end of 2020 as a replacement for a member’s relocation, maintaining our 9-member board. Thank you for your support! Sincerely, Stewart Pikula, President

SUMMARIZE FINANCIAL ACTIVITY FOR LAST CALENDAR YEAR, SPECIFIC PARK(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 park(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	\$ 2888.36
Cultural resources (e.g., historic structure restoration/ renovation)	\$ 3600.00
Natural resources (e.g., native plants, natural lands restoration)	\$
Maintenance equipment (e.g., mowers, chippers, blowers, chainsaws)	\$ 4610.78
Other facilities and landscape maintenance	\$
Vehicles (e.g., trucks/cars, UTVs, golf carts, accessible devices, etc.)	\$ 7439.00
Amenities (e.g., water fountains, benches, picnic tables, recreational equipment, kiosks etc.)	\$
Park employees or volunteers support (e.g., interns, training, uniforms, awards, or recognition)	\$ 3921.61
Big ticket visitor center exhibits or interpretation updates	\$
Park exhibits, displays, signage	\$ 2475.33
Park publications, brochures, maps, etc.	\$
Programing/interpretation support material purchases	\$
Other program services	\$ 349.45
Total Program Service Expenses	\$25,284.53

Total Operating Expenses (Overhead including fees, memberships, postage, rent, utilities, etc.) **\$ 3,958.35**

Visitor Services Revenue

Park gift shops, craft stores and concession sales	\$
Merchandise sales (e.g., plants, firewood, ice, t-shirts, hats, etc.)	\$
Programs and Special Events (e.g., fundraising workshops, seasonal events, concerts, etc.)	\$ 1160.00
Vending (e.g., drink machines, penny press, laundry, Wifi, etc.)	\$ 1141.50
Rentals (e.g., bikes, canoe, kayak, SUPs, etc.)	\$
In-park donation boxes	\$ 2737.00
Other visitor services revenue	\$119100.00
Total Visitor Services Revenue	\$124,138.50
Net Assets	\$ 94,895.62

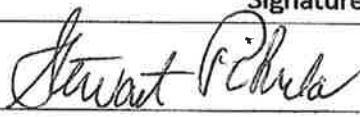

CSO AUDIT:

Total of Last Calendar Year’s Expenses (including grants) \$29,242.88

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** (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

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Title	Name	Signature	Date
CSO President	Stewart Pikula		05/28/2021
Park Manager			05/31/21

- 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.

FRIENDS OF FORT CLINCH, CODE OF ETHICS

FOFC, Inc. Code of Ethics – September, 2014

Friends of Fort Clinch, Inc. CODE OF ETHICS

PREAMBLE

(1) It is essential to the proper conduct and operation of Friends of Fort Clinch, Inc. (herein “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 Fort Clinch, 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 to observe the Code of Ethics 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.



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Friends Of Fort Clinch Inc.

EIN: 59-3126070 | Fern Bch, FL, United States

> [Other Names](#)

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: SOUNK

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> [Tax Year 2020 Form 990-N \(e-Postcard\)](#)

Tax Period:

2020 (01/01/2020 - 12/31/2020)

EIN:

59-3126070

Legal Name (Doing Business as):

Friends Of Fort Clinch Inc