

FRIENDS OF THE MUSEUMS OF FLORIDA HISTORY, INC.

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www.museumoffloridahistory.com

FY 2017–2018 REPORT

I. Statutory Authority or Executive Order Creating Organization

Section 265.703, Florida Statutes provides statutory authority for the organization.

II. Mission and Results Obtained

Mission:

The mission of Friends of the Museums of Florida History, Inc., (FMFH) is to enhance and perpetuate programs of the Museum of Florida History and the Knott House Museum.

Results Obtained:

FMFH board members accomplish this through financial support for Museum exhibitions, programs, and facilities and promote benefits of Museum membership throughout the state. Board members also serve as advocates for the Museum and encourage public involvement and access to Museum resources. Board members also manage all FMFH business, property, and affairs, including mission-related retail operations at Museum sites. Specific Board goals and objectives are established annually through a Letter of Agreement with the Department of State. They are:

- **MUSEUM GIFT SHOPS.** The Corporation shall manage *Florida's History Shops* at the Museum of Florida History, the Capitol, the Historic Capitol, and other locations as deemed appropriate by the parties.
- The Corporation shall collect proceeds related to the *Florida History Day and Museum Traveling Exhibits Program (Trex)*.
- **SPONSORSHIP.** The Corporation agrees to sponsor the museum programs and events, subject to adequate resources being available, including but not limited to:
 - Florida History Day
 - Annual Children's Day
 - Florida Heritage Month
 - Knott House Emancipation Day and other educational programs

- Traveling Exhibits Program (TREX)
- Museum exhibits programming
- Volunteer Development and Recognition Program
- ENDOWMENTS. The Corporation shall manage the John Charles Knott Endowment, the James R. Knott Endowment, and the State of Florida Cultural Endowment Fund for the Knott House Museum and administer the same for purposes consistent with all applicable laws, the testamentary intent, respective bequests and the Articles of Friends of the Museums of Florida History, Inc., including the interpretation, educational programming, maintenance and upkeep of the Knott House Museum. An endowment committee established in by-laws will oversee management and use of the three endowments.
- FOOD SERVICE TO MUSEUM OF FLORIDA HISTORY. The Corporation is authorized to utilize Room G22 of the R.A. Gray Building to provide food service to the visitors of the Museum of Florida History. All monies generated from this activity shall be deposited into the Corporation's account and used only for programs of the Museum of Florida History.
- FMFH develops and maintains general membership support for the purposes of the organization.

III. Three Year Plan

Approved by the Board of Directors, is as follows:

The Friends of the Museums of Florida History Inc., supports the annual programs and exhibits of the Museum and the Knott House, including Florida History Day and Emancipation Day. One objective that has been accomplished this fiscal year is that a new exhibit (Fishing in Florida) was added to the TREX program. Also added was a new TREX component—exhibits to travel specifically to Florida airports. The Museum's 40th Anniversary started this fiscal year and will roll over into next fiscal year. The Friends are committed to supporting programming and a special exhibit related to the 40th Anniversary. The three-year plan for the Friends is to continue to increase non-state funding and expand awareness of the Museum statewide.

Fiscal year 2017–18

1. Support educational programming and promotion of permanent and changing exhibits.
2. Continue to support monthly and annual programs of the Museum per the Letter of Agreement with the Department of State.
3. Expand awareness of the museum statewide by adding board members from key locations around the state.
4. Expand awareness of the Museum through the Traveling Exhibits Program (TREX) and provide funding to add one new exhibit. Provide funding to continue to build up the Airport Traveling Exhibits (Airport TREX).
5. Participate in and support strategic planning for the Museum.
6. Develop an annual fundraising appeal to support designated Museum programs.

Fiscal year 2018–19

1. Support educational programming and promotion of permanent and changing exhibits.
2. Continue to support monthly and annual programs of the Museum per the Letter of Agreement with the Department of State.
3. Expand awareness of the Museum through the Traveling Exhibits Program (TRES) and provide funding to add one new exhibit. Provide funding to continue to build up the Airport Traveling Exhibits (Airport TRES).
4. Expand the base of Museum members and contributors, and establish a group of benefactor level donors.
5. Establish specific development and fundraising goals based on the strategic plan.

Fiscal year 2019–20

1. Continue to support monthly and annual programs of the Museum per the Letter of Agreement with the Department of State.
2. Expand awareness of the Museum through the Traveling Exhibits Program (TRES) and provide funding to add one new exhibit. Provide funding to continue to build up the Airport Traveling Exhibits (Airport TRES).
3. Develop an additional earned income stream.
4. Develop a corporate membership.

IV. Code of Ethics

The Code of Ethics of Friends of the Museums of Florida History, Inc., approved by the Board of Directors as follows:

PREAMBLE

(1) It is essential to the proper conduct and operation of Friends of the Museums of Florida History, 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 Statutes, 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 Museums of Florida History, 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, Florida Statutes, 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 State terminating its Agreement with the CSO.

V. Current Federal Internal Revenue Service Return of Organization Exempt from Income Tax form(Form 990)