



# *Ponce de Leon Inlet Lighthouse Preservation Association*

## **Fiscal Year 2015-2016 Annual Report**

Dedicated to the continued preservation and dissemination of the maritime and social history of the historic Ponce de Leon Inlet Light Station since its inception in 1972, the Preservation Association invests tens of thousands of man-hours in pursuit of its mission each fiscal year. The following report outlines the work completed during the fiscal period from October 1, 2015 through September 30, 2016.

While this document provides the reader with a fairly comprehensive outline of scheduled and non-scheduled work completed by the Maintenance, Programs, Curatorial, Gift Shop, and Administrative departments, it should not be considered a complete overview of all work completed. Ordinary day to day tasks associated with general facility maintenance (including routine daily, weekly, monthly, quarterly, and annual duties) is included in the maintenance department report beginning on page 8.

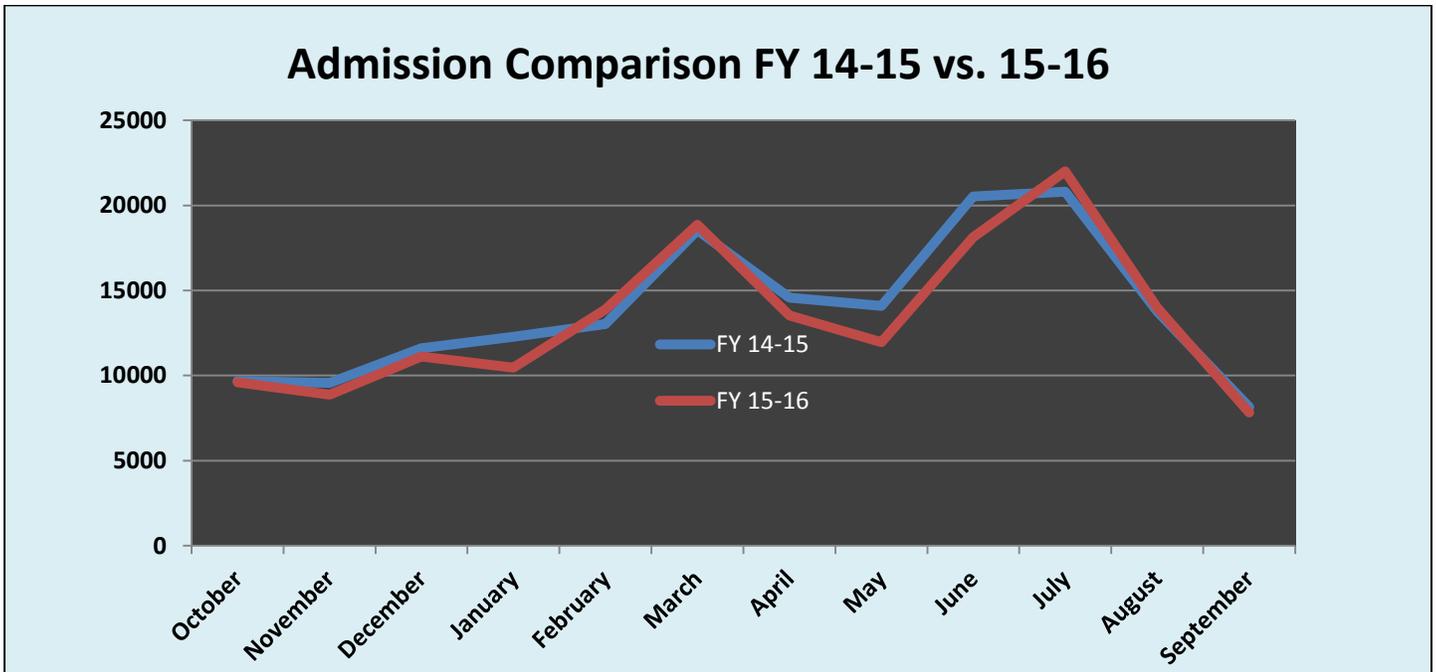
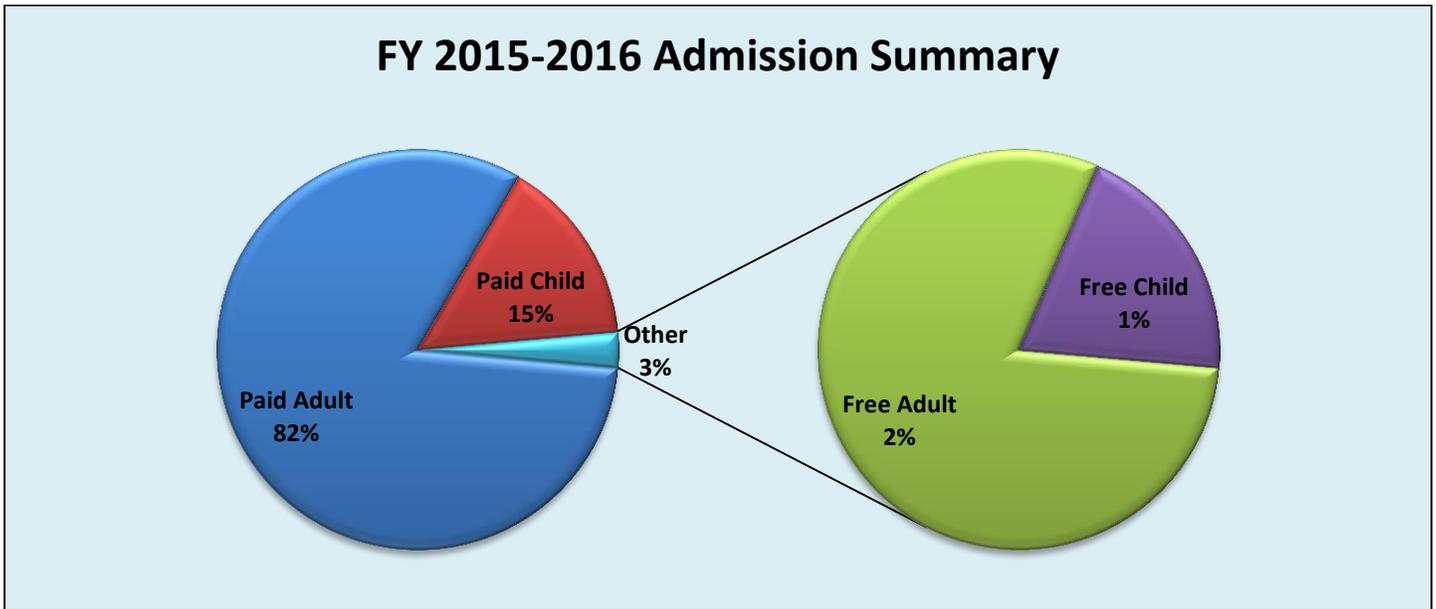
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## Gift Shop Report for FY 2015-2016

### Annual Visitation:

The Ponce de Leon Inlet Light Station and Museum welcomed 160,271 visitors during FY 2015-2016. In all, the Lighthouse processed 131,384 paid adult admissions; 24,352 child admissions 3,630 free adult admissions, and 905 free child admissions. Free admission figures included 643 free adult admissions related to educational programming and public relations; 595 free child educational programming admissions; 1,165 Ponce Inlet resident adult admissions; 135 Ponce Inlet child admissions; 1,822 adult member admissions; and 175 child member admissions. The Museum welcomed 6,366 fewer visitors in FY 2015-2016 than it did in the previous fiscal year.



With the intention of stabilizing museum visitation and its impact on the historic structures, the increase in admission rates implemented in July of 2015 may have contributed to the slight decrease in visitation during this fiscal year. The decrease was most likely attributed to road construction on South Atlantic Avenue and South Peninsula Drive extending south from Daytona Beach Shores to Ponce Inlet.

**Annual Lighthouse Advertising Summary:**

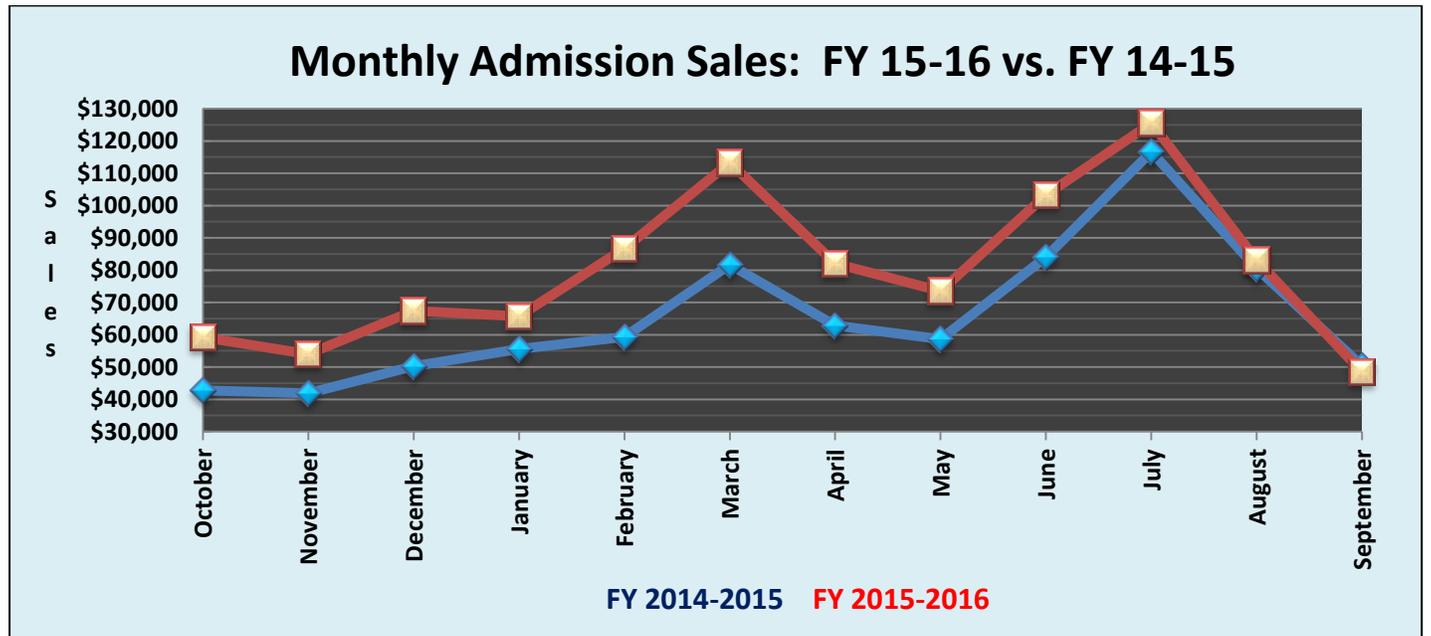
With nearly 100% of all advertising dollars targeting visitation, the Association’s annual advertising media currently includes the printing and distribution of 150,000 brochures throughout the local region and along the I-95 corridor in addition to participation in the following advertising media: the Ponce Inlet Advertising Consortium’s (PAC) advertising booklet, Dynamite Discounts, Where Quick Guide, Travel Host Magazine - Daytona Beach Edition, See Coastal Magazine, Discovery Map, Visit Florida website, Daytona Beach Convention and Visitor’s Bureau area guide map, Living Legends of Racing Museum’s annual publication, Direct Media’s Public Transportation (VOTRAN) Bus Ad program, AAA travel book, Daytona Beach Coastal Map, Turkey Rod Run Magazine, Daytona Beach News Journal Biketoberfest Pocket Guide, exposure on Florida Lighthouse Association’s website, the Ponce Inlet Lighthouse and Museum website at [www.ponceinlet.org](http://www.ponceinlet.org), and the Preservation Association’s subscriber authorized monthly electronic newsletter *E-Luminations*.

**Annual Lighthouse Admission Rates Summary:**

Admission rates to the Ponce Inlet Lighthouse vary according to age, home address, and admission type. Current admission choices include paid adult and child admissions, free adult and child admission for Preservation Association members, free adult and child admission for Ponce Inlet residents, free child and adult educational program admission, and free complementary admission for adults and children. Current paid admission rates are \$6.95 for adults (age 12 and up), and \$1.95 for children (age 2-11). Infants (age 2 and under) are free of charge.

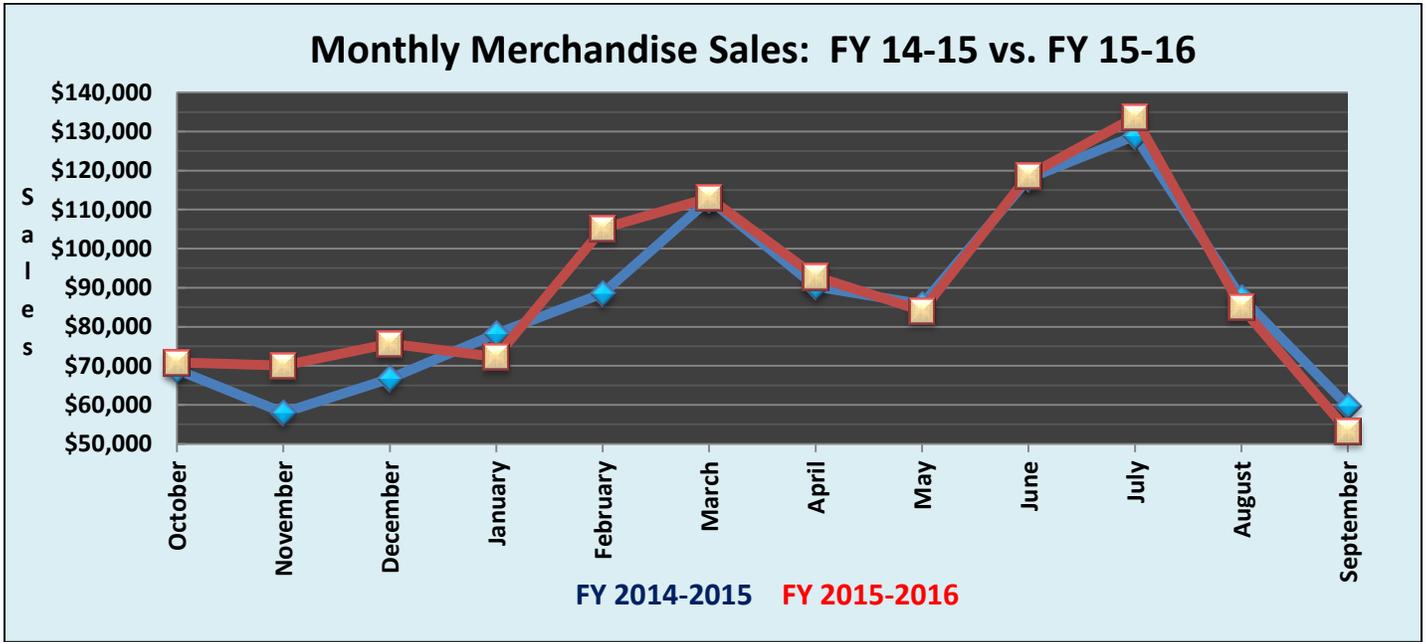
**Admission Sales:**

Projected to generate a total of \$901,100 in admission sales during Fiscal Year 2015-2016, actual admission sales for the period equaled \$962,393. This represents an increase of \$61,293 (or 6.5%) over projections.



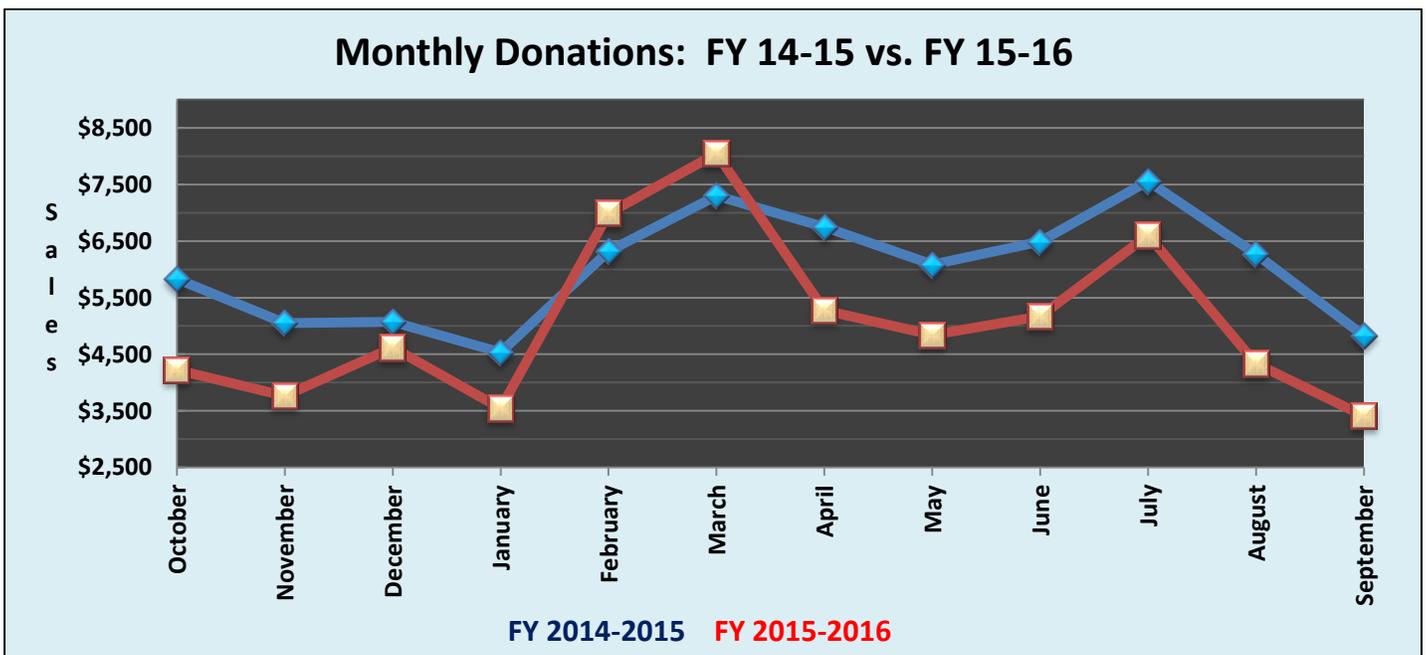
### Merchandise Sales:

Having projected \$1,006,000 in annual merchandise sales for Fiscal Year 2015-2016, the Gift Shop exceeded this goal by \$68,967 with actual merchandise sales totaling \$1,074,967. This represents the highest annual sales in the Association’s history and an increase of \$35,718 (3%) over the previous fiscal year’s total sales of \$1,039,249.



### General Operations Fund and Endowment Fund Donations

Donations may be made to either the General Operating Fund or the Endowment Fund. Total donations to the Lighthouse equaled \$60,824 during fiscal year 2015-2016. Donors may contribute in one of five ways; online at [www.Lighthouselocker.org](http://www.Lighthouselocker.org), within the Gift Shop through a Sales Associate, through the Association’s annual ask event (via quarterly newsletter), by mailing in a check, or by contacting Executive Director Ed Gunn at (386) 761-1821 ext. 15.



## Membership Dues:

Although much of the Association's ongoing effort to preserve and disseminate the maritime and social history of the Ponce de Leon Inlet Light Station is funded through Gift Shop merchandise sales and admissions, the Association relies heavily on additional sources of revenue to continue its ongoing mission. This additional revenue includes membership sales and renewals, private donations, special programs which include the sale of Memorial Bricks, and annual fund-raisers.

Of these additional revenue sources, membership sales constitute the largest percentage of non-merchandise/admission-based revenue. Memberships are sold in the Gift Shop, online at the Association's e-commerce website, and through direct membership mailings.

In addition to knowing that their financial contribution will be used in the continued preservation of this important National Historic Landmark, Association members also enjoy numerous privileges including free admission, a 10% discount on all regularly priced merchandise, a subscription to the Association's quarterly publication *Illuminations*, and invitations to member-only events. Additional benefits are available depending on the level of support.

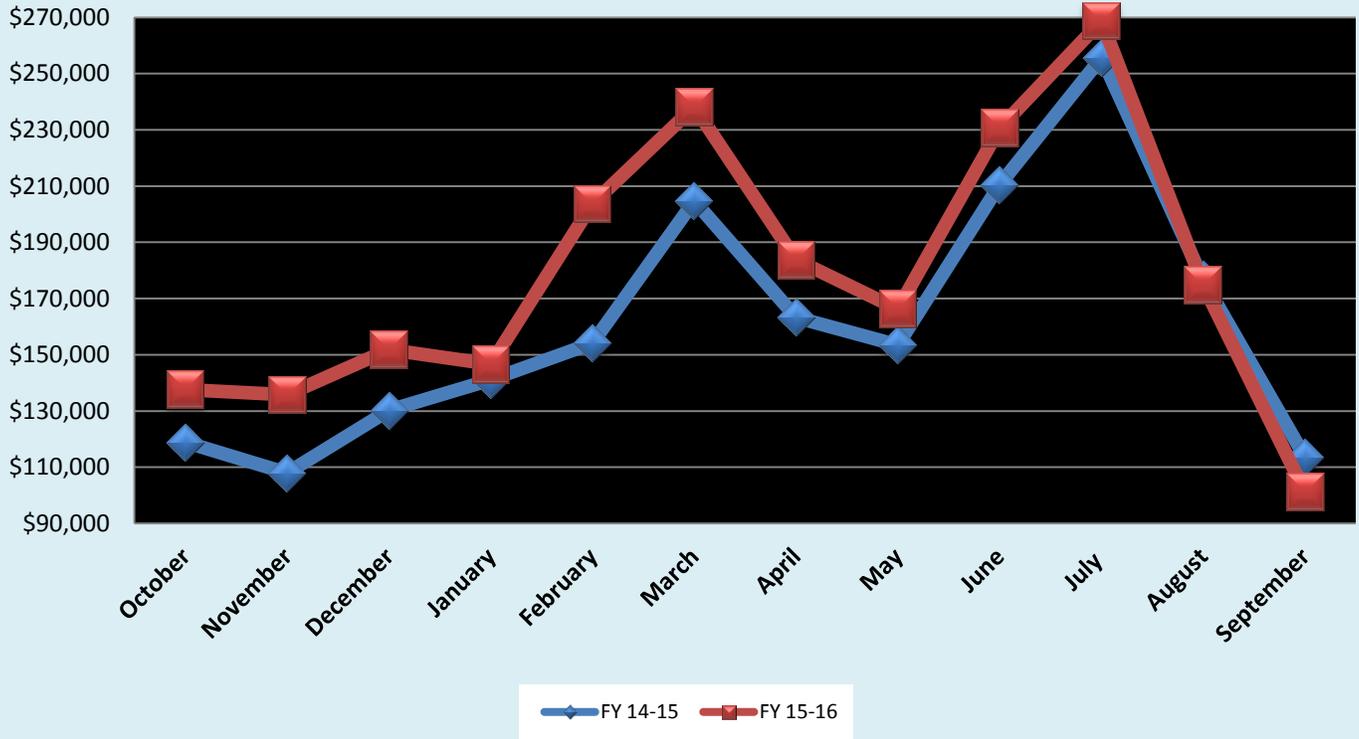
As of September 30, 2016, the Ponce de Leon Inlet Lighthouse Preservation Association consisted of 1,028 memberships and 1,813 total members. An analysis of the Association's total membership according to membership level is illustrated in the table below.

Membership Level	Total Memberships	Total Members	Cost Per
Corporate	5	9	\$500.00
Principal Keeper	13	18	\$500.00
First Assistant Keeper	22	44	\$200.00
Second Assistant Keeper	61	125	\$100.00
Family Membership	182	636	\$40.00
General Membership	144	153	\$20.00
Volunteer Membership	26	37	\$0.00
Life Member	8	14	\$0.00
Senior Membership	516	703	\$10.00
Senior/General Membership	13	26	\$10.00
Student Membership	32	37	\$10.00
Gift (Free) Membership	6	11	\$0.00
<b>Total Membership Revenue Generated for FY 15-16</b>			<b>\$34,993</b>

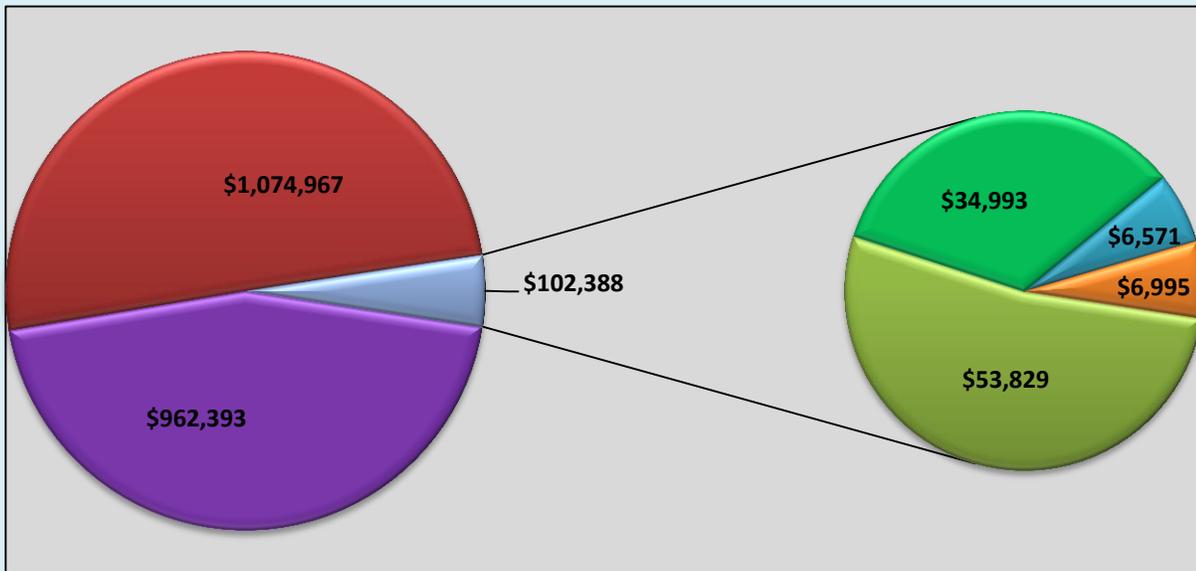
## Monthly/Annual Income Analysis

Total monthly/annual income for the Ponce de Leon Inlet Lighthouse Preservation Association is comprised of revenue and program support. Revenue consists of all funds generated by admission sales, merchandise sales, membership dues, interest income, and sales tax-collection allowance. Support Income consists of all funds acquired through grant payments, memorial brick sales, and donations. Projected to earn \$1,985,160 in total income during Fiscal Year 2015-2016, the Preservation Association exceeded this goal by \$159,948, with a total annual income of \$2,145,108.

### Monthly Income Comparison FY 14-15 vs. FY 15-16



### FY 2015-2016 Annual Revenue Analysis



■ Admissions   
 ■ Gift Shop Sales   
 ■ Donations   
 ■ Membership Dues   
 ■ Interest Income   
 ■ Mem. Bricks

## **Gift Shop Staff:**

The Association's Gift Shop employs 8-11 personnel at various times throughout the year. The Gift Shop's staff roster consists of one full-time co-manager, one part-time co-manager, one part-time merchandise handler, one full-time sales associate and 8 part-time sales associates. Additional part-time seasonal sales associates are used during the Light Station's busier summer months.

The Gift Shop co-managers oversee the Gift Shop's ongoing operations including: market research, product procurement, merchandising, inventory control, coordinating vendor contracts, customer service, loss prevention, remote sales (website and phone), shipping, recordkeeping, financial accountability, managing membership accounts, and providing staff supervision and training.

The Ponce Inlet Lighthouse Gift Shop sales associates welcome guests, answer questions, and provide visitors with information related to the history and layout of the Ponce de Leon Inlet Light Station and Museum, new exhibits, and educational programs offered on that day. In addition to these important duties, sales associates also perform a variety of retail functions including the processing of merchandise and admission sales, stocking shelves, loss prevention, coordinating group admissions, general clean-up, and directing phone calls to the appropriate departments and staff. The stock assistant supports the sales associates and managers in receiving, inventorying, and stocking shelves in addition to light maintenance, security, and custodial duties.

## **Additional Gift Shop Activities:**

In addition to the activities stated above, Gift Shop personnel also engaged in the following during Fiscal Year 2015-2016:

1. Conducted six training sessions with Gift Shop staff
2. Completed end-of-year annual inventory
3. Met with vendors for merchandise selection and ordering
4. Attended two gift expos to increase knowledge of available merchandise and marketing trends
5. Established and maintained effective working relationships with outside vendors and merchandise distribution companies.

## **Gift Shop and Museum Regular and Special Hours of Operation:**

Gift Shop and Lighthouse Museum hours of operation during Fiscal Year 2015-2016 were from 10:00 am to 9:00 pm during the summer (Memorial Day through Labor Day) and from 10:00 am to 6:00 pm the remainder of the year. The Gift Shop and Museum were closed to the public on Thanksgiving and Christmas Day.

## Maintenance Department Report for FY 2015-2016

### **Maintenance Department Summary:**

The Association's Maintenance Department performs a wide variety of functions related to the continued preservation, restoration, upkeep, and security of the Ponce de Leon Inlet Light Station's historic and non-historic structures, grounds, and artifacts. The amount of time and number of personnel required to complete any given project varies greatly according to various factors including preservation related guidelines and restrictions, project complexity, the extent of work to be completed, hours of operation, available personnel, and weather conditions.

All maintenance work at the Light Station, including restoration and preservation projects, is completed by trained staff under the supervision of the Maintenance Manager, Director of Operations, and Executive Director with technical guidance from the Museum Curator. Historically accurate application and preventative maintenance techniques are used to protect the historic fabric and integrity of the Light Station's structures. All maintenance related materials must pass an extensive analysis prior to their use to prevent damage to the historic structures and artifacts. Although the Association endeavors to complete the majority of its maintenance projects in-house, licensed contractors are utilized when necessary in accordance with local, state, and federal guidelines and regulations.

Routine maintenance and inspections at the Light Station are typically scheduled on a daily, weekly, monthly, quarterly, bi-annual, or annual basis. These tasks are usually completed prior to 10:00 am to minimize the impact of maintenance activities on the visiting public. Scheduled tasks include:

#### **Daily:**

##### ***Inspections of:***

1. Upper and lower parking lots
2. The tower's third order Fresnel lens
3. The entire tower (including the staircase, exterior railings and decks, and interior spaces)
4. Light Station grounds and exhibit spaces
5. Light Station structures

##### ***Daily Custodial Duties:***

1. Dusting, sweeping, and vacuuming of all historic and non-historic structures
2. Trash collection and disposal
3. Cleaning display cases and exhibit signs
4. Cleaning restroom facilities
5. Tower cleaning

#### **Weekly:**

##### ***Inspections of:***

1. Air conditioning systems and window units
2. Entire facility to generate weekly work lists
3. Exhibit spaces and complete artifact inventory
4. Tower staircase, landings, and gallery deck
5. Irrigation systems to ensure proper operation

***Scheduled Maintenance Duties:***

1. Irrigation system repair and function test
2. Grounds and landscape maintenance (mowing, weeding, & edging grass)

**Monthly:*****Inspections:***

1. AED and First Aid Kits
2. Fire suppression system and portable fire extinguishers
3. Emergency lighting
4. Air conditioning system units and filters
5. Cuban rafts
6. Mule, golf cart, and lawn care equipment
7. All Fresnel lenses

***Scheduled Maintenance:***

1. Oil all padlocks, hinges, and water valves, and eight historical artifacts
2. Clean exterior signs
3. Clean all windows
4. Complete monthly maintenance on all Fresnel lenses currently on display
5. Conduct high pressure flush on all irrigation system lines
6. Clean tower windows and screens
7. Cleaning and maintenance of all historic Fresnel lenses in Bldg. 10

**Quarterly:*****Inspections/Maintenance:***

1. Fire suppression blow down test and complete system inspection
2. Third order rotating Fresnel lens in tower lantern room
3. Bldg. 10 incline lift drive gears
4. Quarterly air conditioning and heating inspection
5. Quarterly Fire Suppression System inspection

**Annual:*****Scheduled Reoccurring Contracted Annual Services and Inspections:***

1. Pest control
2. Air conditioning & heating annual inspection
3. Fire sprinkler annual inspection
4. Fire extinguisher annual inspections
5. Contaminated waste disposal
6. Security system monitoring, inspections, and service
7. Annual elevator inspections and repairs as needed
8. Ponce Inlet Fire Department annual inspections
9. Annual Tyco security system inspections
10. Fire suppression blow down valve inspections

### **General Structural Maintenance:**

The daily cleaning and maintenance of:

1. Lighthouse
2. Principal Keeper's Dwelling
3. 1<sup>st</sup> Assistant Keeper's Dwelling
4. 2<sup>nd</sup> Assistant Keeper's Dwelling
5. Woodshed Theater
6. Radio/Generator Room
7. Oil House
8. Pump House
9. Lens Building
10. Education Building
11. Gift Shop
12. Restroom/ Vending Building
13. Administration Building

### **Landscaping, Grounds, and Parking Lot Maintenance:**

Scheduled maintenance of landscaping, parking lot, and grounds include:

1. Pest control
2. Weekly/Bi-Weekly lawn maintenance
3. Irrigation system inspections and repairs
4. Fire suppression and security system inspections
5. Weeding of flowerbeds, medians, and buffer zones along grounds perimeter
6. Oiling metal hardware, outside artifacts, and exposed valves
7. Painting railings, fences, woodwork, curbs, and exposed metalwork as needed
8. Performed scheduled maintenance on mule and golf cart
9. Replace light bulbs
10. Exterior cleaning of buildings

### **Maintenance/Preservation Work Completed during Fiscal Year 2015-2016:**

#### **Lighthouse:**

1. Repaired Plexiglas shield in Lantern Room
2. Replaced 12 sections of stainless steel wires and corroded wire guide eyes on gallery deck bird cage
3. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
4. Maintained and repaired navigational aid system as needed
5. Replaced exterior tower spot lights
6. Repointed historic granite steps, apron, and brick foundation (Federal Masonry)

#### **Principal Keeper's Dwelling:**

1. Inspected emergency fire suppression system main valve and piping
2. Replaced all interior sprinkler heads with pop-down flush mounted heads
3. Cleaned all air conditioning supply and return vents in Principal Keeper's Dwelling
4. Cleaned, painted and repaired wheel chair ramp
5. Cleaned, stripped, and varnished breezeway exterior doors
6. Re-pointed chimneys and sections of exterior walls (Federal Masonry)
7. Painted porch deck, railings, and posts
8. Repaired floor in breezeway
9. Painted exterior woodwork as needed

10. Prepared cellar to store historic lumber reclaimed from historic Gould Bldg. in Deland
11. Repaired historic windows where needed
12. Refinished floors as needed

### **1<sup>st</sup> Assistant Keeper's Dwelling:**

1. Cleaned all air conditioning supply and return vents to include filter change out
2. Repaired deteriorating laundry area picket fence
3. Painted front and back porch decks, railings, posts, and steps
4. Replaced air conditioning system
5. Replaced all interior sprinkler heads with pop-down flush mounted heads
6. Repointed historic mortar on chimneys (Federal Masonry)
7. Repaired source of water stains on kitchen interior fireplace
8. Repaired historic windows where needed
9. Refinished floors as needed
10. Reinforced support beam of front porch

### **2<sup>nd</sup> Assistant Keeper's Dwelling:**

1. Cleaned, painted, and repaired handicap access ramp and safety railings
2. Restored front and back porch including beams, columns, railings, stiles, and deck
3. Repaired and re-painted lattice under porches as needed
4. Repaired air conditioning system
5. Cleaned and repainted interior walls and woodwork as needed
6. Refinished interior and exterior door thresholds
7. Scraped, primed, and painted roof fascia
8. Repaired front porch steps
9. Replaced all interior sprinkler heads with pop-down flush mounted heads
10. Repaired front porch deck fascia
11. Repaired historic windows where needed
12. Refinished floors as needed

### **Radio/Generator Room:**

1. Replaced window air conditioning units in World War II exhibit and generator room with ductless system
2. Repaired interior wall
3. Touched up all white paint in hallway and radio room
4. Painted exterior woodwork
5. Repaired and relocated weather station exhibit
6. Constructed and installed new WWI exhibit case in Radio Room
7. Installed new concrete pad for donated Kohler generator
8. Restored historic privy window, door, and frames
9. Restored historic woodshed door, windows, and frames
10. Repointed Bldg. 9 masonry work (Federal Masonry)
11. Mounted exhibit signs per curator's direction

### **Pump House:**

1. Moved irrigation pumps to exterior of building to minimize moisture build up inside
2. Installed new door
3. Repainted exterior siding
4. Repaired irrigation pumps as needed

**Education Building:**

1. Cleaned, painted, and repaired exterior siding
2. Removed front deck
3. Constructed new storage cabinets for education program artifacts and materials
4. Installed ductless air conditioning system
5. Coordinated electrical repairs with outside electrician
6. Repaired front door and handicap ramp
7. Repaired back porch railing

**Gift Shop:**

1. Repainted exterior railings, stairs, decking
2. Repaired malfunctioning lights
3. Cleaned all air conditioning supply and return vents to include filter change out
4. Sanded, primed, and painted gift shop exterior doors
5. Removed old shingles, drip edge, and underlayment and reroofed
6. Installed new memorial brick paver walkway at gift shop entrance
7. Replaced one air conditioning system
8. Repaired and painted front and side handicap ramps

**Lens Building:**

1. Cleaned all air conditioning supply and return vents to include filter change out
2. Painted interior walls
3. Installed protective Plexiglas panels around lens exhibit
4. Performed maintenance on security shutters and incline lift
5. Conducted monthly maintenance to all lenses on display
6. Installed new lenses in balcony exhibit space and lens exhibit space

**Wood Shed Theater/Privy:**

1. Repointed historic masonry on privy and woodshed (Federal Masonry)
2. Repainted building roof fascia boards
3. Repaired and repainted woodshed window
4. Installed UV protective Plexiglas in window.
5. Restored historic door
6. Restored interior ceiling to original configuration

**Oil Storage House:**

1. Repaired minor aid to navigation lamp changers as needed
2. Performed maintenance on aids to navigation
3. Restored & repointed exterior and interior masonry (Federal Masonry)
4. Cleaned ceiling and rafters
5. Oiled historic storage tanks monthly

**Restroom/ Vending Building:**

1. Cleaned, treated, and painted corroded areas on exterior restroom doors
2. Cleaned all air conditioning supply and return vents to include filter change out
3. Repaired toilet and urinal valves as needed
4. Repaired woman's restroom floor drain and surrounding tile
5. Repaired air conditioning system

### **Administration Building:**

1. Cleaned and painted soffits and fascia
2. Replaced florescent lights and fixture ballasts as needed
3. Replaced one air conditioning systems
4. Cleaned all air conditioning supply and return vents to include filter change out
5. Repaired leaking roof over D.O. office
6. Repaired air handler support base in garage
7. Installed ventilation in lens restoration room soffit
8. Repaired elevator per annual inspection results
9. Installed new air compressor system for shop

### **Historic/Non-Historic Grounds/Equipment:**

1. Installed memorial walkway bricks as needed
2. Removed dead bay trees from grounds
3. Repaired picket fence posts with reproduction concrete posts as needed
4. Trimmed dead growth from overhead trees throughout grounds and parking areas
5. Repainted parking lot lines, parking curbs, and handicap markings
6. Repaired sprinkler system and replaced damaged and clogged irrigation sprinkler heads as needed
7. Performed motorized equipment maintenance as scheduled
8. Cleaned all outside lighting fixtures
9. Trimmed palms and weeded flower gardens, medians, and planters as needed
10. Mowed, trimmed, and edged lawn throughout facility on a weekly basis or as needed
11. Cleaned parking lot as needed
12. Repaired and painted picket fencing as needed
13. Laid new sod and mulch as needed
14. Repaired perimeter chain link fencing as needed
15. Maintained nature trails as needed
16. Repaired Cuban Raft Exhibit enclosure roof and expanded open-air exhibit space
17. Recoated upper parking lot with crushed pervious asphalt

### **Museum Exhibits & Educational Programs:**

1. Constructed display cabinets for newly acquired lenses
2. Constructed exhibit text panel frames and installed as directed
3. Repaired and refinished exhibit display cabinets as needed
4. Constructed physical aids for educational program workshops

### **Onsite Events/Projects/ Tasks:**

1. Set up and broke down tables and chairs for onsite events
2. Supervised sub-contractors during maintenance, inspections, and projects
3. Assisted administration staff in preparing for educational outreach events
4. Constructed displays for educational programs department as needed
5. Assisted gift shop staff with merchandise deliveries as needed
6. Supported administration and gift shop staff as needed

## Curator's Report for FY 2015-2016

### **Curatorial Summary:**

The Curator is responsible for every aspect of the Museum's collection and the Education Department collection, including planning, acquisitions, de-accessions, handling, storage, security, inventory, preservation, and treatment of objects. A full-scale inventory of the collection is carried out in December-January each year. Objects on display are inventoried during the Curator's weekly inspection of all buildings and exhibits. The Curator researches all objects as well as the history of the Light Station in order to plan and design exhibits. The Curator researches and writes articles and lead articles for the Museum's quarterly newsletter and the monthly online publication. The official facility report, disaster plan, and collections management plan, and code of ethics are major institutional documents written and revised by the Curator. The Curator maintains and updates the Museum's extensive Procedures Manual. The Curator is responsible, in collaboration with the Executive Director, the Director of Operations, and the Director of Maintenance for the preservation and stabilization of the historic buildings at the Light Station. The Curator researches and plans scheduled repairs of these buildings in conjunction with Administrative staff. Annual reports to the Coast Guard and reports as requested by the Department of the Interior are also prepared by the Curator. The Curator documents all preservation/stabilization work, tests or arranges tests for hazardous materials such as lead based paint, and helps ensure that all staff adhere to established safety measures as well as Department of the Interior restoration procedures in the performance of their assigned duties.

Other Curatorial responsibilities include: planning, leading, and recording archaeological investigations at the Light Station; recording oral histories; overseeing the transcription of original historic documents; oversight of the Museums Registrar; maintaining the supplies needed for restoration, preservation, and storage; organization and maintenance of the Museum's digital archives; training volunteers who work in the Curatorial department; and providing information and assistance to the Programs Manager and docents as needed.

### **Acquisitions during FY 2015-2016:**

Approximately 53 object acquisitions were recorded during the year as well as 4 photographic records, 8 documents in Archives and 41 library items.

#### ***Material Objects:***

Fifty-three objects were added to the collection including:

1. USLHE Keeper's Tool Basket
2. USLHE lamp filler
3. 2 - USLHE 3 qt. oil measures
4. USLHE tin oil measure
5. 7<sup>th</sup> order Dressel Mohawk buoy lantern
6. Coast Guard Lighthouse keeper hat insignia
7. USLHE 1 gill tin oil measure
8. USLHE 1 pt. tin oil measure
9. Lovell Mfg. laundry wringer
10. USLHE Funck-Heap 4<sup>th</sup> order kerosene oil lamp
11. Chance Bros. 4<sup>th</sup> order kerosene oil lamp
12. USLHE oil feeder
13. USLHE brass table lamp

14. USLSS Type C Lyle Line Throwing Gun 1906

**There are currently a total of 3278 items in the objects catalog.**

***Archival Objects:***

Eight archival items were added to the collection including:

1. Postage Stamp Collection –Lighthouses from around the world
2. Ponce Inlet postcard
3. April 1, 1862 Boston Evening Transcript with article about Mosquito Inlet
4. Map, Town of Ponce Inlet 1952-1972
5. Technical report of a WW II Coast Guard Radioman
6. Map of USLHE districts 1900-1908
7. Correspondence found in the collection, Ann Caneer to Milton Pepper
8. Amateur radio QSO card for Ponce Inlet Lighthouse

**There are currently 942 items in the archives catalog.**

***Library Objects:***

Forty-three books were added to the collection including:

1. Stephen Crane Studies, Vol. 20, No. 2 Fall 2011
2. Horstmann Bros. & Co. Company Catalog
3. Regulations and Notes for the Uniforms of the Army of the United States 1882
4. Regulations and Notes for the Uniform of the Army of the United States 1872
5. Chance Brothers: A Few Notes on Modern Lighthouse Practice 1910
6. Reports of Commissioner of Lighthouses 1920-1940 (reproductions)
7. Reports of the Commissioner of Lighthouses 1913-1919 (reproductions)
8. Army and Navy Uniforms and Insignia 1918
9. Instructions for US Coast Guard Stations 1922
10. Annual Reports of the US Life-Saving Service 1891-1901
12. Official Registry of the United States Life-Saving Service

**There are currently 1279 items in the library catalog.**

***Photographs:***

Four images were added to the collection including:

1. Ponce Inlet Lighthouse 1981-83
2. 2 - Photo postcards, WW I soldiers
3. Ponce Inlet Lighthouse lantern room 1955

**There are currently 4240 photographs in the catalog.**

**De-Accessioned Objects:**

No items were de-accessioned from the collection in FY 2014-2015.

**Accessions Summary for FY 2015-2016:**

Museum records indicate that a total of 9,739 accessioned items were held by the Association at the close of Fiscal Year 2015-2016. Accessioned items are generally categorized as three-dimensional objects (consisting primarily of artifacts), photographs, archival materials (documents, maps, brochures, etc.), or reference library resources (books, tapes, CDs, videos, or DVDs).

Newly acquired artifacts are identified, photographed, and accessioned into the PastPerfect database as they become available. Most of the accessioned items have one or more images attached to their records. The following table identifies the current inventory of all accessioned items according to type:

Type	Quantity
Three Dimensional Objects	3278
Photographs & Transparencies	4240
Archival Materials	942
Reference Library Resources	1279
Total Collections	9739

All deeds of gift, invoices, and various other documents are linked to their applicable PastPerfect records. These documents are then accessible via the PastPerfect database.

A daily differential backup and a monthly full backup of the data, images and multimedia files related to the Museum’s three dimensional artifacts, photographs and transparencies, archival materials, and other digital holdings is automatically run on the server. A full backup of this information is run monthly and stored on both the Museum server and an external backup drive. The Museum’s Registrar performs a weekly database backup that is stored on both the Museum server and on DVD which is kept off-site.

The Museum endeavors to refine and update its PastPerfect archival database on a continuous basis. The Registrar is responsible for maintaining and updating this vital record-keeping program throughout the year. Important components of the accession process such as invoices and payment records are filed both digitally and as hard copies. Deeds of Gift are completed for donated items, incoming loans are reviewed, and, when pertinent, objects no longer appropriate for the collection are returned to their respective owners.

**2015-2016 Accessions Samples**

 <p>Dressel Mohawk Buoy Lantern 1930-1950</p>	 <p>Lovell Anchor Laundry Wringer 1900-1930</p>	 <p>CG Warrant Officer Hat Device 1939-1950</p>
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 <p>USLHE Keeper's Tool Basket</p> <p>1870-1880</p>	 <p>USLHE Oil Filler</p> <p>1890-1910</p>	 <p>Lyle Gun Type C, 1906</p>
 <p>USLHE Table Lamp</p> <p>1870-1900</p>	 <p>USLHE Funck-Heap 4<sup>th</sup> Order Lamp</p> <p>1888-1895</p>	 <p>USLHE 1 gill Oil Measure</p>  <p>USLHE 1 pt. Oil Measure</p>

### **Lighthouses of the World:**

Research and gathering data and images for the *Lighthouses of the World* touch screen kiosk exhibit project, begun in July 2005, was completed during the second quarter of FY 10-11. Due to the ever changing nature of the world's Lighthouses (including operational status, day mark, and beacon characteristic) this program will never be officially complete. With the exception of occasional updates, the program as originally envisioned is completed.

Each Lighthouse record includes the name of the Light Station, its location, beacon type, design, construction, and history. A photograph of the Light Station is included with each record when available. In the absence of an image a map locating its position is used.

**7852** Lighthouses were entered into the touch screen computer program and are available for viewing at two computer stations in the Museum.

### **Title, Author, and Subject Index Card Files:**

A title card index file as well as an author(s) index card file, and a subject card file identifies each item in the Museum's research library collection.

### **Photography:**

Photo sessions are conducted to photograph Gift Shop merchandise to be sold online. Photographs are taken of each of the new and updated exhibits, and the images are placed in digital archives. Additional photographs are taken of on- and off-site educational and community events, ongoing restoration and preservation work, and other projects and activities of note. All items entering the collection are photographed or scanned.

### **Conservation of Objects:**

All objects taken into the collection undergo basic evaluation, cleaning, and stabilization. Objects treated more extensively in FY 2015-2016 include:

1. The conservation and stabilization of the St. Marks Lighthouse 4<sup>th</sup> order lens for the US Fish and Wildlife Service was completed and returned to St. Marks Lighthouse for display.
2. The BBT Blanc Misseron 4<sup>th</sup> order harbor light is currently undergoing conservation and stabilization in preparation for display.
3. USLHE keeper's tool basket cleaned for storage
4. USLHE lamp filler cleaned for storage
5. USLHE graduated 3 qt. oil measure cleaned for storage
6. USLHE tin oil measures cleaned for storage
7. USLHE oil feeder cleaned for storage
8. USLHE brass oil lamp cleaned for storage

### **Preservation/Stabilization/Rehabilitation of Historic Buildings:**

The Ponce de Leon Inlet Lighthouse Preservation Association completes the vast majority of all building preservation and restoration with its own maintenance staff. All maintenance employees receive individualized and specialized training as needed and as part of the Association's ongoing training program. Outside consultants and specialists are utilized as needed. Treatment plans for major work on historic structures are written by the Curator in committee with the Executive Director, Director of Operations, and the Director of Maintenance.

Historic structure preservation and restoration work completed during FY 2015-2016 includes:

- Stabilization and restoration of station outbuilding masonry walls
- Tower: interior metalwork cleaned and painted, walls touched up
- Building 4, Second Assistant Keeper Dwelling: living room and large bedroom windows restored by CCS
- East fence, north end – rotted pig boards replaced; new south gate installed
- Attics of all dwellings cleaned and insulated
- Flooring in Building 5 attic nailed down
- East fascia of Buildings 4 and 8 repaired and repainted
- Window sill, east wall kitchen window Building 8 is repaired
- Electrical upgrades to Building 4. Hall closet (non-historic) is rebuilt
- New AC unit installed in Radio Room
- Building 5 kitchen west side, north end window sill repaired

- Electrical upgrades and new climate system for Woodshed Theater
- Federal Masonry completed repairs to all chimneys
- Federal Masonry completed Oil Storage Building stabilization
- Treated mildew on plaster in Buildings 4 and 8
- Siding and door replaced on Education Building. Threshold repaired.

### **Completed Exhibits**

Preservation Association staff develop all exhibits and displays in-house. Exhibit related work completed by Museum staff during the past fiscal year includes:

1. New Plexiglas barriers installed in Building 10
2. New signage for artifacts and exhibits developed and manufactured
3. Small lenses and lanterns display in Building 10 is upgraded with addition of Mohawk Buoy light
4. Classical Fresnel lens display in Building 10 is upgraded with addition of BBT 6<sup>th</sup> order light intensity compensation lens.

### **Outreach Exhibits:**

1. *Filibustering to Cuba* continues to be available

### **Newsletter Articles and Publications:**

The Curator researched and submitted the following articles for publication in the quarterly newsletter and E-Luminations online newsletter:

#### ***Quarterly Newsletter Illuminations:***

1. Thank You and Wish List Columns for all issues of quarterly newsletter
2. January 2015: BBT 6<sup>th</sup> Order Lens
3. July 2015: St. Marks Lens Restoration Project
4. July 2015: St. Marks 4<sup>th</sup> Order Lens
5. October 2014: Keeper's Descendants Visit the Lighthouse
6. October 2014: A Fond Farewell to Tom Zane

#### ***Monthly Electronic Newsletter: E-luminations***

1. Lampists and Their Duties
2. World War I exhibit
3. World War II – Victory Florida programs
4. St. Marks Lens
5. What Happens when the Bulb Burns Out?
6. Dressel Mohawk Buoy Lantern

### **Historical Research:**

The Curatorial Department completed the following research during FY 15-16:

1. Attempted purchases of Lighthouse land at Ponce Inlet
2. The Ponce de Leon Inlet Light Station and community of Ponce Inlet
3. Illuminants used in Chance Brothers lenses

**Security/Visitor Monitor Support:**

The Curator conducts routine exhibit inspections to ensure the ongoing security of the Museum's artifacts and exhibits in addition to training maintenance staff on inventory control and exhibit security procedures. This work includes:

1. Weekly security check of all exhibits and historic buildings
2. Quarterly spot checks and annual inventory of entire Museum collection
3. Annual inventory of Education collection
4. Trained new security guards on the collections and cleaning the exhibit Plexiglas and viewing windows

**Special Curatorial Projects:**

In addition to the duties and responsibilities outlined above, the Curator worked closely with administrative staff and each department throughout fiscal year 2015-2016 to update and expand the Association's procedures manual to ensure that unique and routine tasks are completed in a standardized and appropriate manner throughout the organization. The Curator also worked with the Executive Director and Director of Operations to update the Association's Five Year Plan.

Museum staff seeks to offer their expertise and assistance to other Museums and Lighthouses in the areas of lens restoration, exhibit development, artifact conservation, archival matters, and Museum practice. During FY 2015-2016, assistance was given to the Jupiter Inlet Lighthouse concerning keepers who worked at both Jupiter and Ponce Inlet. Staff also traveled to St. Mark's Wildlife Refuge to assist the Federal Dept. of Forestry administrators with the assessment of both the St. Mark's Lighthouse and its Fresnel lens which it acquired from the US Coast Guard in 2014. Ponce Inlet Lighthouse staff and volunteers assisted St. Marks with the conservation and stabilization of its 4<sup>th</sup> order Fresnel lens prior to its exhibition in the park's visitor center.

## Director of Operations Report for FY 2015-2016

The function of Director of Operations derives its authority from and reports directly to the Executive Director. The Director of Operations is responsible for overseeing the daily operation of the Museum and the supervision of Lighthouse staff. This position advises and participates with the Executive Director in developing and implementing overall administrative and management policies and plans. The Director of Operations Serves as principal advisor to the Executive Director for program planning and allocation of Museum resources. Additional responsibilities of the Director of Operations includes educational program development, maintaining the Museum's computer network and electronic equipment, graphic design, coordinating contract services with outside vendors, developing work lists for Maintenance Department, and developing monthly staff schedules, and additional duties as needed/assigned.

### **Education:**

1. **Educational Workshops and Programs:** Coordinated and presented educational outreach programs to local schools. Programs included *Keeper in the Classroom*, the *USLHE Library Box*, and *Science of Light*.
2. **Programs Department:** Direct supervision of the Programs Manager
3. **Onsite Educational Events:** Assisted Programs Manager with tours and workshops as needed.
4. **Online Educational Resources:** Developed educational lesson plans, pre and post-visit packets, and enrichment activities for educational program use.
5. **Science of Light:** Continued development of accompanying activity book for the *Science of Light*
6. **Online Educational Program Content:** Developed new content for website including PDFs, tour reservation documents, web pages, etc.
7. **Lectures:** Presented historic lectures to outside clubs/groups.

### **Technology:**

1. **Server and Internal Network Maintenance and Back-Up:** Coordinated server maintenance and trouble-shooting with Green Technologies. Updated Server and Gift Shop backup system, installed new router and service to Gift Shop and coordinated back-up system installation for internet service.
2. **Inventory Control:** Updated inventory database and completed quarterly inventory checks
3. **Website:** Updated main website.
4. **Gift Shop Credit Card Processing:** Converted POS credit/debit card processing and authorization over to Cyan and First Data.
5. **New Staff Computers:** Ordered and installed new staff computers and repaired existing computers as needed.
6. **Gift Shop Point of Sale System: POS Registers and Gift Shop Phone Lines:** Assessed malfunctions on POS work stations and repaired as needed
7. **Email:** Set up new email addresses for new employees as needed.
8. **PCI DSS Compliance Measures:** Coordinated upgrades to Point of Sale software, hardware, and Preservation Association computer network to meet Payment Card Industry Data Security Standard (PCI DSS) compliance standards. All Preservation Association networks currently meet all established PCI compliance requirements.
9. **Exhibit TVs:** Repaired and replaced exhibit televisions as needed.

### **Special Projects:**

1. **Quarterly Newsletter:** Researched and wrote articles for each quarterly newsletter. Coordinated completion, submission, and editing of all newsletter contents. Supervised design, printing, and distribution of completed publications.
2. **Graphic Design:** Designed and developed advertisements for local publications and print media.
3. **Print Materials:** Monitored printed material inventory including visitor guide maps, brochures, etc. and supervised editing and reprinting of materials as needed.
4. **Photography:** Photographed merchandise and events as needed throughout year.
5. **Echo Grant:** Generated 2016 Annual Report for Volusia County ECHO Grant Program.
6. **Hunter Foundation Grant:** Submitted annual report for Hunter Foundation Grant.
7. **Year End Report:** Researched, developed, and completed 2014-2015 Year End Report.
8. **Memorial Brick and Donations Drive:** Submitted orders and coordinated the delivery and placement of engraved bricks in Memorial Walkway.
9. **5-Year Plan-** Worked with Executive Director and Curator on development and updating of 5-Year Plan.
10. **2015-2016 Budget Proposals-** Completed, reviewed, and amended proposed Education and Special Projects budget for new fiscal year.
11. **Fresnel lens Inspection and Maintenance:** Assisted maintenance staff with quarterly/monthly inspection, maintenance, and cleaning of historic Fresnel lenses.
12. **Maintenance Department Materials:** Generated material lists and procured necessary materials to complete scheduled maintenance tasks and projects.

### **Staff Supervision and Management:**

1. **Staff Management:** Managed, counseled, and supported staff as needed.
2. **Employee Hiring:** Posted job vacancy announcements, screened resumes, and interviewed candidates for Association positions as needed.
3. **Maintenance Work Lists:** Generated maintenance work lists and conducted final inspection of completed assignments with Executive Director
4. **Facility Inspections:** Conducted weekly facility inspections.
5. **Maintenance Work Schedule:** Developed monthly maintenance work schedule.
6. **Maintenance Department Management:** Managed daily maintenance department activities
7. **Administrative Department:** Completed administrative management tasks.
8. **Annual Staff Evaluations:** Completed annual evaluations for administrative and maintenance department staff.
9. **Facility Inspections:** Scheduled and supervised annual inspections of facility.
10. **Sub-Contractors:** Scheduled and coordinated work by outside vendors and contractors as needed.
11. **Employee Training/Meetings:** Conducted Maintenance Department training and staff meetings
12. **File Maintenance:** Maintained maintenance, personnel, and operational files as needed.
13. **Supplies & Materials:** Procured maintenance supplies for ongoing facility operations and scheduled projects as needed.

### **Training, Meetings, and Seminars:**

1. Attended American Alliance of Museums (AAM) Conference
2. Attended Florida Trust for Historic Preservation Annual Conference
3. Assisted with volunteer training as requested by Programs Manager

## Program Manager's Report for FY 2015-2016

### Program Manager Summary:

Committed to the ongoing preservation and dissemination of the Ponce de Leon Inlet Light Station's maritime and social history, the Preservation Association provides Lighthouse visitors, schools, and civic groups with the highest quality educational programming possible. Developed by former teachers and school administrators, Lighthouse programs are highly regarded throughout the educational community and are available to all public and private Volusia County schools free of charge. Enjoyed by more than 128,000 individuals during Fiscal Year 2015-2016, educational programs offered by the Lighthouse Preservation Association include guided tours, interactive workshops, family-oriented activities, community outreach events, informative lectures, in-class presentations, and more.

### Educational Tours:

Led by knowledgeable volunteers and staff, the content and length of each Lighthouse tour is tailored to the educational needs and time constraints of each group. General tours typically entail climbing the Lighthouse, visiting the Lens Exhibit Building, and examining the three keepers' dwellings. If time allows, teachers may also elect to have their students participate in an additional educational workshop. Available add-on programs include: the *Science of Light*, *Living at the Lighthouse*, *Keeper in the Classroom*, *USLHE Traveling Library Box*, the *Artifact Touch Box*, Stephen Crane's epic short-story *The Open Boat*, *Early Navigation and Compass Reading*, and *Inventions and Immigration, and Building a Light Station*. In all, Lighthouse staff and volunteers led 86 school/youth group tours of the Light Station during FY 2015-2016.

Total onsite tour attendance for the past five fiscal years is as follows:

- FY 11-12 = 3,500
- FY 12-13 = 7,833
- FY 13-14 = 4,555
- FY 14-15 = 4,775
- FY 15-16 = 4,494

### Educational/Community Outreach Summary:

1. Lighthouse staff and volunteers provided educational outreach programs to 7,900 adults. These adult oriented educational outreach events included teacher meetings and training workshops, in-school presentations, collaborative off-site museum and civic group events, and after-school programs.
2. Lighthouse staff served 9,817 youth participated in 55 youth oriented outreach events during FY 2015–2016 serving 9,817.
3. The Preservation Association participated in 13 community events to promote the history and educational offerings of the Lighthouse to local residents and families. These events included the Ponce Inlet Winter Holiday Parade, the Port Orange Winter Holiday Parade, and two seasonal Port Orange Family Days. In all, the Preservation Association reached out to an estimated 64,200 adults and 32,100 children.
4. Formal educational programs currently offered by the Preservation Association to local public and private schools include the *Filibustering to Cuba/Stephen Crane Traveling Exhibit*, the award winning *USLHE Traveling Library Box* and *Keeper in the Classroom* program, and the *Science of Light and Lighthouse Illumination*.
5. In addition to the formal programs mentioned above, twenty-five unique educational workshops are available to local area schools. These workshops are available al-la-cart, as part of a themed focus unit presentation, or as an addition to the Preservation Association's expanded programs; *Filibustering/Stephen*

*Crane Traveling Exhibit, Keeper in the Classroom, USLHE Library Box, and Science of Light & Lighthouse Illumination.* Themed focus unit presentations include; *Living at the Light Station, Lighthouse Inventions and Innovations, Immigration: Building a Light Station, and WWII at The Lighthouse and In Volusia County.* Workshop selection is determined by the needs of each individual teacher/classroom.

- The Association continues to work with local educators to develop new educational programs including several multi-media projects.

Event Type	Total	Adults	Children	Total Attendance
Collaborative Civic Group / Museum Events	22	6,500	11,767	18,267
Community Events (Family Days, Parades, etc.)	13	64,200	32,00	96,300
Public and Private School Presentations	23	160	5,405	5,565
Read Across America (Eleven Participating Schools)	10	72	2,645	2,717
VCSB Teacher Events (Training Sessions, Planning, Teacher Meetings, etc.)	3	1,400	0	1,400

**Onsite Educational Programs/Events:**

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of onsite educational events throughout the year. Typically scheduled during national holidays or on important historic dates, on-site events include:

- Home School Days:** Held twice a year, this event is a day of fun educational workshops designed especially for homeschool students ranging from five to 15 years of age. Developed by certified and/or experienced educators, workshops are facilitated by the Association’s dedicated corps of volunteers. Homeschool days have become very popular within the Homeschool community. These events typically sell out within days of becoming available online and are consistently described by parents as the “best home school event they have ever attended”. New workshops are developed annually to keep the program fresh and unique for the Association’s many returning students.
- Girl Scout Day:** Developed as a means to educate Girl Scouts about Florida Lighthouse history and the restoration and preservation efforts needed to maintain them, Girl Scout Day continues to be one of the Association’s most popular programs. Participants are given the opportunity to work towards earning several Lighthouse themed badges at the Brownie, Junior, and Senior levels.
- Girl Scout Earn a Badge Day:** Offered once a year, this program in cooperation with Girl Scouts of Citrus Council, offers girl scouts an opportunity to earn an official Girl Scout patch.
- Boy Scout Day:** Offered once a year, this program developed in cooperation with the Central Florida Boy Scouts is a unique themed educational program is tailored to the needs of the Boy Scouts.
- National Holiday Programs:** Designed to give visitors something extra during their visit to the Lighthouse, national holiday events at the Lighthouse include Thanksgiving, Christmas, Memorial Day, Flag Day, Columbus Day, and Independence Day.
- Beach Racing Day:** Scheduled annually during Race Week, the Preservation Association celebrates Ponce Inlet’s unique racing heritage during Beach Racing Day. Lighthouse visitors can examine historic beach racing cars, get autographs, and talk with many of stock car’s early drivers, mechanics, and owners.
- Florida Heritage Day:** Developed in celebration of Florida’s 500 years of history, visitors toured the Ponce Inlet Lighthouse and enjoyed numerous offerings including guided tours the Light Station and family-oriented workshops and activities.

8. **National Lighthouse Day:** Celebrating the anniversary of the founding of the United States Light-House Establishment on August 7, 1789, the Ponce de Leon Inlet Light Station offered a variety of educational workshops and family-oriented activities to its visitors.
9. **Florida Lighthouse Day:** Held in celebration of Florida's rich maritime history and 29 remaining Lighthouses, Florida Lighthouse Day is an annual event that provides visitors with the opportunity to educate the public about the state's rich maritime history through a variety of educational workshops, interpretive programs, and family-oriented activities.
10. **Biketoberfest:** Held each October during Daytona's Biketoberfest, this multi-day program provides visitors with the opportunity to participate in several special offerings at the Lighthouse including the artifact table, the opportunity to talk with the Old Lighthouse Keeper in his office in the principal keeper's dwelling, and learning about old-time Crystal Radios at the top of the tower.
11. **Bike Week Events:** Held each March during Daytona's Bike Week events, this multi-day program provides visitors with the chance to participate in several special offerings at the Lighthouse including a display of the *History of Motorcycles on the Beach*.
12. **Family Fun Days:** Offered on numerous occasions throughout the year, Family-Fun Days are structured around family-oriented workshops and kid-friendly activities.
13. **International Museum Day:** Scheduled in accordance with International Museum Day, this event provides visitors the opportunity to learn about the mission of all museums along Lighthouse history.
14. **Armed Forces Day:** In recognition of the sacrifices of our veterans, active duty and retired military personnel are admitted free of charge.
15. **Museum at Night:** Held twice a year after normal closing hours, Museum at Night provides visitors with the unique opportunity to visit the Lighthouse at night when its beacon is shining bright.
16. **Echo Ranger Program:** Developed in cooperation with the Volusia County Echo Program Echo Ranger is offered at the Ponce Inlet Lighthouse three times a year. This special program is offered free of charge to all Echo Ranger participants. Activities include a guided tour of the Light Station and Museum along with family-oriented educational workshops.
17. **Climb to the Moon:** Offered monthly on the evenings of the full moon, *Climb to the Moon* is a special fund-raising event. Activities include a guided tour of the historic keeper's dwellings, lens exhibit building, and grounds. Participants accompany the *Old Lighthouse Keeper* on a guided tour of the tower, lantern room, service room, and watch room before watching the setting sun and rising full moon from the gallery deck while enjoying hors d'oeuvres and sparkling cider.
18. **Spirit of '45 Day:** Held in memory of the end of WWII, Spirit of 45 Day provides visitors the opportunity to learn about the contributions of Florida to the war effort with workshops and educational activities.
19. **International Lighthouse and Lightship Weekend:** A weekend when thousands of amateur radio operators go on the air and contact as many Lighthouses around the world as possible.

Enjoyed by more than 10,014 adults and nearly 3,834 children the type, frequency, and participation in scheduled onsite Lighthouse events during Fiscal Year 2015-2016 included:

Tour / Event Type	Frequency	# Adults	# Children
Youth Groups (Church, Scouts, ECHO, Summer Camps, etc.)	57	364	1,292
K-8 Schools (, 9-12 Schools, and Home Schools (K-12)	23	141	1,007
Weddings, Memorials, Birthdays, Reunions, etc.	16	330	16
Charter Bus, Adult, and Senior Groups	28	624	17
College Instructor/Student Tours	16	133	0
Special On-Site Educational Events	22	7,852	1,502
VIP and Climb with the Keeper Tours	25	210	0
Climb to the Moon (Offered Monthly)	12	360	0

### **Volunteerism at the Lighthouse:**

Program volunteers are vital to the continued success of the Ponce de Leon Inlet Lighthouse and Museum. While performing a wide range of duties, most volunteers serve in one or more of the following capacities:

1. Tour Guides
  2. Educational Workshop Instructors
  3. Historic Re-enactor and Assistants
  4. Office Assistants
  5. Guest relations/ Greeters
  6. Transcription Assistants
  7. Special Event Assistants
  8. Curatorial and Restoration Assistants
1. 38 volunteers donated more than 5,800 hours to the Preservation Association during Fiscal Year 2015–2016. The value of this vital contribution of volunteer time is immeasurable to the Association.
  2. The Association hosted its 11th Annual Volunteer Awards Dinner in March 2016. During the event the Association recognized 25 volunteers for their generous donation of time, expertise, and energetic support with the presentation of awards, pins, and well- deserved praise.

### **Training, Meetings, and Seminars:**

1. Attended Halifax Pilot Club monthly meetings
2. Attended Living Legends of Racing monthly meetings
3. Attended Girls Scouts of Citrus County meeting
4. Attended Little Pink Houses meeting
5. Facilitated partnership with Coast Guard
6. Attended Boy Scouts regional kickoff event
7. Attended the Volusia County Schools science and social studies departments' annual teacher meetings
8. Conducted volunteer training workshops onsite