



Friends of China Camp, Inc. (FOCC)

Operations Report for China Camp State Park 2nd Half Calendar Year 2019

Since the Operating Agreement between the California Department of Parks and Recreation (DPR) and Friends of China Camp (FOCC) was activated on July 27, 2012, FOCC has met its contractual obligations to operate China Camp State Park and to protect its natural and cultural resources.

On February 12, 2019, FOCC received a letter from the Partnerships Office exercising DPR's right to automatically renew the Agreement for a period of one year to January 31, 2020. The letter, which bore DPR Director Lisa Mangat's signature, was countersigned and returned by FOCC Executive Director Martin Lowenstein.

The information in this document is presented for the time period July 1, 2019 until December 31, 2019.

This six-month report and all subsequent annual Operations Reports will be submitted on DPR Form 973 and will cover operations for the calendar year just completed.

I. Keeping China Camp State Park Open and Thriving

FOCC's primary goals during the 2011-2012 "Save the Park" campaign were to ensure that all of the park facilities would be open to visitors 365 days a year and that these visitors would have the opportunity to experience the exceptional natural and cultural features of China Camp in a well-cared-for environment.

During this seventh fiscal year of the operational contract, all of the facilities of the park remained open daily.

II. Friends of China Camp (FOCC) Personnel

In the spring of 2017, State Parks approached FOCC to request that FOCC begin moving away from utilizing State Parks employees in China Camp. On December 1, 2017, FOCC initiated its first-ever payroll with five employees. As of December 31, 2019, FOCC employed five employees:

- **Martin Lowenstein**, Executive Director.
- **Sheila Coll**, Program Director.
- **Scott Griggs**, Park Operations Aide.
- **David Walker**, Park Operations Aide.
- **Jose Gonzalez**, Park Operations Aide.

A. Maintenance Host

FOCC benefits from the service of a Maintenance Host, who resides with his wife on the Maintenance Host pad in their RV.

B. Janitorial Services

FOCC uses the janitorial services of Arriva Cleaning. Arriva cleans the bathrooms, ensures that the bathrooms are stocked with needed supplies, and empties the trash cans 365 days per year. It should be noted that the public regularly comments on the cleanliness of the bathrooms in the park.

C. Professional Development

FOCC budgets for and encourages professional development for its administrative staff and skilled aides.

During this reporting period, the FOCC Executive Director took a six-session professional development program at the offices of CVNL called Excellence in Leadership Program. The Excellence in Leadership Program (ELP) is a focused, immersive program with over 45 hours of teaching and coaching from expert faculty and nonprofit professionals.

ELP's two main goals:

- Develop strong personal leadership and problem-solving skills
- Apply these skills to the major nonprofit responsibilities and functions

The FOCC Program Director took a California State Parks course for volunteer coordinators. Attendees learned from a variety of experts on topics including recruiting, registering, and retaining volunteers. They studied risk management topics from the CSP Legal, Human Rights, Safety and Accessibility offices.

III. Revenue Building

A. Revenue Model

FOCC's operating revenue model is built on three revenue streams plus one non-monetary stream. In approximate percentages, FOCC's operating revenue in 2H2019 came from the following sources:

- 23% Day Use Fees
- 23% Campground & Reservation Fees
- 54% FOCC Membership Program and Donations
- PLUS More than 3,500 hours of volunteer time

B. Revenue Initiatives

1. Salon Meetings to Cultivate Donor Prospects

The FOCC Executive Director continues to make presentations in the homes of local residents to educate the community geographically closest to the park about how the park is operated and to solicit their financial support.

2. Developing Major Donors

The FOCC Executive Director and the FOCC Board of Directors have made it a priority to develop major donors to support the operation of FOCC and capital projects in the park. During 2H2019, major donors contributed approximately \$100,000 toward capital acquisitions and general operations.

3. Complimentary Day Trail Pass

To encourage the purchase of day trail passes by park visitors, while at the same time engendering goodwill with visitors, FOCC's volunteer Trail Ambassadors are equipped with complimentary day trail passes to distribute to those visitors possessing neither a day pass nor an annual pass. The complimentary pass is an effective and nonconfrontational way to remind park visitors to purchase trail passes.

4. Firewood

Due to the sufficient number of trees that have fallen on trails or have been felled by FOCC per the directions of State Parks environmental scientists, FOCC has been able to supply campers with firewood without purchasing wood from outside sources.

5. Retail Stores to Sell Annual Passes

Local retail stores in the outdoor recreation business and bicycle business have offered to sell China Camp annual passes. FOCC has provided promotional materials and is working on a simple point-of-sale process.

IV. Day-to-Day Operations

A. Operations Depend on Volunteer Support

Although FOCC operates with five employees, volunteers support the operations in a variety of ways, e.g., maintenance, bookkeeping, FOCC membership program, communications, cultural and natural interpretive programs, staffing in the Village café, staffing the Visitor Center and in the Back Ranch guard kiosk.

B. Communication Systems

FOCC maintains a WiFi internet connection to serve the campground hosts, the maintenance host, volunteers and staff working at the Back Ranch guard kiosk, and in the Village cafe.

FOCC has been auditioning various internal radio systems for real-time park communications. A one-year trial with a digital system will begin in August 2019.

Ongoing communication among FOCC employees, FOCC board members, and core volunteers is maintained by e-mail and a password secured administrative section of the website, which contains an updated calendar and copies of board minutes, committee notes, and key documents.

C. Maintenance Shop Conference Room

The Maintenance Shop office, which had not been in use for almost two years, has been converted into a conference room. The conference room is used regularly for FOCC Board meetings and for committee meetings.

V. Maintenance and Capital Improvements

A. Maintenance Hours

FOCC had four successful CSPF Park Champions work events and 25 VIPP maintenance events. The combination of these events equals approximately 1,800 volunteer hours.

B. Trails Work Group

The Trails Work Group is a committee of FOCC that is tasked with the restoration and long-term maintenance of the trail system in China Camp State Park. The Trails Work Group is led by a board member and two core volunteers. Most of the work is done during monthly Park Champions work events with 25-30 volunteers per event. These events are preceded by a staging day done by 8-12 VIPPs.

The goals for the Trails Work Group include:

- Restoration of the full trail system to current DPR multi-use trail standards

- Provision of a safe environment
- Protection of the sensitive ecology of the park
- Keeping the park clean and esthetically inviting
- Recruitment of VIPPs with diverse skills

C. Achievements

1. Park Informational Signage

- a. All kiosks, have been stabilized and repaired, as needed, including new plexiglass.
- b. Some faded and incorrect signage regarding payment and the FOCC URL were replaced.
- c. A damaged NERR sign was replaced.
- d. Handicapped stencils were repainted in parking areas.

2. Fire Mitigation

- a. Vegetation removal around Village structures, the structures in the corporate yard, the campground, picnic areas, and two lots on McNear Drive
- b. Branches above BBQs and fire rings were trimmed to 10'
- c. The Burn Pile was sorted and piled

3. Storm Damage

- a. Clearing of multiple downed trees that obstructed trails
- b. Repaired multiple slides on various trails
- c. Repaired trail tread where downed trees left root ball holes in the trail tread

4. Firewood

FOCC felled several trees in the campground and picnic areas that were deemed hazardous by DPR. The wood was moved to the corporate yard, was split, seasoned and being used to supply firewood in the campground.

5. Water Heater in the Village

FOCC purchased a new water heater to serve both Frank's house and Grace's house. With volunteers still taking shifts sleeping in the Village, providing hot water, especially in winter, is a necessity.

6. Painting

Multiple gates and signposts were painted.

7. Split Rail Fencing

Multiple repairs or replacements were done along Shoreline Trail, the Village Trail, and a variety of other locations.

8. Aesthetics

Park entrances, China Camp Village, China Camp Point, and all picnic areas are mowed and weed whipped.

9. Potholes

Potholes on Miwok Fire Trail, the Village parking lot, the Monument parking area, the access road to the lower campground, and the en route parking lot were repaired.

10. Invasive Plant Removal

Under the direction of DPR, various invasive plants were removed.

11. Structural Repairs

Two worn and damaged doors in the Lower Village bathroom were replaced. A gutter was attached to the Ranger Station/Visitor Center. Water damage to the maintenance shop was repaired. The leak in the roof of the Village cafe was repaired.

12. Campground Food Lockers

Table-mounted food lockers were replaced by free standing food lockers.

13. Seasonal Maintenance

Culverts were cleared prior to winter rains. Bridges were cleaned of earth-wood contact after the winter rains when the soil was dry.

D. Pay Station Security Improvements

FOCC has had installed high security locks, sensors, sirens, and replacement LCD graphic displays for all four of its pay stations. The new hardware aims to deter vandalism and attempted break-ins of the pay stations.

E. Vehicle Acquisitions

An in-kind gift of a 2006 Ford F-350 was donated to FOCC in August by a loyal, major donor. Also funded by this same donor was the purchase of a new Kubota

RTV-500 mid-size utility vehicle from Garton Tractor Inc. of Santa Rosa. The Kubota is being used for maintenance in the park.

F. Plumbing

In 2017, the Biscayne water meter was upgraded with a Badger Meter device providing real-time data telemetry. FOCC detected a high baseline of water usage, indicating one or more leaks. FOCC has been working diligently to repair water leaks, which have been found and repaired in China Camp Village, all the picnic points, and in the corporation yard.

VI. Communications and Donor Stewardship

A. FOCC Website

The website, www.friendsofchinacamp.org, which was developed during the Save the Park Campaign, continued as a key bridge to visitors and supporters of the Park. It includes information on park amenities, fees, reservations, park programs, and in-depth natural and cultural history. Information regarding how community members may become involved as volunteers and supporters is emphasized. The website provided updates regarding current events and issues of importance.

B. MailChimp

FOCC uses MailChimp to notify our supporters of upcoming events. Quarterly electronic newsletters are an effective tool for keeping our supporters informed of project progress, event highlights, volunteer recognition, community involvement, major donations, research being done in the park and much more. MailChimp is also being used on a monthly basis to remind our members to renew.

C. Broadening NextDoor Coverage

In an effort to broaden FOCC's messaging, FOCC has begun recruiting volunteers from around Marin County to post China Camp messages on their respective neighborhoods' NextDoor sites. Those volunteers are also instructing FOCC as to which other communications channels would be most effective for outreach.

D. Facebook

FOCC uses Facebook to notify the public of upcoming events in the park as well as special announcements by California State Parks and the California State Parks Foundation. FOCC also posts important public safety messages from the local law enforcement agencies and fire departments.

Facebook also provides a public forum for FOCC and CCSP stakeholders to interface with FOCC. Following is the link to FOCC's Facebook page:

<https://www.facebook.com/FriendsofChinaCamp>

E. NeonCRM Donor Database

FOCC has invested in a cloud-based donor management database called NeonCRM. The database makes it much easier to track and manage our donors, to send out membership renewal e-mails, and to acknowledge donations. With the number of FOCC members growing to 1,400 at the end of 2019, leveraging the power of a donor database has become more important than ever. FOCC plans to upgrade the payment processor from PayPal to the NeonCRM payment processor for seamless integration with the NeonCRM database.

VII. Volunteer Services

Volunteers continued to be of extreme value to the park's operation, services, and maintenance.

A. Volunteer in Parks Program in CCSP

FOCC continued to work with DPR in expanding the Volunteers in Parks Program in China Camp. VIPPs participated in the Trail Maintenance program, Natural History Docent program, in Ranger Station coverage, in the Back Ranch guard kiosk, in expanded Foot and Bike Trail Patrol, Village Docent activities, and in invasive species removal. VIPPs also served as camp hosts and maintenance hosts.

Thirty-three China Camp maintenance VIPPs have led and/or participated in organized volunteer events and worked more than 1,500 hours providing ad hoc trail maintenance, general maintenance and invasive plant removal.

Since the retirement of the Bay Area District State Park's volunteer coordinator, there has been no VIPP training available for CCSP, which has halted FOCC's ability to recruit new volunteers and campground hosts in situations where VIPP certification is needed.

B. CSPF Park Champions Volunteer Workdays

The California State Parks Foundation's Park Champions workdays are held on a monthly basis. Environmental scientists from the DPR District Office offered FOCC the option of expanding its invasive plant removal program, specifically to include yellow star thistle and stinkwort.

Five FOCC volunteers, trained by CSPF as core leaders, worked as project leaders on Park Champions workdays. In addition, 28 volunteers participated in at least two of the monthly Park Champion workdays, sponsored and promoted by CSPF. These events were planned and implemented to address China Camp's needs such as trail maintenance, erosion control and vegetation clearance, fence repairs, etc. In addition, work crews from corporations and other nonprofit organizations provided valuable trail and Village work.

The volunteer hours totaled just over 1,500 hours of actual trail work and about 200 hours of preparation, clean up and reporting. In addition to volunteers, FOCC park aides provided over 50 hours of help with the trail renovation.

C. Board Participation and Development

1. Annual Elections for the FOCC Board and its Officers

The following FOCC Board officers were elected for a one-year term beginning July 2019:

Steve Deering, Board Chair.

John Muir, Vice Chair.

Ed Lai, CFO.

Richard McCombs, Secretary.

2. Evolution to Non-Operating Board

The FOCC Board had been an operating board from 2012 until the end of 2016, at which point FOCC became a professional organization with the hiring of an executive director. The board began to evolve through 2017 and 2018 away from operations and toward traditional governance. At an October 2018 retreat, the board concluded that the time was right to become a focused governing board and to steer board discussions away from operations, which it continues to do today.

3. Frequency of Board Meetings

From 2012 until the spring of 2019, the FOCC Board had been meeting on a monthly basis. Having moved away from operational discussions, the board now meets on a bimonthly basis.

D. Back Ranch Guard Kiosk

The Back Ranch guard kiosk has been generally staffed Saturdays and Sundays from 9 AM to 5 PM with volunteer and park staff assistance. Staffing the guard kiosk was born out of an experiment conducted in early 2017, when FOCC volunteers staffed the kiosk on four successive Fridays to see whether there would be an associated transaction volume increase in the nearby pay station. In fact, there was. During the peak season of 2019, the kiosk was staffed on almost a daily basis by either volunteers or employees.

VIII. Print Media Coverage and Promotion

Primary communication with supporters and park visitors was realized through the FOCC website, FOCC's Facebook page, and through quarterly newsletters and e-blasts initiated during the 2nd half of 2019. In addition, China Camp also appeared in the following print media:

*Pacific Sun, Best of Marin 2019, 2018, 2017
China Camp wins #1 spot in two categories:
"Best Bike Route/Trail"
"Best Park/Open Space"*

*Marin IJ
"Giving Marin" initiative
Free ad space sponsored by Marin IJ at various times.*

*AllTrails, dates ongoing
"China Camp State Park Loop"
Posts by various mountain bikers*

*Inside Trail Racing, September 5, 2019
Promotion for "China Camp Trail Run" – Half Marathon, 10k, and 5k*

*iNaturalist, Various "Last seen" dates
"China Camp State Park Check List"
by participating wildlife photographers*

*Marin Convention & Visitors Bureau, August 2019
"Heritage Day Festival at China Camp State Park"*

*Ronnie's Awesome List, August 2019
"Heritage Day at China Camp State Park"*

*KRON 4, Bay Area, October 18, 2019
"Homicide Investigation Underway at China Camp State Park"
by Amy Larson, Gayle Ong*

IX. Park Stewardship

A. Cultural Landscape Report

Thanks to two generous donors, FOCC successfully raised the \$12,000 necessary to proceed with signing a contract on May 6, 2019 with Stephen Haller and John

Martini for the production of a Cultural Landscape Report for China Camp Village. The authors commenced work on July 1, 2019 and completed the project shortly after the projected completion date of December 31, 2019.

B. ADA Accessible Trail Maintenance

Travis Segebart of State Parks' Accessibility Division visited China Camp on December 6 to assess the trails designated as accessible and provided guidance to FOCC on maintaining those trails for ongoing accessibility. CCSP currently has two trails that are listed as ADA accessible—Turtle Back Trail and a section of Shoreline Trail from the campground to the Miwok Meadows gate.

X. Interpretive Programs

A. Natural History Center

The Natural History Center in the Ranger Station is staffed by a team of five volunteers and provides visitors with an opportunity to become acquainted with the wildlife and other natural features of the park. In addition, information regarding interpretive programs, trails, camping and other services have been provided.

B. Natural History Interpretive Programs

1. Docents

FOCC has four active natural history docents. They are involved in campfire programs and interpretive walks. FOCC plans to focus on volunteer recruitment and a revised docent training program in the coming year.

2. Village Talks

The monthly natural and cultural history lectures continued this year in the Village museum. They have been led by naturalists and professional experts from around the region. The program has been very successful, with almost every lecture filling to capacity. Lectures in the second half of this year were given by a WildCare animal care expert, by Sharon Barnett, who spoke about the “wheel of the seasons”, and by Ted Schulze, who spoke about Tye Leung, who was the first Chinese Woman to vote. Most of the lectures are family friendly, but a few are targeted for adults and seniors.

3. Natural History Walks

FOCC has continued a series of weekly hikes and monthly moonlight hikes led by natural history docents this year. The moonlight hikes and natural history walks have been very popular and have an average of 25 participants.

Also, the natural history program has recently included monthly birding walks and a native American Miwok walk.

4. Campfire Programs

From May through September, Natural History interpretive volunteers provide campfire programs for campers at Back Ranch Meadows. In August, author Tim Myers gave a reading of his book: *Yao Bai and the Egg Pirates*. The campfire programs have included topics such as endangered salt marsh animals and habitat, evolution and Charles Darwin, bats, local reptiles, and specific animals (owls, coyotes, raccoons, wild turkeys) or animal interdependencies. FOCC also hosted astronomy evenings at the campground once a month, led by a local astronomer.

C. Interpretive Partners

FOCC's partnership with the San Francisco Bay National Estuarine Research Reserve (NERR) continues to grow. Staff from NERR led natural history walks related to king tides, the salt marsh, sea level rise, and endangered species in China Camp. The FOCC executive director attends quarterly meetings convened by the local NERR office in Tiburon.

D. Indigenous Peoples Month

To celebrate Indigenous People's Month, FOCC partnered with the Marin Museum of the American Indian to put on events in November. On November 9, Alicia Retes from MAI led an interactive walk and storytelling event. On November 16, FOCC naturalist Jerry Coe led a walk about Miwok life on the San Pedro Peninsula, where China Camp State Park is located.

E. China Camp Village Museum

The museum, which is housed in one of the historic structures in China Camp Village, provides exhibits and interpretive displays about the history of the Village and the Chinese shrimping industry.

Six dedicated docents, one of whom speaks Mandarin and Cantonese, staffed the museum on weekends during the high season and gave tours by appointment for school groups, scout troops, senior citizens, and others. Several videos and CDs on China Camp and on San Francisco Bay were played for various groups according to their interests.

XI. Special Events

A. Heritage Day

On August 24, FOCC hosted a very successful Heritage Day with attendance reaching at least 300 people, thanks, in part, to the SF Maritime Museum who partnered with the SF Senior Center to bring a shuttle with 40 Chinese seniors from San Francisco. The FOCC staff expresses its deep appreciation to all the volunteers who supported the event.

Performers included the MCCA Lion Dance Team, the Redwood Empire Chinese Association Dragon & Cultural Dancers and Tai Chi, Stephen Shen, Melody Yan, and Louise Lipsey.

The exhibitors included Wildcare, MCCA, Olompali People, Marin Museum of the American Indian, Marin History Museum, Marin Fire Foundation, SF Maritime Museum, Chinese brush painting, FOCC craft tables, and the office of Assemblymember Marc Levine.

To publicize the event, FOCC paid for print and web advertising in the Pacific Sun, the Bohemian and the Marin IJ, all of which contributed significantly to the attendance. We also reached out to partnering agencies to spread the word. Local listings included Ronnie's Awesome List, NextDoor, Marin Mommies, and eBlasts. Posters and fliers were distributed locally in San Rafael.

Food was provided by MCCA, who operated a Chinese food and boba tea tent this year for the public and volunteers.

B. Annual Public Meeting

On November 16 in China Camp Village, FOCC hosted, per the Operating Agreement with DPR, its annual public meeting for the community. Several FOCC operational people presented updates on each facet of FOCC's operation – personnel, financial condition, trail policy and maintenance, interpretive programs, preservation efforts, and governance. There were approximately 30 people in attendance.

C. Coastal Cleanup Day

On September 21, Coastal Cleanup Day was held as a small event with a local boy scout troop at China Camp Village. Sheila attended the Coastal Commission's site captain meeting and led the event.

XII. Building Partnerships

FOCC continues to nurture and form alliances in support of park promotion, park operations and enhanced visitor experiences. These groups include cultural associations, educational institutions, conservation organizations, historical societies, community services groups, foundations, clubs, government agencies, and businesses.

A. Direct Financial Support

Earth Island Institute donated \$200
Master Mariners Benevolent Association donated \$300
George Lucas Foundation donated \$5,000
Sports Basement donate \$516

B. Services and In-kind Support

Services and in-kind support were donated to FOCC for the operations of China Camp by:

- California State Parks
- The Harbormaster of the San Rafael Yacht Harbor
- QuarryHouse, a stone work business
- Marin Independent Journal
- Giving Marin, a Marin IJ initiative
- Marin Chinese Cultural Association
- Andy's Local Market
- Dutra Group's San Rafael Rock Quarry
- San Rafael Fire Department

C. Publicity and Networking

Publicity and Networking for the park was provided gratis by:

- Marin Conservation League
- Santa Venetia Neighborhood Association
- Point San Pedro Road Coalition
- Gallinas Watershed Council
- SF Bay National Estuarine Research Reserve
- Marin County Bicycle Coalition
- Multicultural Center of Marin
- Park Rangers Association of California
- SF Bay NERR

D. Marin School of Environmental Leadership (MarinSEL)

FOCC has begun to host intern Ruby Shemaria, who is a senior in the Marin School of Environmental Leadership, housed in Terra Linda High School. Ruby has been working every Wednesday 1:40 PM - 3:40 PM. Her internship is focusing on developing programs in the park for visitors with physical limitations.

The School of Environmental Leadership (SEL) is a "school within a school" located within a comprehensive public high school. The SEL is a project-based, environmentally-focused program that emphasizes development in leadership and 21st century skills.

E. *Giving Marin* – Free Ad Space in the Marin IJ

Debuting on January 1, 2018, *Giving Marin* is a movement fueled by a collection of the North Bay’s most community-minded businesses and institutions. The businesses, one per profession, committed to underwrite marketing space for varying nonprofits every month of 2018 and 2019. FOCC received free ad space this year.

F. California State Parks “Engaging in Partnerships” Conference

On October 16 & 17, 2019, the FOCC Executive Director attended a two-day California State Parks conference called *Engaging in Partnerships* at the Asilomar Conference Grounds in Pacific Grove. Martin gleaned valuable information about creating an in-house volunteer program, about the opportunity to adopt for CCSP, free of charge, a State Parks mobile app called OuterSpatial, and about a new retirement plan product for employees of small businesses.

G. CSPF Pathways to Parks Seminar

On November 4, 2019, the FOCC Program Director attended *Pathways to Parks*, a seminar hosted by the California State Parks Foundation. The seminar focused on programs and opportunities to connect low-income and underserved communities to State Parks. CSPF presented the outcome of a report conducted by UCLA on “Visitorsheds” for State Parks. They developed an *interactive parkshed map*, currently available on the CSPF website, which shows the potential user groups for each State Park by region. It is a very helpful tool for outreach purposes, and China Camp will use that data for future outreach opportunities.

H. CSPF’s Park Advocacy Day

On May 7, 2019, the FOCC Executive Director and Program Director attended the day-long Park Advocacy Day in Sacramento, organized by the CSPF. The bills on which we lobbied generally fell into three categories: 1) Increase access to state parks for all; 2) Preserve and protect state parks for generations to come; and 3) Ensure adequate funding to sustain California’s 280 state park system. Our face-to-face meetings included Assemblymember Marc Levine and State Senator Mike McGuire.

I. Elected Officials

FOCC continued to maintain close relationships with the elected officials who have China Camp State Park in their respective districts. FOCC provided operational updates to:

- ❖ U.S. Congressman Jared Huffman
- ❖ CA State Senator Mike McGuire

- ❖ CA Assemblyman Marc Levine
- ❖ Marin County Supervisor Damon Connolly

J. Sports Basement

Twice in 2019, FOCC set up a table inside the front entrance of Sports Basement in Novato. Not only did FOCC sell T-shirts and memberships, but Sports Basement proceeds from the sale of popcorn and beer went to benefit FOCC.

K. REI

FOCC set up a membership table outside REI in Corte Madera on December 14 and December 21, two of REI's busiest days of the year. FOCC developed a card and envelope to hold a Parking Pass and Trail Pass inside so that an FOCC Membership could make a nice holiday gift purchase.

L. Santa Venetia Neighborhood Association

At the Santa Venetia Neighborhood Association Labor Day picnic on September 2, Martin and Sheila set up a table, sold memberships and T-shirts, and conversed with many neighbors as well as Supervisor Damon Connolly.

M. Museum of the American Indian

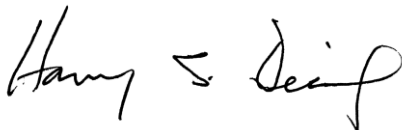
Sheila, Gail MacMillan, and Martin tabled at the Museum of the American Indian (MAI) Trade Feast on September 14. Though FOCC sold only two memberships, it was a great opportunity to strengthen the partnership between FOCC and MAI and to reach out to the local community in Novato.

XIII. Financial Status

The Friends of China Camp Profit and Loss statement for July 1, 2019 – December 31, 2019 is appended to this report.

XIV. FOCC Board Approval and Signature

This Operations Report for 2H2019 has been reviewed and approved by the Board of Friends of China Camp. Submitted: May 25, 2020



Steve Deering, Chairman
email: hsdeering@gmail.com

PROFIT & LOSS STATEMENT
7/1/2019 - 12/31/2019

	TOTAL
Income	
Donations	37,647.48
Amazon Smile	75.83
Board Challenge	16,000.00
Cafe Bucket	13,185.82
Donations-Other	370.00
Donations-Restrictions Released	
Donations Released-Accomplished Purpose	44,224.09
Total Donations-Restrictions Released	44,224.09
Event Tickets	395.00
Film Night In The Park-Donations	40.00
Heritage Day Donations	308.00
Heritage Day Art Donation	105.00
Total Heritage Day Donations	413.00
Museum-Donations	222.00
Lecture Donations	284.00
Museum-Other Donations	4.85
Total Museum-Donations	510.85
Outreach Donations	161.00
Total Donations	113,023.07
Membership	
Dues Full	
Membership	15,605.00
Trail Membership	16,201.00
Total Membership Dues	31,806.00
Merchandise Sales	200.00
Cafe Sales (deleted)	712.40
Heritage Day Sales	567.00
Heritage Day Parking	218.00
Total Heritage Day Sales	785.00
Museum Sales (Cafe) (deleted)	1,564.00
Museum Sales (deleted)	867.00
Wood Money	3,665.00
WOOD (BR PS) (deleted)	225.46

Total Wood Money	3,890.46
Total Merchandise Sales	8,018.86
TOTAL	
Park Revenue	
Park Reservation Fees	
Group/Event Trail Usage Fees	12,881.01
Reserve California	19,479.00
Reserve California Day Use	1,500.00
Reserve California Group Campsite	3,875.00
Reserve California Individual Campsites	25,622.50
Total Reserve California	50,476.50
Total Park Reservation Fees	63,357.51
Park Usage Fees	424.67
Campground Showers	568.14
Iron Rangers	
Buckeye Point IR	151.00
Bullhead Flat IR	1,843.00
Campground IR	501.00
Campground IR-Camping	4,136.00
Campground IR-Hike & Bike	309.00
Campground IR-Vehicles	1,023.00
Total Campground IR	5,969.00
En route Parking IR-Camping	75.00
En route Parking IR-Day Use	7,373.00
Lower Village IR-1	4,590.00
Miwok Meadows IR	3.00
Turtle Back Hill IR	153.00
Upper Village IR	2,373.00
Upper Village IR-2	809.00
Weber Point IR	202.00
Total Iron Rangers	23,541.00
Pay Stations	
Back Ranch Kiosk PS	
BR PS Campground	4,255.00
BR PS Parking	5,118.00
BR PS Trail Usage	11,789.00
Total Back Ranch Kiosk PS	21,162.00

Lower Village PS	
LV PS Day Use	
Parking	6,607.00
LV PS Trail Usage	129.00
Total Lower Village PS	6,736.00
Shoreline PS	
SL Day Use Parking	520.00
SL PS Trail Usage	95.00
	TOTAL
Total Shoreline PS	615.00
Upper Village PS	1,217.00
UV PS Day Use Parking	10,552.00
UV PS Trail Usage	420.00
Total Upper Village PS	12,189.00
Total Pay Stations	40,702.00
Total Park Usage Fees	65,235.81
Total Park Revenue	128,593.32
Total Income	\$281,441.25
Cost of Goods Sold	
Cost of Goods Sold	
Cost of Goods Sold-Interpretive Materials	4,843.06
Cost of Goods-Sales Tax (Non-Wood Sales)	298.00
Non-Interpretive Materials	
Firewood-COGS	1,694.51
Sales Tax-Firewood Sales	297.00
Total Non-Interpretive Materials	1,991.51
Total Cost of Goods Sold	7,132.57
Total Cost of Goods Sold	\$7,132.57
GROSS PROFIT	\$274,308.68
Expenses	
Fundraising Expenses	
Outreach Expense	
Cafe Operations-Outreach Expense	-25.25
Cafe Products	5,194.38
Cell Phone-Outreach	498.05
Donor Outreach	
Donor Outreach Neon-Z2 Database	1,260.00
Total Donor Outreach	1,260.00
Other- Outreach	325.87
Payroll Tax Allocated to Outreach	3,335.94
Wages Allocated to Outreach	39,373.29

Website Expenses-Outreach	450.00
Workers Comp & BBSI Fees Allocated to Outreach	2,593.90
Total Outreach Expense	53,006.18
Total Fundraising Expenses	53,006.18
	TOTAL
Management & General Expenses Bank Charge-Mgmt. & General	15.00
Depreciation Expense-Management & General	14,118.57
Insurance-Management & General	
FOCC Vehicle Ins. USE PARK OPS ACCOUNT	-1,248.75
Liability Insurance	1,800.32
Total Insurance-Management & General	551.57
Meeting Expenses-Management & General	375.50
Membership Expenses-Management & General	1,100.00
PayPal Fees-Membership	738.53
Total Membership Expenses-Management & General	1,838.53
Payroll Tax Allocated to M & G	3,676.14
Postage-Mgmt. & General	3.66
Professional Fees-Mgmt. & General	495.83
Accounting	4,080.00
Legal	360.00
Total Professional Fees-Mgmt. & General	4,935.83
Square Fees-Mgmt. & General	447.09
Wages & Salary 8810	43,344.25
WC and Fees Allocated to M & G	2,856.88
Website Expenses-Mgmt. & General	324.34
MailChimp Monthly Plan	479.97
Total Website Expenses-Mgmt. & General	804.31
Total Management & General Expenses	72,967.33
Park Operations Expenses	
Annual Pass Expenses-Park Operations	
Annual Pass Expenses-Other-Park Operations	974.19
Annual Pass Postage-Park Operations	330.00
Total Annual Pass Expenses-Park Operations	1,304.19
Cafe Internet	1,444.11
Campground Improvements-Park Operations	215.95
Campground Internet Service	840.00
Total Campground Improvements-Park Operations	1,055.95
Education/Interpretive Programs-Park Operations	150.00
Heritage Day Expenses-Park Operations	1,898.18

Heritage Day Expenses	4,214.41
Heritage Day Supplies	18.68
Total Heritage Day Expenses-Park Operations	6,131.27
Interpretive Programs-Park Operations	350.00
Cultural History Expenses	
Museum Expenses	150.70
	TOTAL
Total Cultural History Expenses	150.70
Natural History	
Campfire	
Program	25.30
Natural History Speaker Series	8.58
Total Natural History	33.88
Total Interpretive Programs-Park Operations	534.58
Total Education/Interpretive Programs-Park Operations	6,815.85
Event Equipment	65.40
FOCC Vehicle-Park	
Operations Auto License-	
Park Operations	17.00
Fuel	1,288.00
Fuel-Park Operations (deleted)	130.84
Insurance (deleted)	0.00
Service (deleted)	552.93
Vehicle Insurance	3,750.05
Vehicle Service	5,401.90
Total FOCC Vehicle-Park Operations	11,140.72
Fuel Tank	
Fuel Tank Refilling	1,094.40
Total Fuel Tank	1,094.40
Maintenance Service-Park Ops.	2,250.81
Housekeeping Services	23,400.00
Total Maintenance Service-Park Ops.	25,650.81
Maintenance Supplies/Equipment-Park Ops.	8,300.58
Housekeeping Supplies/Material	2,706.62
Trail Maintenance/Restoration	8,946.63
Total Maintenance Supplies/Equipment-Park Ops.	19,953.83
MMWD Water	
Biscayne Meter	
Biscayne Meter Charges & Fees	651.23
Biscayne Tier 1	3,359.43

Biscayne Tier 2	0.00
Biscayne Tier 3	0.00
Total Biscayne Meter	4,010.66
North San Pedro Rd Meter	
North San Pedro Rd Meter Charges & Fees	830.44
North San Pedro Rd Tier 1	930.36
North San Pedro Rd Tier 2	560.83
North San Pedro Rd Tier 3	181.06
Total North San Pedro Rd Meter	2,502.69
TOTAL	
Total MMWD Water	6,513.35
Office Supplies-Park Ops.	413.72
Park Champions Program-Park Ops.	-144.16
Pay Station Expenses	651.50
Pay Station Maintenance/Repair	1,435.56
PayPoint Equipment/Material-Park Ops.	369.86
VenDirect Transaction Fee	330.75
Total Pay Station Expenses	2,787.67
Pay Station Merchant Fees- Park Ops. BR PS Merchant Fee	1,866.09
LV PS Merchant Fees	630.34
SL PS Merchant Fees	282.84
UV PS Merchant Fees	969.26
Total Pay Station Merchant Fees-Park Ops.	3,748.53
Permits/License Fees	1,727.75
PG&E	
PG&E Commercial	-1,483.95
Back Ranch CG(1005730700)	2,918.77
Bullhead Restroom(1009166179)	763.88
Cafe Meter(1009165953)	627.41
China Camp Point(1010027461)	301.42
China Camp Village(1009166180)	224.88
Maintenance Shop(1009165536)	384.63
PGE Energy Efficiency Retrofit Loan Expense	28,369.17
Ranger Station(1008805397)	745.93
Village #4 Meter(1010028591)	71.40
Total PG&E Commercial	32,923.54

PG&E Residential	
Pt. San Pedro Rd #4 (1010028593)	2,170.47
Pt. San Pedro Rd (1007431407)	104.09
Pt. San Pedro Rd. #2B Meter (1007413195)	114.17
Pt. San Pedro Road #A3 Meter (1007413196)	104.94
Total PG&E Residential	2,493.67
Total PG&E	35,417.21
Porta-Jons-Park Ops.	2,625.00
Propane (Campground)-Park Ops. Propane (Campground)Fuel Refill	-447.01
Total Propane (Campground)-Park Ops.	-447.01
Ranger Station Internet	1,500.00
Ranger Station Telephones	1,290.04
Sanitation Services	12,645.85
	TOTAL
Security Equipment Wildlife Camera Fee	39.96
Total Security Equipment	39.96
Security Service	26,600.00
Signage-Park Ops.	385.76
Village Repair/Supplies-Park Ops.	726.10
Cultural Landscape Report	4,000.00
Village Garden	474.09
Total Village Repair/Supplies-Park Ops.	5,200.19
Wages & Salary Employer Taxes	663.95
Wages 8810	-30,390.61
Wages 9410	17,652.25
Wages 9420	26,573.25
Workers Comp & BBSI Fees	2,291.58
Total Wages & Salary	16,790.42
Warranty	503.94
Total Park Operations Expenses	186,123.48
Pay Station Tests	13.00
Program Services Expense	138.33
General Support Expenses Conferences/Training	670.00
Travel Auto	912.00
Total Travel	912.00

Volunteer Supplies-Park Ops.	485.70
Total General Support Expenses	2,067.70
Total Program Services Expense	2,206.03
Total Expenses	\$314,316.02
NET OPERATING INCOME	\$ -40,007.34
Other	
Income	
Div	
Income	5,609.77
Gain on Schwab Donation Account	-244.20
Income From Donor Restricted	
Activity Donor Restricted For a	
Future Purpose	569.09
Prior Restricted Income Released	-45,641.23
Total Income From Donor Restricted Activity	-45,072.14
Interest Income	47.76
Prior Year Adjustment	-18,764.16
Total Other Income	\$ -58,422.97
TOTAL	
Other Expenses	
Prior Year	
Expense	17.87
Suspense Account	0.00
Total Other Expenses	\$17.87
NET OTHER LOSS	58,440.84
NET LOSS	98,448.18