



## **Business Administration & Operations Activities**

**Update December 19, 2018**

### **Administration**

- **Met with Lynn Fisher and Susan Boone to review accounting changes and fund balance accounting**
- **Engagement Letter signed for Rehmann Robson to conduct 990's**
- **Met with Cambridge Seven Associates, Color-Ad, Brent Wood and a team of engineers during FOS two day Exhibit workshop 11/28-11/29**
- **Total of Sip 'n Shop events: \$725 and attended by 22 guests**
- **Had two "Go-To Meetings" with Design team, FOS leadership re-grouped on all elements of each zone for new exhibit Eco Center**
- **Ordered one new PC for Animal Care team member and one new laptop for Director of Development and Marketing**
- **Sent over tactical goals to Paul Hederman for Strategic Planning**
- **Filed documentation needed on accounting purposes for Research micro plastics grant associated with University of Central Florida**
- **Worked on Quick Books to reconcile P&L accounts associated with Capital and Pledge reports with Director of Development and Marketing for Treasurer**
- **Working on year end return with Lynn Fisher at Rehmann Robson**

Jo Marie Bruno  
Director of Business Administration and Operations

## **Grounds/Building**

- **Boat ramp wood gates – 12 ft. getting installed this week of 12/17/2018**
- **Completed 6 foot Seagrass Expansion gate install**
- **Located electric from transformer to office**
- **Repaired meter panel at back of property and painted with POR**
- **Moved Stainless Steel Well Screens (total weight: ~5,000 lbs)**
- **Set-up for private event on 12-/6/2018 and volunteer social on 12/13/2018**
- **Removed additional lighting needed for those events**
- **Installed updated safety signage around GFL**
- **Service on all FOS Vehicles – new brake pads needed for rear tires of Fish Van**
- **Painted parking lot curbs**
- **Picked up items from private estate – bronze and crystal sculptures**
- **Replaced light ballast for Gift Shop**
- **Leveled ground behind research trailer where Stainless Steel Well Screens were located**
- **Worked with Electrician – Ault Brothers – on installation of Distribution Panel for Seagrass Expansion**
- **Working with Research Department on quotes from carpenters to construct wet lab and quarantine boxes**

Shaun Jackson  
Operations Manager