



Business Administration & Operations Activities

Update November 14, 2018

Administration

- **In Communication with John Capas at Wells Fargo to set-up new checking account for Capital Campaign expenses; Mark Perry scheduled to meet on 11/14/2018.**
- **Calculated the projected recycled sale cost of Stainless Steel Well Screens, in order to sell or recycle.**
- **Assisting Director of Development and Marketing and Executive Director in preparations for Capital Campaign event on 11/13/2018.**
- **IT repairs to Director of Business Administration and Operations laptop.**
- **IT additions for more RAM on Director of Business Administration and Operations laptop and Director of Education laptop.**
- **Ordering of new laptop to replace Director of Development and Marketing computer.**
- **Meeting with leadership team and continuing to work on Strategic Planning.**
- **Completed order and install of donor sponsored palm tree with Palm City Palms.**
- **Made changes through Coverall Cleaning Services to change Franchise Owner that provides cleaning services.**
- **Updated QuickBooks to reflect approved Fiscal Year 2019 Budget; currently working on allocation of specific categories.**
- **Meeting and scheduling Ault Brothers Electricians to install electrical needs for Seagrass Expansion.**
- **Filed our Tax Exempt Certification with a regularly used vendor by the Director of Animal Care and Life Support.**

Jo Marie Bruno
Director of Business Administration and Operations

Grounds/Building

- **Set-up for 11/6/2018 Voting Polling Precinct.**
- **Installing gates for fence at Seagrass Expansion Fence.**
- **Hand dug trench line from Visitors Center to corner of Seagrass Expansion Fence in preparations of electrical needs install.**
- **Completed the clearing of area along South Gate fence line to park FOS Vehicles.**
- **Distributed shell rock along entire trail for dampness and safety purposes.**
- **11/13/2018 Capital Campaign Event:**
 - **Installed new event lighting at Children's Pavilion and Sea Star Pavilion**
 - **Installed lighting for valet area near Admissions**
 - **Installed lighting for speaking platform at GFL Feeding area**
 - **Installed rope lighting along GFL and ramp to Visitors Center**
 - **Installed orange construction fence to outline new building footprint**
 - **Built and Installed framing for signage along orange construction fence**
- **Repairs to Visitors Center flooring.**

Shaun Jackson
Operations Manager