



Business Administration & Operations Activities

Update October 24, 2018

Administration

- Leadership Team chose design fabrication firm for new building
- Ordered staff uniforms for All Staff to have fresh, professional polo shirts
- Completed the install with Custom Built Marine of Kiosk along IRL
- Annual Audit from AIG on our Workers' Compensation Plan
- Worked with Director of Animal Care on replacing the Sam Crane Electrical, LLC donated generator and the installation of updates to propane needs
- Updated employee records with Alarm Company – Guardian Hawk
- Updated License and Cooperative Agreement with Live Advantage Bait
- Mapping and planning work to be done for Seagrass Nursery Expansion alongside Director of Research, Director of Animal Care, Research Staff, and Executive Director
- Worked with Leadership Staff on FOS approach to Water Issues this summer
- Distributed Emergency Preparedness Plans to All Staff in accordance with their role here at FOS
- Replaced Knox Box for Fire Department entry in case of fire at FOS
- Acquired and assembled transport chair for Emergency situations
- Issued updated Employee Handbook to All Staff, required updated signed pages from each employee
- Budget Planning for FY 2019
- Renewal of Lease Agreement with Vesta Modular for a two year agreement
- Completely closed Seacoast Operating Account associated with fraudulent activity
 - Changed all information for automatic deposits and withdraws affecting the change of the account
- ½ Price Days:
 - June 8th – Admissions: 200 / Gift Shop: \$874.88
 - July 12th – Admissions: 625 / Gift Shop: \$1,596.26
 - August 5th – Admissions: 320 / Gift Shop: \$759.15
 - September 22nd – Admissions: 205 / Gift Shop: \$508.55

Jo Marie Bruno
Director of Business Administration and Operations

Grounds/Building

- **Built Seagrass Expansion Fence - 95% done, will be installing gates**
- **Installed new TP dispenser in Admissions and new hard roll dispenser in Volunteer Room**
- **Built new counter table at Ray Tank**
- **New waterproof four gang electric box at Ray tank**
- **Relocated large fans at Sea-star tank and Ray Tank**
- **Trail clean up and rebuilt with shell rock**
- **Clearing area by South Gate –will be parking for FOS vehicles**
- **New ropes around GFL and Food Prep**
- **Relocated Marketing Sheds – Lights on Lagoon storage**
- **Relocated outlet on front deck at Admissions entrance**
- **Installed new solar banner lights**
- **Removed all temporary lights in parking lot**
- **Closed Week Completed Projects:**
 - **Removed staples and paint entrance eaves**
 - **Repainted food prep**
 - **Repainted ladies Rm in Admissions**
 - **New molding installed under 600 tank and around bleachers in Visitors Center**
 - **New LED fixtures installed in Gift Shop**
 - **Repainted Sea Turtle display by Turtle Pavilion**
 - **Replaced umbrellas at picnic tables**
 - **Cleaned up GFL Islands**
 - **Painted ceiling in Gift Shop hallway**
 - **Striped front hand rails**
- **New bottle filling station installed at water fountains**

Shaun Jackson
Operations Manager