



Business Administration & Operations Activities

Update February 27, 2019

Administration

- Working on archiving all Board information from old website and adding information to new website.
- Assisted research in obtaining correct insurance for research grant.
- Set up new employee with paperwork and security code
- Abbie Flood worked with Susan Boone to reallocate budget to correct monthly amounts.
- Re-activated our vendor account with Palm Beach County so their summer camps can visit us in June.
- Mark Baer worked with Susana McHale because the POS system wasn't working with the Financial exchange in gift shop. We are still working on touch screen issues.

Cathy Muir
Administrative Assistant

Grounds/Building

- Constructed 2 x 12' border around new seagrass exhibit
- Hand dug 230' trench 18" - 24" deep to install conduit for new sea grass area pumps and behind the scenes sea grass pumps.
- Installed conduit for 230' trench for electrician.
- Removed old fence in new seagrass area.
- Installed two donor bricks.
- Installed 6 donor plaques above the ray tank.
- Cleaned up operations shed so tractor can go back inside.
- Removed old seagrass tables in preparation for installation of new tables.
- Oversaw installation of the new culvert outlet on the north side of the gamefish lagoon.

Shaun Jackson
Operations Manager