



Business Administration & Operations Activities

Update March 27, 2019

Administration

- **Worked with Katie Buckley from Brown & Brown on our insurance renewal**
- **Updated employee addresses and computer passwords**
- **IT installed RAM in bookkeeper PC; resolve print issues with Director of Development computer. February server audits: adjust backups, install updates and clean up hard drive**
- **Order new computer for Executive Director**
- **Abbie Flood continues to work with Susan Boone on accounting issues**

Cathy Muir
Administrative Assistant

Grounds/Building

- **Oversaw installation of lagoon chain link fence**
- **Oversaw installation of seagrass exhibit fence**
- **Various repairs to nature trail bridges (hand rails and decking)**
- **Trim nature trail**
- **Repair and clean up memorial wind sculpture in butterfly garden**
- **Continued cleanup behind the scenes**
- **Had volunteers clean up IRL shoreline behind property and parts of service road.**
- **Repair, replace and eliminate old receptacles and or lights behind the scenes area.**

Shaun Jackson
Operations Manager