



Business Administration & Operations Activities

Update October 23, 2019

Administration

- Filed our current liability insurance with William Scottsman
- Hosted Everglades Quarterly Meeting on October 18, 2019 and provided breakfast and lunch
- Renew our 946 Certificate which allows us to solicit donations as a non-profit in the State of Florida
- Cancel Visa Card for former employee and set up Executive Director and Administrative Assistant for on-line access
- Worked with William Scottsman to terminate our lease and schedule the Research Trailer removal for November 7, 2017

Cathy Muir
Administrative Assistant

Grounds/Building

- Repair and replace latch on gate at turtle pavilion
- Replace outlet under admissions television
- Install new television
- Move green teams supplies from shade house
- Install "You are here" sign close to new trail head
- Repair hole in the floor in Exhibit room next to water fountains
- Widen walkway next to food prep
- Power wash deck and stairs in front of admissions
- Continue clean-up behind the scenes
- Install remaining awnings
- Repair two picnic tables
- Repair oyster bagging demo table
- Weed around entire lagoon
- Install donor bricks
- AC Maintenance and overflow line clean-out
- Gather estimates for new walkway and ray tank refurbishment
- Keep daily tabs on all construction matters and/communicate every day with Stuart Frisby, Project Manager

Shaun Jackson
Operations Manager