

## **Business Administration & Operations Activities**

### **Update May 2020**

#### **Administration**

- Received updated guidelines from Seacoast bank for the SBA PPP loan forgiveness application. We have been tracking all payables and payroll detail that will use for the application. It appears that we will not have enough utility and payroll expenses to have the entire loan forgiven, however, according to the new guidelines they will allow for accrued expenses (accrued w/in the eight week timeframe) which will help increase the loan forgiveness amount greatly.
  - Provided updated numbers to Abbie for cash flow projection spreadsheet.
  - Met with returning and full time gift shop and admissions staff to go over potential reopening guidelines and address any concerns or questions they have. They are VERY excited to get back to work and look forward to FOS re-opening.
  - Keeping telecommute agreements up to date with remote staff. No schedule to return to work for the remote staff at this time. We are prepared to make accommodations to those who are uncomfortable being inside the office due to Covid 19.
  - Generated the Re-Opening guideline document. We have not set a re-opening date as we are waiting for legislative guidance (phase II). Updating this reopening plan document after discussion during Lead Staff meetings. Fine tuning COVID 19 protocols and safety procedures. Ordering supplies required for re-opening such as plexiglass shields, hand sanitizer, face shields, and masks.
  - Created a report/survey on similar organizations that includes their opening dates (if scheduled), mask/face coverings requirements, temperature taking for staff and volunteers or guests, health assessment requirements, and lightning protocol.
  - Continuing to work with Mark Perry and Lindsay Zabik on the new Eco Center furniture order. We've really needed through the original spreadsheet and have an updated list that is reasonable as far as pricing and quantity go. The order needs to be placed during the first few weeks of June.
  - Brought in landscapers for one day as the overgrowth was getting very bad. We will discuss at a later date bringing them back on a regular weekly schedule.
  - Completing bi-weekly payroll, 401k, medical program, PTO admin, and weekly payables.
  - Coordinate with Lindsay Zabik on varying construction related issues and payables.
  - Worked with Mark Baer on updating all the computer operating systems to Windows 10 and obtaining licenses. Also, working on getting a quote for replacing (the much needed) Admissions computer.
  - Worked on repairing the Gift Shop Thermal printer (under warranty).
  - Updating employee lists, passwords and employee handbook. Also, ordering supplies.

#### **Operations**

- Replaced bulb for overhead projector
- Powerwash the Coastal Center entrance/walkways
- Painted Coastal Center exterior (south) walls
- Repaired pavers and boarder pavers

- Power washed all pavers
- Measured and ordered plexiglass barriers for Coastal Center
- Built and painted additional stanchions for re-opening plan (total of 31 stanchions)
- Replacing air filters
- Moved drain rock for Research
- Trim Nature Trail in prep for re-opening
- Trim vegetation at Coastal Center entrance
- Replace boarder rope West of GFL
- Clean and weed around Turtle Pavilion
- Power wash and cleaned exterior of Ray Pavilion, Children's Pavilion, Touch Tank Pavilion, and surrounding areas
- Rake out shell rock at ray tank
- Cleaned out and organized workshop