

## **Business Administration & Operations Activities**

### **Update October/November 2020**

#### **Administration**

- Coordinate with Operations Manager on various projects. Please see Operations report below.
- Continue working with all Staff to keep in compliance with proper COVID 19 safety protocols. We are maintaining 5 days per week and two sessions per day. Until we have more volunteer help we will maintain this schedule. We will be open for the Thanksgiving holiday season from 11/18 through 11/30 (except for Thanksgiving day 11/26). October and early November were slow across the board, as is typical for that time frame.
- Created a moving schedule (with flexible dates) for staff to prepare the office move and a punch list for trailer removal (notice was given/approved for on/or after December 30). This also includes internet access, cleaning the cubicles, and moving the copier.
- Reviewing/discussing the renewal for Florida Blue (HMO) medical insurance with Brown & Brown set to renew on January 1, 2021. Premium rates have increased by 6% while 'trend' (meaning the costs of medical services) has increased by 11%. To discuss upcoming open enrollment with Mark Perry.
- Completed the CARES Act PPP Loan Forgiveness application. Pending Mark Perry's review and signature (11/16). We are working with a specialist from Seacoast Bank to assist with submitting the e-docs through the lender portal. We are using only payroll costs during the covered period (4/24 – 10/9) as our 'approved costs'. The loan amount is \$235,600 and our payroll costs were \$556,392, which is well over the amount we are asking to be forgiven.
- Completed and submitted the grant application (\$50,000) for the Martin County Business Renewal grant. These funds were just recently made available to non-profit organizations. Our application is in 'accounting' for final review. There is a backlog at the county for updates and/or award details as of 11/13.
- Coordinating with Lindsay Zabik on varying construction related issues including builders risk insurance extensions, new appliances, phone/internet for the new building, and payables. Beginning punch list with Shaun Jackson.
- Continue to work with Mark and Abby in regard to updating cash flow and budget analysis.
- Administration of insurance(s), bi-weekly payroll, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports. Preparing RFPs for next year's tax return preparation and tax consulting.
- Meet with Mark B.(IT) to arrange scheduling for the server move and preparing shelving/desk for the server room.
- Researching window treatments for 2<sup>nd</sup> floor offices.
- Working with staff on various confidential HR issues as needed.

#### **Operations**

- Custom made frames for new signage throughout facility
- Replace banners along Ocean Ave.

- Repair trailer (failing) A/C units (as much as possible)
- Replace A/C unit in Food Prep building
- Close off exterior electrical outlets
- Cleared south trail to existing trail
- Managed paver work at beginning of the trail – applied fill to walkway
- Order fixtures (paper towel holders/soap dispensers/thermostat locks) for EcoCenter
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs
- Power washed and painted manatee and baby
- Water newly installed landscaping at EcoCenter
- Maintenance and repair to Visitor Center & volunteer lounge restrooms and plumbing
- Build gate at fence along boardwalk for access from current fish feeding pavilion
- Coordinate multiple electrical panel repair/replacement
- Meet with automatic gate vendor (new staff parking area)
- Replaced all combination locks
- Manage debris with Mosquito Control staff