

Business Administration & Operations Activities

Update September/October 2020

Administration

- Coordinate with Operations Manager on various projects. Please see Operations report below.
- Continue working all Staff to keep in compliance with proper COVID 19 safety protocols. With recent changes from the Governor's office, attendance limits have been increased to 100 guests per session. Interactive exhibits have been re-opened with safety procedures being encouraged (additional hand sanitizer stations in place). Stanchions have been removed from the exhibit area. Guests are being cooperative about wearing masks and maintaining social distancing.
- Worked with our third party benefits administrator to file the annual 5500 (401k annual report) as well as administration of adopting (by the Board of Directors) revised Hardship resolution rules as defined by the Bipartisan Budget Act of 2018.
- Received the go-ahead from Seacoast (lender) to submit the application for loan forgiveness. Our FTE reduction quotient is 1.1. As well as we meet Safe Harbor definitions regarding loss of income, so the entire loan will be forgiven. Compiling back-up paperwork for the PPP in coordination with applying for Martin County Community Relief Program for an additional \$50,000 grant (surplus Martin County has from the original CARES funding) that was recently offered to Non-profits vs only small businesses. This grant does not interfere with the current SBA PPP program.
- Continue to work with Mark and Abby in regard to updating cash flow and budget, and conditional budget fine tuning.
- Administration of insurance (renewal and confirmation of volunteer coverage), bi-weekly payroll, medical program, PTO, requisitions and weekly payables for operations and construction.
- Organizing and planning the office/staff move from the trailers into the new building. This includes preparing to have the trailers hauled off (60 day notice to Vesta-soon, cleaning, remove lattice, decks, canvas, covers, repair picture holes in walls etc). Coordinate moving the copier, cubicle cleaning, cubicle removal and reinstallation when the new furniture (which is in storage now) is delivered. As well as confirming all services needed for day to day operations is in place and ready to go.
- Coordinating with Lindsay Zabik on varying construction related issues including new appliances, phone/internet for the new building, and payables. Worked with Georgia confirming/identifying repurposed furniture.
- Working with Susan B., Closing out the month of September and end of the fiscal year. Researching and resolving minor QB questions/open items.
- Security guard company contract has been terminated as we incorporate the new 16 camera security system. This system can be accessed remotely. We also have the new contract with Guardian Hawk in place for the EcoCenter building security. The admissions building will continue with the same system that has been in place.
- Onboarding and orientation for the new Operations Technician, Steve Ades. Also, processing terminated employee(s) final paychecks, end of benefits, and 401k vesting confirmation/payouts.
- Worked on scheduling and support for opening the center for holidays on days we are closed (Mondays). Labor Day was successful. Backup for admissions staff a necessary.

- Purchased a small refrigerator for the Admissions building and a pallet of aluminum canned waters. Cost per bottle is \$.89 and we sell them for \$2/bottle.
- Working with staff on various Human Resource needs.

Operations

- INSTALL NEW "NO TRESPASSING " SIGNS ALONG IRL
- REPLACE ALL GATE LOCKS
- PLACE DONOR BENCH NW SIDE OF GFL
- REPLACE SEAGRASS EXHIBIT OUTLET
- RUN ELECTRICAL FLEX AND WIRE TO CAMERA BOX AT TOUCH TANK
- REPLACE BROKEN BOARDS ON TRAIL
- FOS STORM PREP
- TAKE DOWN DEAD PALM ON TRAIL
- INSTALL WEED BLOCK AND SHELL ROCK AROUND PERIMETER OF GFL
- CLEAN OUT AREA FOR GREEN TEAM IN SHED
- FIX BOAT RAMP GATES
- STAGE BOARD WALK MATERIAL
- REPAIR RAY TANK SINK SUPPLY LINE
- ELECTRICAL PANEL REPLACEMENT/UPGRADE
- REPAIR TOILET IN GIFT SHOP
- REPAIR HANDICAP AUTOMATIC DOOR OPENER
- MOVE BASE SAND FOR RESEARCH TANKS
- POWER WASH PAVERS AROUND RAY TANK
- POWER WASH PAVERS AND WASH EVERYTHING IN CHILDRENS PAV
- REPAIR PLEXIGLASS,AND CLEAN UP CHILDRENS PAV GAME
- REPAIR AND FRESHEN UP FOS ROAD SIGN
- INSTALL NEW ROPE AROUND RAY TANK
- SHELLROCK BETWEEN BRIDGE 9 AND 11
- REPLACE BANNER AND FLAGS
- TEMP MOVE MAILBOX LOCATION TO EMPLOYEE GATE
- REWRAP PILINGS WITH NEW ROPE
- CLEAN CONSTRUCTION SITE
- REPAIR TURTLE PAVILION 4X4
- FIX ROOF LEAKS IN CLASSROOM TRAILER
- INSTALL A/C IN FOOD PREP BUILDING
- POWER WASH GFL DECKING
- REMOVE FILL FROM DUMPSTER ENCLOSURE