

Business Administration & Operations Activities

Update March 22, 2021

Administration

- Our PPP loan application was approved and we were funded on 2/23/21. We will apply for loan forgiveness when we have used all the funds, which equates to approximately one quarter of payroll.
- Our extension for filing the 990 was accepted. I am working on: the Tangible Property Tax backup data, the US Dept. of Commerce annual services report, and the 2020 Annual Valuation of our 401k report. The 2021 Non for profit Corp annual report has been completed.
- The employee pedestrian and vehicle gates project is almost completed. We are working on getting a different gate –or- trying to make the gate they installed work to our specifications. We had clearly defined the type of automated gate we want and what, specifically-we need it to do, however the gate installed does none of these things. We are bringing in other specialists to explore options that complies with our budget. The vehicle gate is expected to be fully operational by the end of this week. We have graded and leveled the area for staff parking. The staff parking area will be treated with shell rock.
- The concrete sidewalk was poured, permit inspection completed. Landscapers replanted the trees we moved as well as laid the Bahia sod.
- Beginning research to revamp our Indirect Cost Rate for grants. The numbers we were using are far too low. I will be researching and evaluating the detailed organizational costs associated with grant work and coordinate with Lorae' to negotiate a new rate, particularly for her new grant.
- Coordinating with exhibit install team's schedules to secure the building, daily. Operations staff regularly helps remove their garbage and small requests of assistance. Reassembled the deck outside the LSS room for the install team's access.
- Visitor Center building meeting with Glenn Calabrese from StoretechCo went very well. He provided a proposal for designing the new retail space based on our meeting. Accepted proposal and deposit mailed out. Encouraged by his level of creativity, experience, and references.
- We are advertising for an additional part time staff member for Admissions/Gift shop weekends. Discussing increasing Operations staff also because, with the new building, maintenance and cleaning is becoming more than we can cover (Custodian?).
- Meetings with fire protection providers, getting proposals for fire sprinkler and extinguisher maintenance. Discussing the elevator maintenance proposal with Mowery.
- Administration of insurance(s), bi-weekly payroll, 401k, medical program, PTO, requisitions and weekly payables for operations and construction, and monthly/weekly financial reports. Filed the 945 and reviewed the 1099-Rs (terminated employees that received their distribution in 2020).
- Working with staff and new hires and various HR issues as needed.

Operations

- Cleared area for sidewalk work (underground -tree root balls, fibre, power)

- Graded former trailer area and future staff parking area
- Cleared all debris from construction and green team
- Ongoing trail maintenance
- Ongoing weed removal/trim shrubs/watering new plants