|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Holly Guild** |

 | 12:25 PM (2 hours ago) |  | https://mail.google.com/mail/u/0/images/cleardot.gifhttps://mail.google.com/mail/u/0/images/cleardot.gif |
|

|  |
| --- |
| to allstaff, Joe, LaChaunhttps://mail.google.com/mail/u/0/images/cleardot.gif |

 |

Happy Friday! Here are your updates for this week :

HIRING UPDATES: Ashley is currently conducting interviews for the Community Outreach Coordinator position. Steph and I are scheduling second interviews for our top 6 candidates for the HR position. We should have final decisions made for both by Monday, February 1.

DEI SURVEY REMINDER: Please complete the DEI survey sent out by the culture committee if you haven't already. It is due by Friday, Jan. 29. Here is the link:

<https://docs.google.com/forms/d/e/1FAIpQLSfo5hQZhqVjMKTSg80GDuLeTSc5oGvcmSiQEKZEbCL7AWqxFw/viewform>

ALL STAFF MEETING: Our next all staff meeting is next Wednesday, Jan. 27 from  11:00-1:30. The shelter will open at 3 pm.The first hour will be spent going over our photo scavenger hunt results, talking about our strategic plan and the new HR position, and giving general shelter updates. The second 90 minutes will be spent with Hilary from HSUS reviewing our compassion fatigue discussion with her and talking about organizational culture and the importance of creating a workplace culture agreement with input from all staff  that will guide how we work moving forward. This meeting is REQUIRED unless you have prior approval from your supervisor. You all should have a calendar invite for this meeting, but here is the zoom link should you need it:

[https://us02web.zoom.us/j/86411259236](https://www.google.com/url?q=https://us02web.zoom.us/j/86411259236&sa=D&source=calendar&ust=1611761513345000&usg=AOvVaw0FlZKvpWsm2Bb_qW7L3FFg)

PCC: PCC is scheduled for March 15. If you have any friends or family members that you think might donate auction items (gift baskets, gift cards, services, artwork, craft items) please let Megan know. We appreciate all the assistance making our biggest fundraiser of the year a success!

RETAIL STORE: Our online retail store is up and running with a direct link on the shelter website. Please remember to ask adopters if they need to purchase supplies when taking a new pet home as well. We have added our "adopt" t-shirts and insulated tumblers to the online store and will be ordering some new shirts in the near future, so stay tuned!

NEW STAFF ONBOARDING: All new staff members will be completing their Fear Free training and certification prior to being scheduled in their assigned department, so orientation and training will be a full 2 days for incoming employees.

EUTHANASIA TRAINING: We have several staff members that will be completing recertification for euthanasia training in the coming weeks. Vet staff and admitting staff are the most affected and will be in training and unavailable on Thursdays from 12-4 pm from Jan. 28 through Feb. 18.

NEW NAME FOR ADMITTING: Please submit your ideas for renaming our admitting department by Friday Jan.29. We will be slowly transitioning to offering more resources to pet owners that allow them to keep their pets if they choose, and would like the name of this important department to reflect that.

A big thank you to everyone for all of your hard work this week! Have a wonderful weekend.

Best,

Holly