Happy Friday everyone! Here are your updates for this week:

TRANSPORTS: We have a HARTT transport with approximately 20 puppies and dogs arriving Sunday night, and our ASPCA transport with approximately 30 dogs and puppies is coming Wednesday. We have some really cute pups coming to MI next week!

ALL STAFF MEETING: Please remember that our next all staff meeting is next Wednesday, Oct. 28 from 10-11:30. This meeting is required unless you have supervisor approval. Our topic this month is professionalism in the workplace

KITTEN NURSERY: Our materials for the kitten nursery renovation have arrived at Vos Glass and we will be scheduling a final install date with them very soon.

ADOPTIONS: We are planning on opening for adoptions on a walk in basis beginning Tuesday, Nov. 3. Our adoption hours will be Tuesday through Friday from 11-6 and Saturday 11-4. Social distancing and masks are required and we will be using the Wait While app to track visitor info and control traffic flow in the building. Hopefully this will help improve our adoption numbers!

MARKETING AND COMMUNICATIONS: Brianna has officially started in her new role. If you have requests for social media posts etc, please continue to utilize the promotion request form. If you have an urgent need, please email Brianna or Amy directly.

SOP'S: We have written SOP's for almost everything in the building now (thanks Julie!). Please remember that shelter life is not always black and white and the leadership team may make occasional exceptions on a case by case basis. Julie has added a footnote to all of our current documents to denote this possibility.

BUDGET: I know we included our budget for this year and a brief explanation in one of my previous weekly emails. Feel free to come and ask questions if you have them! I am very open to explaining how the budget works and why we do things the way we do, or make the decisions we make. Seriously, just ask!

Here is the link to a really good video from ASPCAPro on how to interact with dogs to minimize stress:

<https://www.aspcapro.org/training-online-courses/online-courses-learning-lab-behavioral-rehabilitation?utm_campaign=Pro%20Newsletter&utm_medium=email&_hsmi=97757928&_hsenc=p2ANqtz-9RMcxhGlVapdGT2sW6StUKg9a4TJL3Y6pUDD1keQy-pFVfGfGFOUWYgrn5FFIzfU7d1s6SZ4IzxhzzP64jKKRUIV2ODw&utm_content=97757535&utm_source=hs_email>

Emily was our winner for the gift card last week for answering the dog breed quiz. Julie will send the correct answers out early next week. Kudos to those of you that answered mixed breed or some version thereof for each photo!! Our question this week is: What is the most important thing for your co-workers to know about you in order to communicate the most effectively? Once you have read this entire email, please respond and let me know your answer. Thanks everyone and have a great weekend!

Best,

Holly