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

EMPLOYEE REVIEWS: Supervisors will begin working on everyone's reviews next week and all reviews will be completed by September 1. We are also doing 360 reviews for all of the management team. Please take a moment to fill out a form for any management staff that you interact with. We can't improve our  skills and give you what you need without feedback! I promise you this is completely anonymous, and no one (even Jennie!) can trace who submitted the form. Here is the link: <https://docs.google.com/forms/d/e/1FAIpQLScFyC4RGX32J4RTFqD5EJ2wAQ-t9TMEW6AXTWCPStZ77t-i-Q/viewform>

PUPPY TRANSPORTS: Please let Kathy know if you are interested in going to TN for puppy transports. Kathy has a running list and we want to make sure everyone that wants to gets a chance to go.

MEETINGS: We are working really hard to improve communication. All supervisors will be setting up regular team meetings. We will also be resuming our monthly all staff meetings beginning in August. All of these meetings are required unless you have prior approval from your supervisor.

KITTEN AND PUPPY SPACES: Lobby 2 will be converted into proper kitten housing, hopefully in September. That space will be divided into 6 smaller rooms for kittens that can also be used for adult cats and bunnies as needed. There will also be room for a couple of cage banks in there. I am working with our architect to find a way to create more appropriate housing for our puppies as well. I would like to have traditional runs like our dogs have that give puppies more space and make for much easier cleaning. Please let me know if you have any ideas or suggestions for a new puppy space.

BUDGET AND BOARD ELECTIONS: The final draft of our 2020-2021 budget should be approved Monday at our board meeting. We will share that information with you as soon as we have final approval. Our board of directors will also be electing new officers at this meeting. Current nominations are Joe DiBennedetto for president, Val Young for vice president, Katie Perschbacher for secretary and Pat Cebelak for treasurer.

AUDIT: As we close out our fiscal year, Steph is scheduling our annual audit with our accounting firm. The purpose of the audit is to make sure we have appropriate financial procedures in place and to ensure we are following all laws and spending our money responsibly and appropriately. The auditors will be working at the shelter on August 12 and 13. Steph will be extremely busy for the next couple weeks preparing for that.

MY SCHEDULE; I will be working from home next Tuesday and helping with our bottle and can returns in Lansing. I will be at the shelter on Wednesday, and then I will be on vacation from Thursday July 30-Sunday August 9. I will not have consistent internet or cell service while I am out, so please leave me a voicemail or send me an email if you need to reach me. I will make sure to get somewhere with cell signal at least once a day to check messages.

FUTURE PLANS: Our shelter programming and staff scheduling will most likely continue to operate as we are now for the next several months. I am still participating in the weekly national zoom calls and watching our local executive orders for COVID requirements and will update everyone as changes are made.

Our gift card winner from last week's email update is Sabrina! Sabrina, please see Steph or I to get your card. We had a lot more people participate last week, so thank you. Some of you were very creative in the emojis you sent, and I had many good laughs, so please send me an emoji when you have read this email in its entirety to be entered in the drawing for next week.

Have a great weekend and thank you to everyone for your hard work!

Best,

Holly