Happy Friday everyone! Our winner in last week's gift card drawing was Jason. Congrats Jason! Please see Steph to claim your card. Here are your updates for this week:

ALL STAFF MEETING: Our next all staff meeting is next Wednesday, Sept. 30 at 11 am via zoom. HIlary Harger  from HSUS will be presenting on Compassion Fatigue. This meeting is required for all staff unless you have prior approval from your supervisor. Please let me know if there are topics you would like to know or learn more about at our meetings.

DAILY ROUNDS SHEET: Monday we will begin using a daily rounds sheet. This will be a running list of the animals in the shelter that are sick, waiting for a vet or behavior eval, need enrichment, need to go to foster etc. Kathy will be doing rounds Monday through Thursday and Melissa will do rounds on Friday. We will find a permanent place for the clipboard with these sheets to live and let you know so everyone has access to it. This should be the first place you check if you have a question about an animal in the shelter. I am attaching it to this email for your reference.

SHELTER VEHICLES: Please remember to fill the fuel tank in all shelter vehicles once it reaches 1/4 tank. We don't want anyone getting stranded on the side of the road!

ADOPTION SWIM LANE CHART: Julie is currently creating a swim lane chart for adoptions, just like the one she recently completed for intake. This puts the process on paper to ensure everyone is following the same procedures and helps direct staff to the correct person should they have a question. If you work in adoptions at all, Julie will be asking for your input in the near future.

LOBBY 2  KITTEN RENO: Vos Glass will be here in October to complete the kitten room renovation. I will update you as soon as we have a firm date.

HUDDLE: In an effort to improve communication, our weekly huddle will be **required** for any staff working during that time beginning next week. We have moved it to Wednesday mornings at 9:30 am before adoption and intake staff begin appointments. You should have already received an updated calendar invite. If you do not have a phone or computer that is zoom compatible, please let your supervisor know so we can make arrangements.

NEXT WEEKEND: We have an Empty the Shelters adoption event next Thursday through Saturday, Oct. 1-3. Adult animals will be $25 and small animals will be $5. Puppies and kittens are not part of this event.

Bark in the Dark kickoff is also next Saturday, Oct. 3 at the shelter from 11-7. If you haven't registered or started fundraising, please do so asap. We need everyone's support to make this successful! Next weekend will be very busy. Thank you all in advance for your patience and teamwork!  Once you have read this email and reviewed the attached form, please respond and tell me the one value you think is most important for HSWM as an organization (i.e. honesty, empathy, compassion etc). Thanks everyone, and have a great weekend!

Best,

Holly