

the insider

BIRTHDAYS IN FEBRUARY

Dan Conners, Jr.—2/4
Brandon Corcoran—2/12
Keara Appel—2/13
Zach Campbell—2/13
Kaitlyn Cheek— 2/25
Kelly Sauer—2/25
Aubrey Keith— 2/28

*Happy
Birthday*

FEB. WORK ANNIVERSARY

Amber Taylor—1yr.
Lyndsey Sparks—2yr.
Lori Fenner—8yr.
Mike Retzlaff—18yr.
Brandon Corcoran—23yr.

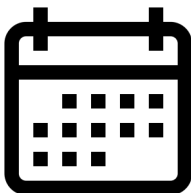
Happy Anniversary

FEBRUARY AWARENESS

- National Love Your Pet Day—2/20
- National Dog Biscuit Day—2/23
- National Spay Day USA—2/26

UPCOMING EVENTS

Fur Ball: The Great Catsby
Saturday, April 25, 2020

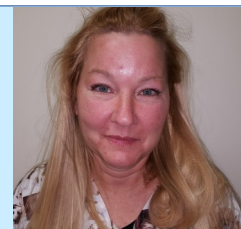


DAISY AWARD

Congratulations to **Tracy Buckmeier**, she is the recipient of:

The **SPCA Cincinnati's** Daisy Award!

"I am an Animal Health Technician at the SPCA. I assist the Vet. team with administering medicine and vaccinations. I've previously worked for the SPCA at the Finneytown Adoption Center, Northside and Sharonville from 2002—2008 as a Kennel Technician. The most interesting thing about my job is working with an amazing group of people who are in it together—saving lives! I also enjoy working with the animals; I love them so much. I like the beach: sand, shells and anywhere near the water. My favorite music is Rock & Roll, classic and especially the 80's 'Big Hair' bands. I have 2 sons ages 31 and 27, who have grown to be awesome young men. I've had up to 7 dogs at my house, and I am also a foster failure! I am down to 4 marvelous mutts. My dogs said 'no' to fostering cats. My words of wisdom: *Saving one animal won't change the world, but surely the world will change for that one animal.*"—Tracy Buckmeier



Thank you Tracy for all that you do!

IN-THE-KNOW

Time Clock: Rounding Up



Work—Life Balance is important!

There is an update to the clock-in policy.

READ MORE ON PAGE 2

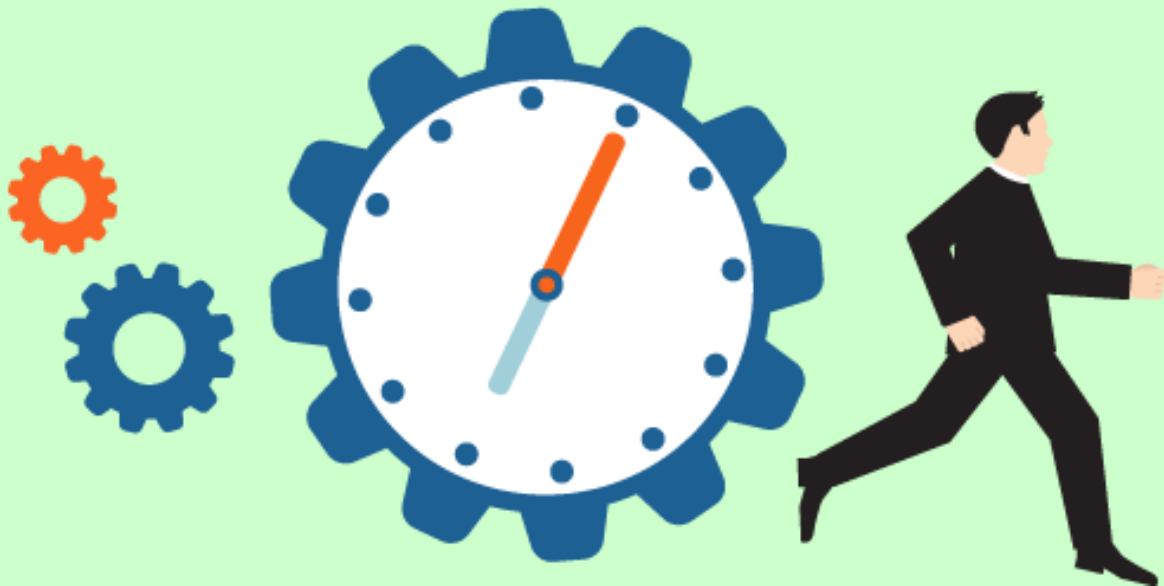
HR CORNER

Anyone employed with The SPCA Cincinnati can find resources to assist with life events through EAP (the Employee Assistance Program)! Log-on now to obtain information on a variety of wellness topics. In order to use the website follow these steps: Go to www.anthemeap.com → Click Member Log-in → Company Name enter: **SPCA of Cincinnati**.

NEW TOPIC, [Time Management at Work \(Part 2\): Planning](#), PAGE 3...

Have an article you wish to add? Send to Nyketa Gaffney—Editor:

ngaffney@spcacincinnati.org.



Rounding Up

Clocking in is the start of everyone’s workday. While we don’t want anyone to be late, we also don’t want everyone clocking in too early—as this takes away from family time and time to recoup mentally. As a result, we instituted a “*rounding up*” system when clocking in. You are not expected, nor permitted, to do any work before your scheduled start time. In the event you are asked by a Supervisor to start work before your scheduled start time, it is your responsibility to verify with your Supervisor that your time was adjusted accordingly. Outside of being expressly instructed to clock-in early, if you choose to do so on your own accord, your time will be *rounded* to your scheduled start time. However, if you are late, your clock-in time is not adjusted back, and you will still be counted as tardy (missing that little bit of time for the day).

For example:

- If you are scheduled to start work at 9:00am, and you clock-in at 8:52am, then your time will be rounded up 8 minutes and it will show on your time card that you clocked in at 9:00am.
- If you are scheduled to start work at 9:30am, and you clock in at 9:36am, then you are 6 minutes late and will be missing that 6 minutes of pay for the day.

If for any reason you are confused as to your start time on any given day, then please see your immediate Supervisor for clarification.

—Jessica Choate, Shelter Manager



Time Management at Work (Part 2): Planning

Time Management Plan

The first step to better time management is a *time management plan*. A good time management plan must be in writing, containing a list of prioritized tasks—on a daily, weekly, and monthly basis—for achieving your goals. Then, use the time management plan to help you prioritize your work. A time management plan will keep you focused and on target to complete the most important needs in the day.

Sample Time Management Plan

Take time to study the following example of a time management plan.

My Time Management Plan (Sample)

GOAL

I will generate a minimum of \$6,000 in sales every month, starting the month after next (March).

Steps

- Create a list of potential clients.
- Make 12 sales per month worth \$500 each.
- Confirm proper inventory levels.
- Continuously develop sales skills.

Tasks

- A) Create and maintain a list of 1,500 companies regionally (ongoing process) that would benefit from using my product.
- Use free databases available online and at the local library.
- Use an annual publication that lists the top businesses in the region...

For more on this topic:

VISIT THE EAP WEBSITE: www.anthemead.com:

—Lori Fenner, HR Facilitator

“Monthly Promotion”

Petco Foundation

Check Presentation

Just a week ago the **SPCA Cincinnati** was very generously awarded \$50,000.00 from the **Petco Foundation**! It arrived in leu of their #ShelterValentine promotion, though, Rachel Webb and her team clearly had bigger plans for our organization— delivering much more love than we could have hoped for! **Crazy Cats Animal Rescue & Louie’s Legacy Animal Rescue** were beneficiaries also of **Petco’s** generosity, joining SPCA in our Humane Education Center for the day’s festivities. Lunch was provided, our animals received some additional goodies for their enrichment, and our employees were gifted certificates to receive their very own BOBS Skechers shoes (*the shoe that saves lives*). Pretty sweet! The **SPCA Cincinnati** thanks the **Petco Foundation** for their efforts in animal welfare across the country, since 1999. Very special thank you to Madison Wallace, SPCA’s Grant Writer, who played an integral part in securing the grant awarded!



To Our Staff:

Thank You for your hard work!!

Fur Ball 2020



Visit spcacincinnati.org for ticket details!

Paw It FURward!



Paw it Forward! BY SPONSORING A SHELTER ANIMAL AT THE **SPCA Cincinnati** SPECIAL THANKS TO **DUNKIN'**

HOW CAN YOU HELP?

- Visit one of **SPCA Cincinnati's** shelter locations and select an animal to sponsor by paying for their adoption fee. The adoption fee is \$40 for a dog and \$10 for a cat.
- We'll snap a photo of you (with permission!) to commemorate the sponsorship.
- You'll get a free coupon for a half a dozen donuts redeemable at participating Greater Cincinnati and Northern Kentucky Dunkin' restaurants.
- Or **Paw it Forward** at spcacinincinnati.org. Please let us know in the special notes section of the donation page that you'd like to "**Paw it Forward!**" so we can mail your Dunkin' coupon.

Thank you!

SPCA Cincinnati
DUNKIN'
Paw it Forward!

Animal's name: _____
Donor's name: _____



Help spread the word about

Paw It FURward!

The SPCA Cincinnati thanks

Dunkin' Donuts of Gilligan Co.

for their commitment to animal welfare

When adopters/compassionate members of the community pay it forward, Dunkin' will give them a half-dozen donuts for **FREE!**

As Seen on SPCA Cincinnati Facebook

"Talk about [#KidsWhoLead](#) in our community, you mustn't forget this doll Joan! She decided to [#PawItFURward](#) for Koby, Tiny and Tiger (2 sweet dogs & an adorable cat). Joan, your love for animals has made a huge impact on our shelter! Thank you for your support. Thank you for paying it forward, helping the SPCA save more lives!"



Bravo Aubrey!

Speaking of all things amazing, **Aubrey Keith**, one of SPCA's Managed Admissions Specialist, worked on a documentary that won an **Oscar!** She walked the red carpet and attended the Oscars on February 9th. She worked as a cinematographer, associate editor, and associate producer on the film that shot in Dayton for 4 years. WOW!!

You can find **American Factory** on Netflix.



Congratulations Aubrey!!!



My Furry Valentine: Thank You SPCA Volunteers!



Our organization is grateful to take part in the region's largest adoption event each year! We're so thankful to our outstanding volunteers for their time and commitment—helping to make our booth a success!

Coming Soon!

March 5th—March 21st

Luck OF THE SPCA Busken COOKIE est. 1928



Through your purchase, the **SPCA Cincinnati** will continue to provide lifesaving care and a safe haven for nearly 12,000 **lucky** animals that enter our shelter doors each year!

We are grateful for your commitment and passion for our mission, helping to give a voice to the voiceless.

We are **lucky** to have you as an animal champion. Thank you!

\$2.95

A portion of the proceeds from each cookie benefits the **SPCA Cincinnati**



spca
cincinnati



All SPCA Cincinnati animals pictured have found Furever homes!

*Also, join the SPCA, Busken Bakery, and Raising Cane's for **the Luck of the SPCA! Cookie** launch in Sharonville, 11900 Conrey Road from 12 Noon – 2p.m. on March 7th! Folks will spin **Busken's Crumby Wheel** and win cool prizes.

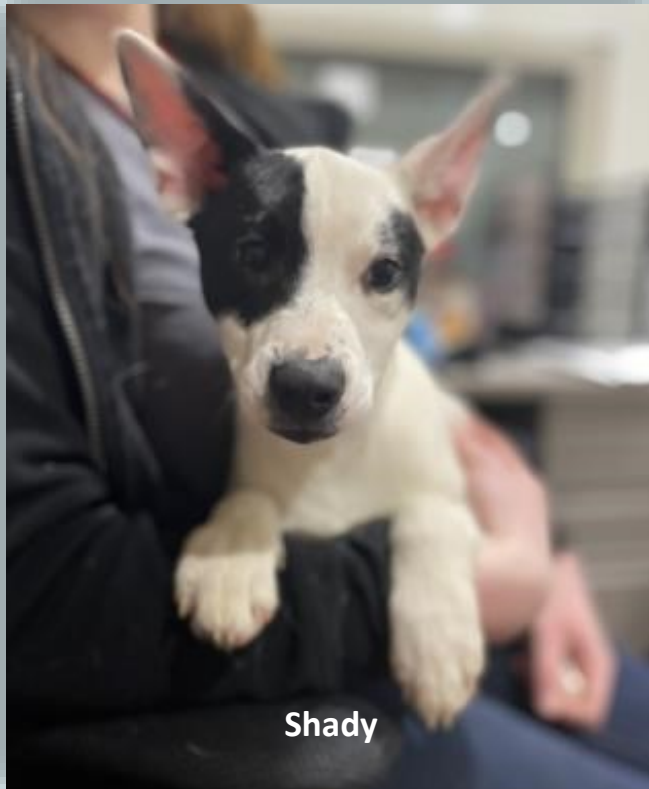


Home Sweet Home



A few of our shelter stars & staff/volunteer favorites have been adopted! Special thanks to:

Local 12 WKRC and 103.5 WGRR!



Shady



Maraca



Sugar



Carlos

NEW EMPLOYEES!



Alexis Pangallo

Front Desk

Northside, 2/25/20

Welcome

We're Glad You're Here