

## PEM Report – September Board Meeting 2021

I resumed working at Avent House in mid-July after being out on disability for my ankle/foot injury. Upon my return I contacted all volunteers via email to see who would be returning. Those that didn't respond received a letter via snail mail from me. I also followed up with some phone calls. At this time, I have 67 confirmed volunteers that will return. I also have 12 new potential volunteers.

I scheduled two Open Houses - September 14<sup>th</sup> and September 17<sup>th</sup> (one day time the other evening) for anyone interested in volunteering. Several of our current volunteers will be coming as well to greet the visitors we have. We have advertised this on our Advent House Facebook page as well as the Sweet Charity Facebook page. I designed and ordered signs for a Sandwich board that we will be putting out front to advertise the Open Houses.

My hope is that any new recruits we get will be able to come to the house for training before the house officially re-opens so that we can get them on board and on the schedule right away (working with a seasoned volunteer).

I designed a Power point presentation for training purposes that has embedded training videos of all procedures used for resident care. It is my hope that our current volunteers will also take time to view the Power Point as a refresher, since the house has been closed for so long. I am also working on updating our training methods.

I created a new template for our time cards which is easier to use and created new cards for all volunteers as well as new name tags. I created an updated application file as well. I also printed new brochures to hand out at the Open House.

I attended a meeting with many of the Directors of the other homes last month to put our heads together about re-opening plans and procedures. Another is scheduled for October 26<sup>th</sup>.

I also used my time here to go through our filing and re-organize the volunteer files – sorting inactive from active.

I did some cleaning and re-organizing of the house to get it ready for the Open Houses.

At this time, I am still not able to work at Sweet Charity due to the restrictions placed by my doctor, but hopefully they will be lifted soon and when the House re-opens, we can resume our alternating days at Sweet Charity (Vicki – Wednesday, Laurie – Thursday and Glenda – Friday) so that there will be some presence of Staff each of those days.

I look forward to re-opening!

Respectfully submitted,  
Laurie Eisele