

## MASA Staff Meeting

1/17/13 and 1/20/13

In attendance: Trista Baye, Abby Buchberger, Marcia Drabek, Kayla Drozd, Mari Faber, Rylee Fabry, Annie Fochs, Denise Gage, Michaela Geier, Terese Globensky, Katrina Guralski, Anne Hadler, Heidi Hadler, Abigail Hoyt, Heather Hoyt, Rusty Krautkramer, Tiffany Ludkey, Cathy Matel, Holly Matel, Katie Miller, Allisen Montana, Evan Oelrich, Marie Stubbe, Alyson Sweno, Janine VanRixel, Amy Westfall

Excused: Rose Hiebl, Hannah Imhoff, Lisa Krautkramer, Mandy Krautkramer, Lindsey McCluskey, Emily Stubbe

### Cleaning

- We have two new cleaning supplies; Uno Mint Disinfectant is the one that you will be using the most.
- This is what we will be using to clean up blood and/or other body fluids.

### All Staff

- The “Imagination Box” was introduced.
- It is actually an ice cream pail, and will be kept in Jennifer’s office.
- Please use it to give us some ideas for safety drills for future meetings; be descriptive.
- You can also put other ideas in the box.
- We are also interested in ways that we can use the new “Employee” section of the website.

### All Staff

- Website changes; we now have an employee section of our website. It is located in the lower right corner of most pages on the website.
- Your employee work schedules are now on the website. We will also continue to e-mail them to you for a little while until everyone gets used to finding them on the website, but we may discontinue this after a while.
- The “Employee Manual” will also be on the website very soon. We will discontinue giving this to new employees.
- Staff Meeting notes will also be on the website. You will get them by e-mail this time until everyone knows where to find them.
- “Programs and Policies” used to be a printed hand-out that we gave to all new employees when they joined. This is now (or will soon be) located on the website also. It

will be found in the menu at the top of most pages. Please try to remember to ask new members to look at it when they sign up.

#### Desk Staff

- Youth Memberships: please note that children must be 8 years old or if they are under 8 will need to have successfully completed Level 3 in order to have a youth membership. They also need to meet these requirements to swim by themselves, even if they have a family membership. Young children that do not meet these requirements will need to be included in a family membership. Young children cannot get a Youth membership just for swim lessons.
- There is a strong possibility that we will soon be getting a computer for the front desk. We will gradually use this for more and more things like; membership, swim lesson sign-up, checking people in, and accounting. For most of these things we will be using Excel.
- We will train the desk staff as far as what to do, but we are looking for some staff members that can be “super users”. These should be people that are already familiar with Excel. We will train you first and then you can help us train the other staff.
- So far we have Heidi, Marie, Michaela, Marcia, Holly and Annie.
- The “Originals Binder” is now located in the top file drawer near the mailboxes. This way if you have a customer at the desk that needs a copy of something you can make them a copy without walking away from them. Please do not give them the last copy of any of our forms. Instead make more copies.
- The “Safety Day” and “Learn to Swim Lesson Plan” binders are now also located in the bottom file drawer below the mailboxes. Please utilize these in your lesson planning.
- We have a newly revised “Incident Report Form”. Please look this over and get familiar with this.

#### Guards

- Rules of Play – The “Free Swim” toy basket can be brought out for open swim but the “Pre-school” basket is only for lessons.
- People who are doing “Fitness” activities can use kickboards, barbells, noodles and flippers but these are not for “play” during open swim, except that noodles can be given out on “noodle night”.