



## MASA Staff Meeting 2/21/13 and 2/24/13

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, James Krautkramer, Tiffany Ludkey, Cathy Matel, Holly Matel, Allisen Montana, Evan Oelrich, Alyson Sweno, Janine VanRixel, Amy Westfall

Excused: Rose Hiebl, Hannah Imhoff, Lisa Krautkramer, Mandy Krautkramer, Emily Stubbe, Heather Hoyt, Rusty Krautkramer, Katie Miller, Marie Stubbe

### Lessons:

- Reminder: Winter session moving into spring session is a short time frame so please get your pass fails and card requests in a.s.a.p. so that we have time to get the databases updated before sign up starts on Monday March 4<sup>th</sup>. We must have them by Thursday March 28<sup>th</sup>.
- The March schedules are out. Jennifer will e-mail them to you and they will be posted in the employee section of the web page by Friday afternoon.
- We are still looking for a few extra staff people to fill the sub list for the spring swimming lesson schedule. We all know that things happen and it's nice to have someone that you can call. Please let Jennifer know if you can help.
- Jennifer is looking for one or two staff that will sleep with their phone on to be morning back up staff. We would need you to be willing to open at the desk or in the pool from 5:30-7:30 a.m. on short notice (maybe a call the night before or at 5 a.m.) These individuals may never get a call or maybe would get a call once a month. These people would be back up for our opening staff that can't get here because of snow or ice, and they come from over 10 miles away, or they wake up sicker than sick and can't make it in, or they are mothers/fathers that have children that wake up sick and they need to care for them. Jennifer has been that person in the past and would love to be that person, but her husband's new job gets him out the door too early in the morning for him stay home and get the kids up and ready. We won't say that it never happens, but in 15 years Jennifer has only had to come in less than 10 times.
- Janine volunteered – Thank You Janine! We could still use at least one more person.
- We are looking for staff input on what to do about the Red Cross pass cards. We are running out of them and they are kind of expensive. We are considering discontinuing them. Do you think families would miss them? Our options are to discontinue them (we

will still have our nice evals), offer them on request only, or make our own cards. Let Jennifer or Cathy know what you think or put your ideas in the “imagination box”. Jennifer will be interviewing some of our “long standing” swim families to get there thoughts on the matter.

- There are new registration forms for the spring session. They will still be in the 3 ring binders like you are used to. The difference is that they are landscape instead of portrait orientation and there are a few new pieces of information that we are asking for; the child’s birth date and the parents’ names. Having these 2 pieces of information will help us when we have to contact parents for one reason or another and will help us to begin removing old names from our databases.
- As a first step towards online registration we will be starting a database for swim lessons (the main benefit of this is that it will be searchable instead of having to look through all of the books when we want to know something).
- The other change for this session is that we will no longer be having a “waiting list” we have added 2 spots for each class so preschool classes will now accept 10 instead of 8 and 2 on the waiting list and progressive classes will accept 8 instead of 6 and 2 on the waiting list. We feel that this will be less confusing for our customers.
- Cathy will also be posting classes that are full on the lessons page of our website.