

## July 2015 Staff Meeting – 7/23/15

In attendance: Chelsea Bauman, Abbi Buchburger, Isaac Fingerson, Joanna Grill, Isadore Hackle, Xavier Hackel, Anne Hadler, Heidi Hadler, Jansen Imhoff, Amanda Kind, Mandy Krautkramer, Paige Kurtz, Danielle Lampe, Tyler Lang, Cathy Matel, Jennifer Passehl, Janine Van Rixel,

Excused: Satchel Beranek, Trista Baye-Martin, Kayla Drozd, Olivia Frieders, Michaela Geier, Terese Globensky, Katrina Guralski, James Krautkramer, Holly Matel, Matt Matel, Katie Miller, Cameron Sonnentag, Marie Stubbe, Janine Van Rixel

Un-Excused: Hunter Baumann, Isabella Kochiu,

All –

- Please turn in your availability for fall ASAP.
- MASA is hiring!! If you know someone that would like to work here please let them and or us know. We are especially looking for people to work days and or to open, but there will also probably be other hours available.
- In general we try to keep the staff work schedules fairly consistent. It is, however, your responsibility to check the schedule when it comes out and as necessary to make sure that you know when you work. Please show up for your scheduled shift on time unless it is a true emergency. A medical emergency or death in the family is the only reason that you should be looking for a sub on short notice. If you have a conflict it is your responsibility to find a sub. It is okay to ask us if we have any suggestions because sometimes we do. Please try to fill your shift as soon as you know you need off. This should be done well ahead of time not the day before or the day of your shift.

Desk –

- Please balance the till at the beginning and end of your shift.
- When you are taking the money out at the end of the day, you will take out all but \$100 as you know. Take out the checks first and then remove as many of the larger bills as possible and leave the small bills. It is not wrong to leave up to \$20 in ones and \$30 in fives. It is also okay to leave a couple of dollars in quarters. We need the small bills to make change throughout the day, so if it is all removed then we have to go to the bank and get change. Also, if you remove them all, Cathy will just put them back.
- Membership time is coming up. It officially starts in September and runs through October, but we may have some people renewing early. If you don't know how to process memberships there are directions in the second drawer on the right behind the desk in a blue folder. Even if you don't work the desk it would be a good idea to read this in case people ask you questions.
- The prices are now available for next year. They are posted behind this year's prices. They get this year's price if they renew before October 1<sup>st</sup>. Don't throw out this year's price sheet until October 1<sup>st</sup> please.

- When people start to renew their memberships the first thing you should do is pull their card before you quote their price and certainly before they write a check. The reason for this is because they may have an incentive or other discount. We had 2 incentive programs this year. Our old program ran until Jan 1<sup>st</sup> and then we had “Shape Up For Summer”. So, they may have 2 discounts. We also sometimes have discounts for member referrals or other credits that you will need to apply. If they have any credits or discounts there will be something hanging from the front of their card telling you this. Also, most older people are locked in at a previous year’s price. You need to pull their card to see what price they are locked in at. They don’t get the lock in price unless they were a member this year.

#### Lessons -

- You’re only concern should be you’re students. You can be fun and serious, but don’t screw around. Please be aware of your attitude. This is important in all aspects of your job, but it is very important while teaching. Please try to show enthusiasm for a child’s progress. Take an active interest in your lessons. Try to give attention, instruction and positive feedback to every child. Try and make your lesson fun.
- Checking off skills should not take place until you are at least half way into the session. Most skills need to be learned and practiced more than once before a student has it down correctly.
- Lesson registration binders should only be written in with PENCIL. Please write neatly and ask for correct spellings.
- Starting in fall, under level 6 in the red lesson binder that suggests what class they should take, you will see level 6 if that is what they are in, but you will also see more information. If they have not yet passed either of our classes you will see “need both”. If they have passed one but not the other you will see the class that they have **NOT** yet passed listed (Fit or PWS). If they have already passed both they can still continue to take level 6 repeating either class. You will see “passed both” in the book.
- Preschool experience – every teacher should have experience and be able to know enough to teach/sub for a night of lessons if needed. That does not mean you have to love it, but it is part of your job.
- Survival swimming – This is taught in level 4. There has been some confusion as to how to properly teach this. A handout was given. It can also be found in the lifeguard handbook.

#### Guards –

- We will still be having drills with the staff meetings, but we would like you to know that we will no longer be doing the monthly drills that were on the clipboard. We are looking at other ideas for staff education.
- We discussed closing duties; cleaning the deck, tricks that work with the sprayer. You can put a note on the clip-board if you have any suggestions.

#### Drills –

- We practiced surveillance – all staff in the pool and the “guard” will not know which one is going to be the victim.
- We did a drill that was intended to show us how hard it can be to see objects (victims) on the bottom of the pool. All staff was in the pool and an unknown person had an object to drop to the bottom. We saw how long it sometimes took to notice the object on the bottom of the pool and jump in to get it.
- Ann was our victim. She was bandaged up and had a story to tell about how she got injured. Staff did not know that they were not “real” injuries. We were asked to fill out an incident report after we showered. This drill was intended to show how difficult it can be to remember the details of what happened even after a short time.

That is all! Have a great week.