

## July 2016 Staff Meeting – 7/28/16

In attendance: Abby Buchberger, Katie Drexler, Denise Gage, Megan Gore, Joanna Grill, Anne Hadler, Haley Hadler, Heidi Hadler, Rachel Leopold, Cathy Matel, Jennifer Passehl, Halle Tallitsch, Molly Urmanski, Janine Van Rixel,

Excused: Chelsea Bauman, Caitlin Blume, Trista Baye-Martin, Ben Dewitt, Courtney Ford, Terese Globensky, Michaela Geier, Katrina Guralski, Isadore Hackle, Xavier Hackel, Heather Hoyt, Amanda Kind, Paige Kurtz, Danielle Lampe, Tyler Lang, Erika Robbins, Marie Stubbe,

Un-Excused: Morgan Rachu,

All-

- If you are changing schools please be sure to give us your new e-mail address and if you are moving your mailing address.
- Fun Run is coming up and volunteers are welcome. Please let Jennifer know if you can help out. You will get a free t-shirt.

Guards –

- The August meeting will include an hour of drills and then an hour of “Try Scuba”. Try Scuba is optional. There is a sign-up sheet for the scuba. Please sign up as soon as possible if you plan to do it. There is a waiver that you will need to sign and if you are under 18 years old you will need to have a parent sign it. Please don’t wait until the day of the meeting to do this. This program is free.
- We say this all the time but, PLEASE, don’t have devices or books with you when you are guarding. You are there to watch the pool. We understand that it can be boring at times and that it is warm in there, and so, it is also easy to become drowsy. If you find this happening to you, get up and walk around. One suggestion is that we put a check list on the opposite side of the pool that you will need to get up and initial each hour. People are watching! We do get reports from time to time about drowsy and/or distracted life guards. Don’t let it be you.

Desk -

- It is Fun Run time. Please do not put Fun Run money through the till. There is an envelope in the drawer where the ledger book is for you to put registrations and money in. Please have them make out their check to Fun Days Fun Run and not to MASA.
- The only thing that should go through the Manta Ray till (the one in the drawer to the right) is snacks. All of the other things in that cabinet, like goggles and swim caps go through the regular till. Just to confuse you a little, the little swimmers diapers don’t go through the till at all. There is an envelope in the drawer for the diaper money. The reason for this is because it’s not worth filling out a receipt for \$1.00. We make a receipt for a bunch of diapers when we get enough money in the envelope.

- There are a number of different types of “free passes” available. The back of Jennifer’s business card is a free pass. There should be some of these sitting by the calendar at the front desk. These are given to people who are considering getting a membership, so that they can “try it out”. It is fine for you to give one of these to someone if you are working at the desk and talking to someone about membership and they seem to be on the fence. They are not there for you to give to friends simply because they don’t want to pay. The important thing about these cards is that when someone redeems one of them, we would like you to get their name and phone number and put the date that it was used on the card. Jennifer does follow up with these people to see how they liked it and if they are interested in getting a membership. We really need the phone number for this. Next there are the “coupons” that you will sometimes see which are donated by the pool to different organizations for their events. In the past we did not have name, phone number and date on these, but now we will, as Jennifer would like to follow up with these people as well. Lastly, you may see a “free swim pass” that we give out to the kids for the fun run. We don’t plan to follow up with these people, but you will now notice a place on those coupons where you can put their name and the date used. The reason that we want this information is simply so that we can make sure that these passes are not being abused. We would not expect to see the same person having more than one of these a year. Maybe, someone might try to print these up on their own, for example. Lastly, what do you do with the free passes when they are turned in? We have been finding them all over the place. Please put the passes that are redeemed in the till in the same area where you would put petty cash slips.  
Thanks
- Sign-in sheets – Please make sure that people sign in and that they correctly mark what they are doing. This is part of your job if you are working the desk. We have had a lot of blanks in the “what are you doing today” column. If they are members they should be marking the correct column with a number (how many swimmers) not an x or a check mark. If they are non-members you should be marking how many are doing what activity as well as what kind of non-member they are (fitness, rehab, non-member or member discount pass). There is also a column for you to put your initials. This is so that we know who is doing a great job and checking that people have signed in correctly. Please, be that person. We do track this information and use it to make decisions about how much pool time should be allotted to different programs, as well as for board reports and statistics. If the sheets are full of blanks then basically we are only guessing about this information. Also, the sign-up sheets are used for legal purposes. If we have an “incident” we may need to contact people who were witnesses. Or, sometimes it is nice to know who was here in cases of theft, car accidents outside, or if things are found in the locker room. We really do refer to these sheets a lot and it is your job to make sure that they are accurate.
- Those working at the desk are supposed to empty the garbage in the office at the end of the day. Please check the one in the break room too. This one has been full a lot lately and it tends to get stinky as there is often food in there.

- Please clean your lesson sheets when the session is over. If you don't know how to do this let us know and we will show you. Please go the extra mile and clean them well. We would like to see them clean rather than smeared with black ink or red grease pencil.
- Regarding the black markers; we understand that they are being used in the pool and that it is wet in there, but we do go through an awful lot of them. Please try, as much as possible, to keep them dry, as they stop working when they get wet. You may need to dry off your sheets before you write on them with the markers. Also, Katie says that sometimes if they stop working they just need to "rest" and then they will start working again. For this reason we will try putting a box in the equipment room where you can put the black markers that have stopped working. If you don't like being careful with the markers consider trying the red grease pencils. Those don't matter if they get wet.

Drills –

- None today.

After the meeting we had ice cream – Thanks Jennifer!

That is all! Have a great week.