

September 2017 Staff Meeting – 9/21/17 & 9/24/17

In attendance: Isabella D'burke, Madison Fons, Terese Globensky, Megan Gore, Isadore Hackle, Anne Hadler, Kaylea Kennedy, Amy Knetter, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Hannah Nygaard, Jennifer Passehl, Hannah Nygaard, Marie Stubbe, Halle Tallitsch, Janine Van Rixel

Excused: Sanjana Arji, Sonya Barchugova, Katie Drexler, Kayla Drozd, Elsa Hahn, Heather Hoyt, Casey Krasselt,

Un-Excused: Caitlin Blume, Denise Gage,

Desk –

- Membership renewal time is here. Please be careful to charge people correctly. Using the price tables; the new table is only for reference or if people want to know what it will cost after October 1st. These prices do not start until after October first. Renewing members pay the base price which would be the same as the 1st quarter price. New members pay the September rate which is the prices at the bottom of the table. This is especially true if they want to take fall lessons, because lessons start in September. If a new member is not taking lessons and wants to start after October 1st then they may pay the prices on the new table.
- Be sure to get the waiver on the back of the membership form signed and also be sure that they sign on the correct line. The top line is for adults and the bottom line is for children. So, for a family membership they need to sign both lines if they have kids. An adult membership would sign the top line and a youth membership would sign the bottom line.
- Staff membership letters will be out soon. Please return the letters to Cathy to let us know your preference. If you have a free youth or adult membership and would like to upgrade to a family membership please let Cathy know. If you are a new employee and would like to know more about this please talk to Jennifer or Cathy.
- We are in the process of upgrading our operations with new software. This will mean big changes in how we do things. We don't know exactly when this will happen but when it does we will have training for desk employees. There will be some learning to do but we anticipate that everything will be easier.
- Lesson registration will also be changing but even after it changes it will still be VERY important to make sure that you SPELL NAMES CORRECTLY. Spelling names incorrectly leads to double entries in our current database and when we start with the new system it will also need to double entries. It also results in the kids names being spelled wrong on their evaluations. Wouldn't you like to have your name spelled correctly? If you are not positive how to spell a first or last name please ask the parent when they register.
- For our current online registration you get an email telling you the registration information. This email does not tell you if they paid or not. PLEASE do not enter paid online if you do not know that this is the case. If they pay you with cash or check then please put the receipt number in that spot.

- When you count the till at night PLEASE keep the SMALL BILLS and put the BIG BILLS in the envelope whenever possible. The purpose of the money in the till is to make change and having all \$20s will not help you.

Lessons –

- Teacher/Sub lists for fall lessons are posted behind the desk above the till. Please check to be sure that you know what you are teaching and add your name to the sub list if you can help out.
- When lessons start please keep Jennifer posted on how things are going. Are you having the students come that you were expecting or are kids not showing up. Are you staffed with enough teachers? Any problems?

Guards –

- First we did a Water Competency Sequence Test – This is a new test that is talked about in the Red Cross literature so Jennifer wanted us to be aware of what it is.
- The Drills were: passive victim front rescue, extrication with backboard at pool edge the victim had a heart rate but was not breathing and passive submerged victim with extrication. This victim needed full CPR.

That is all! Have a great week.