

MASA Staff Meeting

Thursday 10/18/12 at 3:30 and Sunday 10/21/12 at 5:00

In attendance: Abigail Buchberger, Kayla Drozd, Mari Faber, Annie Fochs, Denise Gage, Terese Globensky, Marcia Drabek, Rylee Fabry, Michaela Geier, Katrina Guralski, Anne Hadler, Heidi Hadler, Heather Hoyt, Abi Hoyt, Rusty Krautkramer, Cathy Matel, Holly Matel, Lindsey McCluskey, Katie Miller, Allisen Montana, Evan Oelrich, Jennifer Passehl, Marie Stubbe, Janine Van Rixel

Excused: Trista Baye-Martin, Tiffany Ludkey, Amy Westfall

Desk

- ❖ Please be extra careful that when writing names, phone numbers and e-mail addresses that they are spelled correctly. Incorrect spelling gets transferred to the database and the card and will be incorrect forever until it is corrected. One wrong letter in an e-mail address makes it undeliverable. When you get a membership form look it over while the person is still there, and make sure that you can read it. Ask them if you can't. For e-mail address, make sure you know if it is 1 or an l, a 0 or an O, a – or a _; things like that. THANKS!!!
- ❖ If a customer requests that their check be cashed later, we can do that but tell them that we cannot write the receipt until the day before the check is cashed. It goofs up our books if you write the receipt days ahead of time. Instead write a note stating the day that they would like the check cashed and leave it on Cathy's desk. If they want a receipt, let them know that we can keep it on file at the desk for them to pick up later. If they were never a member then take a new card from the drawer.
- ❖ Not mentioned at the meeting but adding this now; if you are board at the desk look through the envelope with the receipts in it and test your memory by trying to hand out some of them when people come in.
- ❖ Reminder!! Memberships that are paid up will be filed under the letters in the back of the box. Memberships that are not paid up but have made at least one payment will be alphabetized in the front of the box, so if they want to make a payment this is where you will find their card. If they were not a member last year and want to take out a membership, check the big blue box to see if they were ever a member before. They cannot use the new member coupon if they were.

Guards

- ❖ If you are taking readings in the pool and the reading is way different than it was before please give Jennifer a call.
- ❖ Sometimes we are just too busy, but if you have even a little time please sweep the pool for a while. We have lots of hairballs floating about because we have been so busy with lessons. You don't always have to do the whole pool when you sweep.

All Staff

- ❖ Membership privileges: If you plan to upgrade to a family membership please get that in ASAP. Even if not upgrading please turn in your membership sheet so that we can get your complementary membership recorded. We are tracking them now.
- ❖ There will be no staff meeting in November. Instead we will be working on getting the assessments talked about below done.

Instructors

- ❖ Please get your evals completed on the last night of class and then please get your pass/fails in the binders by Sat. Nov. 17th. THANKS!!
- ❖ The redcross has changed a few things. WSI teachers need to turn in a “course of record” now and Jennifer has started this for everyone. You will need to take the ARC assessment by computer however. They will be sending you an e-mail giving you directions, so if you did not get the e-mail please update your e-mail with Cathy. They have a system on the Red Cross website that is called “The Learning Center”. Here you will find all of your certifications listed and this is where you take the assessment. The online assessment is 30 questions as is not too difficult. There is a phone number there that you can call if you have questions or we could help you too. It must be done 30 days before your certification expires or you could lose your certification and then your pay could go down. You can do it at home or if you want to do it at work you can use Jennifer’s computer. Because this is new everyone will need to do it even if your certification is not ready to expire. We would like to get everyone done by the end of November. Please print out the last page and turn it in to Jennifer so that we can keep track of who did this.
- ❖ We Viewed the DVD for front and back crawl and got handouts to clarify who we should be passing. If you missed the meeting and would like to view this please let us know. The biggest thing is body position; they should be looking down (or up) not forward.
- ❖ Back crawl is a level 4 skill. If you look at the list of things they should be doing, it says that they can have a whole list of things “wrong” with their stroke. If they only have a few things wrong they can be passed, but if they have 3 or more of these things wrong with their stroke they should repeat the level.
- ❖ If you’re not sure what you should be doing with your class you can check the “originals” book. In there you will find “Learn to Swim” lesson plans for each level to remind you of what you should be working on.
- ❖ Level 6 fitness; there are tools in the “originals” book that you can use. The “Coopers Swim Test”, calculating heart rates and setting up an exercise program. You can make copies of these for your students. Please leave the original copy in the book.
- ❖ Level 6 water safety – More tools in the book; standards for life jackets, pictures and descriptions of how to float with clothing, head and neck injuries, spinal splinting and basics of CPR. Again, you can make copies and give handouts to your students.
- ❖ Lastly, we practiced the how to float with clothing drills and did some swimming and floating with clothes on to remind ourselves just how difficult this can be, even if you think you are a “good” swimmer. Remember, it is even more difficult

in cold water. You can also do this with your students to help them understand the danger.