

Staff Meeting 1/16/14 and 1/19/14

In attendance: Chelsea Bauman, Trista Baye-Martin, Satchel Beranek, Kayla Drozd, Kenzie Drozd, Mari Faber, Annie Fochs, Michaela Geier, Terese Globensky, Katrina Guralski, Isadore Hackle, Anne Hadler, Heidi Hadler, Heather Hoyt, Jansen Imhoff, James Krautkramer, Mandy Krautkramer, Rusty Krautkramer, Tyler Lang, Cathy Matel, Holly Matel, Matt Matel, Katie Miller, Allisen Montana, Jennifer Passehl, Marie Stubbe

Excused: Abigail Buchberger, Janine Van Rixel

Un-Excused: All staff either came or made arrangements; thanks!

All:

- Filter installation – Our filters will not be installed in January. We will be open next week and will hold lessons. Instead we will have them installed the week of March 10th – 16th. The pool will be closed during this time, but we will still have some staff scheduled because non-member registration will be going on.
- Jennifer will be going on vacation soon. She will be gone from Friday January 24th at 3:30 pm to Sunday February 2nd.
- Cathy is working on a photo gallery for our website. It is to commemorate our 25th anniversary. We have lots of “old” photos, but we don’t have very many more recent photos. We are wondering if our staff has any “pool pictures”. We are looking for general pool pics, birthday parties, swim team stuff, and/or fun run. If you have some please e-mail or text those to Cathy, post them on our Facebook page, or if they are printed pictures you can bring them in and we will scan them and give them back to you. Also, if you as staff members want to take any pictures with your phones when you see something interesting and text them to me that would work too. It’s probably a good idea to ask the person involved if that is okay with them. For example: If you are taking pictures of a BD party ask the parents if we can use them in our pool photo gallery. You can tell them that we do not use names on-line. Staff is eligible for the prize which is a pair of silver mirrored goggles.
- The activity for January is the review of our procedure for Blood borne Pathogens. There is a video to watch and there was a handout which will be posted on the employee page under “Other Cool Pool Stuff”.
- Originals binder: If you are a teacher making copies of the evaluation forms, or if you are a person working at the desk, or anyone else who makes copies of any of our forms, calendars or informational brochures. When making copies of things please use what you find in the originals binder and not what is on the shelf or in the folders. Sometimes

we change things and occasionally we use up the old version of that form before printing up more of the new one. Always make sure you have the most up-to-date version of what you are printing by looking in the originals binder.

- Tuesday lessons: This is of special interest for those that are teaching on Tuesdays, but everyone should know about it in case you get asked a question about it. We had 2 cancellations for lessons on Tuesday evening. We will be making up one of the sessions during the week that we were going to be closed, but now are not. We will not be able to make up the other week because there is no more time between winter and spring lessons. We will now be closed the week that is between the 2 sessions. If people ask, it is true that they will only be getting 7 weeks. Running lessons on a different day usually does not work do to conflicts that both teachers and students have. As usual, if someone is not happy with this please refer them to Jennifer.

Desk Staff

- Please note the change in the sign-in sheets. We did this in order to try and get a more accurate count of who is swimming. They should only sign on one sheet. If they are doing 2 things like both lap and exercise, they should choose the one that they get their incentive for. We are looking for NUMBER OF SWIMMERS; not how old they are or what swim level they are in. Please try to watch that they are doing it correctly, and teach them how if they don't get it. This is especially important on the first day of lessons (once they do it right then they will always do it right). For fitness class please pay attention for non-members and those that have fitness cards or rehab cards. You should be collecting from non-members, punching the fitness cards and checking the date on a rehab card to see if they are expired. Please initial on the fitness sign-in sheet to show that you did this. Vintage swimming should sign under lessons. Water baby/tiny tots are only considered one person even though there are 2 people in the water. Think of the parent as an aide.

Lessons

- Jennifer passed out a handout that discusses "Hands-Only CPR". This is not something that lifeguards will be doing. We have special training, and will continue to do "regular" CPR. We are going to start introducing hands only CPR during safety day to our upper level students, so we would like you to look at this information and become familiar with it so you can teach it to your classes. This handout will also be found under "Cool Pool Stuff" in case you did not get the handout.
- WSI's will be getting e-mails from the Red Cross that will inform you when you need to recertify. We know that you get a lot of information from the Red Cross that is not important, but please do not block the Red Cross because we do not get your recert

notices anymore, so this is the only way that you will know that it is time. If you let your certification lapse, then technically you have to retake the class instead of just taking the easy recert test.