

## Staff Meeting 4/18/13 and 4/21/13

In attendance: Hannah Arneson, Trista Baye-Martin, Mari Faber, Denise Gage, Michaela Geier, Anne Hadler, Heidi Hadler, Rose Hiebl, Abi Hoyt, Heather Hoyt, James Krautkramer, Mandy Krautkramer, Katie Miller, Allisen Montana, Jennifer Passehl, Amy Westfall

Excused: Abigail Buchberger, Kayla Drozd, Annie Fochs, Katrina Guralski, Tyler Lang, Cathy Matel, Holly Matel, Evan Oelrich, Emily Stubbe, Marie Stubbe, Alyson Sweno,

Un-Excused: Terese Globensky, Jansen Imhoff, Tiffany Ludkey, Matt Matel, Janine Van Rixel, Ashley Wilichowski

### All

- Renovations – We had a nice comment on our Facebook page. They started swim lessons on Wednesday and noticed the improvements and how clean it was right away. Good job to all staff that helped.
- New lighting – The locker room has sensors now. When not in use all lights but one will turn off. The new emergency lights are within the other new lights so certain lights will always stay on.
- We have updated the job descriptions to reflect our wish to keep the pool cleaner at all times of the year, rather than just once a year. All staff should do a visual and clean up things that you notice are dirty.
  - Desk – Front windows, counter tops, lobby and locker rooms.
  - Pool – Lobby to pool windows both sides, pool area.
  - Cleaning staff – Shower rooms

### Guards

- We discussed a lawsuit that was recently in the news. The guard kept a child in the water for fear of doing more damage to his spine when getting him out of the pool, but the child died as he needed CPR and too much time had lapsed.
- For those who were not able to attend the staff meeting there is a sheet in your mail box that you need to complete. You can use your lifeguarding book to complete this sheet. If you do not have your own lifeguarding book you can access it online on the Red Cross website, or there are copies available that you can use on the shelf above the printer in the director's office. When the forms are completed please leave them on the director's desk.

### Desk

- Hannah Arneson attended the meeting to introduce herself. She will be teaching a Water Zumba class here at MASA in fall.

- Sign-in sheets – Make sure birthday parties are signing in with their total numbers (members and non-members). Lessons: watch the kids so that they are marking the number of swimmers that they have, not what their swim lesson level is. Groups like cub scouts, sports teams, Montessori, should also sign in and put the number of swimmers. Let's try to improve our counting of pool usage.
- Little Swimmers – Please do not write receipts for these and do not put the money in the till. Instead put the money in the brown envelope that is in the drawer and is labeled for little swimmers. If they are buying more than one thing and they want to write a check or pay with a larger bill, then take \$1.00 out of the till and put it in the envelope.
- Fitness Cards – Watch the sign-ins during fitness class please. If they sign in as a fitness member be sure to punch their card. If you punch the 8<sup>th</sup> spot on the card put it on Cathy's desk so it does not continue to get punched. You can let them know that their card is used up, and ask if they are interested in purchasing another card or a membership. If you sell them a fitness card for the first time please explain to them how to sign-in marking that they are a fitness member. This is important because if they mark themselves as a member or non-member we will miss punching their card and they will end up getting free classes.
- Free passes – When handing in the free pass cards make sure that they fill out their name, date and phone number, we like to use these to follow-up with them at a later date. If it is one of the free gift cards, like we give out for trick-or-treat or other events, just be sure to write their name on it. We do this just so we can make sure that someone is not abusing it by printing up their own free passes.
- Private rental – Make sure that you write down the number of swimmers even if it is not during regular business hours.