

January 2017 Staff Meeting – 1/19/17 & 1/22/16

In attendance: Trista Baye-Martin, Abby Buchberger, Caitlin Deaton, Katie Drexler, Terese Globensky, Joanna Grill, Anne Hadler, Heidi Hadler, Amy Knetter, Casey Krasselt, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Jennifer Passehl, Hannah Nygaard, Marie Stubbe, Joe Svihel, Halle Tallitsch, Janine Van Rixel,

Excused: Denise Gage, Megan Gore, Isadore Hackle, Amanda Kind,

Un-Excused: Caitlin Blume, Paige Kurtz, Morgan Rachu, Molly Urmanski,

We started with drills: 200 yard swim, Active rescue and Passive rescue.

Guards –

- There is going to be some changes in the Lifeguarding practice recommendations. Jennifer has completed the online update and is just waiting for the books and videos now. In future staff meetings we will be learning and practicing variations to old skills and learning some new ones.
- You may or may not get an email telling you that you have to update your lifeguarding. If you do you can follow the instructions and go online and do the written part. If not Jennifer will get that information to you as it is updated.

Desk –

- There is going to be a change in the amount of money that we keep in our till at the front desk. Instead of \$100 we will now keep \$200. We are doing this because customers sometimes give us large bills and we have trouble making change for them. When you balance the till it will be the same as before just the amount will change.
- The Manta Ray till is now gone. All Manta Ray sales now go through the MASA till. Please say on the receipt what exactly the payment is for (teem fees, meet fees, clothing excreta as they all are charged to different accounts.
- In the drawer where the Manta Ray till used to be you will now find a petty cash envelope that has \$1 bills in it. If you need to make change from the MASA till you can use that money. It should be locked at night just like the till drawer.
- We would like to alert the desk staff to the fact that “Printer Pirates” have been calling again. We get this scam from time to time. If someone calls and wants us to “renew our printer ink” or something like that don’t give them any information. They may ask you what type of printer we have or ask for contact information. Don’t tell them anything. Instead try to get a Name, Company Name and contact information from them. They will most likely hang up.
- Lesson registration is going smoothly. One point that has caused a few problems is the paid online column of the database. If you are entering a person by phone after online registration is over don’t write in that they paid on line even if that is what they say they are going to do. Cathy gets an email when they actually make payment and will fill this in at that time. We don’t

want to write paid until we are sure that they actually paid. If they pay in person please write the receipt number in this column.

Lessons –

- As you know we had to cancel some lessons last week due to weather. Make up lessons will be as follows: Monday after school lessons will be Monday February 27th, Tuesday after school lessons will be Tuesday February 28th and Tuesday March 7th, Tuesday morning lessons will be Tuesday February 28th. Spring Registration starts on Monday March 6th so that lesson on March 7th will still be okay because it is safety day and you can do your evaluations before this lesson. Evaluations will be due by Friday March 3rd. If you can get them done before this it would be very helpful to Cathy. We need to have this information updated before registration starts the following Monday. If we have to cancel any more Tuesday evening lessons they won't be made up.
- We would like you to enter all of your pass/fails directly into the database. We have eliminated the binders where you used to record this.

That is all! Have a great week.