

October 2016 Staff Meeting – 10/20/16 & 10/23/16

In attendance: Trista Baye-Martin, Caitlin Blume, Katie Drexler, Terese Globensky, Megan Gore, Joanna Grill, Isadore Hackle, Anne Hadler, Amanda Kind, Amy Knetter, Paige Kurtz, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Jennifer Passehl, Marie Stubbe, Janine Van Rixel,

Excused: Caitlin Deaton, Denise Gage, Heidi Hadler, Heather Hoyt, Casey Krasselt, Morgan Rachu, Joe Svihel

Un-Excused: Halle Tallitsch, Molly Urmanski,

All-

- Cell phones – doing better, no recent reports.
- October is fire safety month so we had a discussion about this. We discussed using an evacuation route that avoids the fire or smoke. If it is safe to go through the locker rooms patrons should be allowed to get their things (warm clothes if it is winter). Our meeting place is the fire station but be sure to have people avoid blocking the trucks from exiting. Staff should check the building (if it is safe) to be sure that everyone is out. Check the basement (sometimes Gary goes down there without telling anyone, but if the light is off you can assume that no one is there) and the locker rooms. Know where the fire extinguishers are!! If you don't know when reading this make it a point to find out. If you don't know how to use a fire extinguisher please ask for instructions now, prior to an incident where you may have to use it.
- Please see the note about the boat under lessons.
- For fire safety reasons please do not put anything in front of the electrical panels in the back room.
- Injuries – It is never wrong to fill out an incident report. Please use your best judgement and if in doubt, fill one out. Bleeding injuries; if blood is dripping, like from a bloody nose or a cut, have them sit in one place, it is better in case they faint or something, but also then we don't have to try and figure out everywhere they have been to clean it up. Band-Aids: They don't stay on in the pool. If the injury is not actively bleeding they don't need one. You can give them one to put on AFTER they swim if you want. If you have something where it is bleeding but they still want to swim, you can use the blue tape if you want. It sticks to itself and does not fall off in the pool and end up in the filters.
- We did a crossword puzzle that tested our knowledge of our responsibility to act and similar concepts.

Guards –

- We had a discussion about backing each other up as guards. Please, know what the rules are here and try to stick to them rather than letting people “get away” with things. This way they won't come next time and tell the guard “the other guard let me do it”.
- If you find someone is pushing the envelope please send them Jennifer's way.

Desk –

- We had a discussion about what compromises a family for the purposes of our memberships and for daily passes. Our policy is that a “family” is the immediate family (parents and their children). This does not include grandparents, aunts and uncles, cousins or other relatives. Grandparents who are members must pay a daily pass for their grandchildren unless their family also has a membership. They must pay for an adult and youth pass if none are members, not a family pass. Also, adults must be legally married in order to have a family membership including both adults. Exceptions are made if the person is a legal guardian for a child who is not their biological child and also foreign exchange students can be included on a family membership.
- Some follow up items about the computer. When working on databases please save often. This way if a database is opened on another computer the person will see the updated version. Also, when opening a database on a second computer it will be “read only”. If you need to do updates ask the other person to close it on their computer.
- Please close all programs and log off each night when you leave. Turn off the monitor, but don’t turn off the main computer button (the brain). Our computers are backed up every night by Marathon Cheese and they can’t be backed up if they are not logged off or if they are turned off.
- Those who have not reviewed the information about computer usage and signed the computer usage policy please do so. If you have not done this you will find a copy of the computer usage policy in your mail box. Please read, sign and put in Cathy’s box. The complete usage information is found in the staff training program on your computer. There is also a printed copy in the phone book drawer in case you don’t know the password.
- Gift Certificates – Please fill out the entire form; who purchased it, who is it for, how much, and the receipt number. We need this information to track gift certs when they are returned. Separate the form and give the correct part to the customer and save the other half to put on Cathy’s desk. We have envelopes with our logo on them, they are in the tall steel cabinet to the left of the colored paper. You can put their part in one of these envelopes and it makes a nicer gift. There is a document in the Staff Training folder of your computer that gives complete instructions on how to do gift certificates.
- Membership – we have done a pretty good job with the new waiver forms that are on the back of the membership form. Please note that these are also on the back of the fitness and rehab membership form now too. One thing to note is that there are two lines for signatures on this form. The top line is for the adult member of the family and the bottom one is for their children if they have any. Please be sure that they are signing the correct line. If it is an adult membership they should be signing the top line not the bottom one. If it is a youth membership they should be signing the bottom line. If it is a family membership they should be signing both lines.

Lessons –

- We had a discussion about how lessons are going.

- If you use the boat please put it away when you are done. Except, occasionally we do leave it out if we will be using it again the next day. If you do leave it out, or when you are putting it away PLEASE, be sure that you do not put it in front of the fire extinguisher.

That is all! Have a great week.