

November 2017 Staff Meeting – 11/16/17 & 11/19/17

In attendance: Sonya Barchugova, Isabella D'burke, Katie Drexler, Kayla Drozd, Denise Gage, Skylar Gage, Terese Globensky, Anne Hadler, Heather Hoyt, Kaylea Kennedy, Amy Knetter, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Hannah Nygaard, Jennifer Passehl, Marie Stubbe, Janine Van Rixel

Excused: Madison Fons, Elsa Hahn,

Un-Excused: Sanjana Arji, Caitlin Blume, Megan Gore, Casey Krasselt, Halle Tallitsch (For those new staff that do not know; all you have to do to avoid having your name appear here is let Jennifer know if you will not be able to attend the meeting.)

If you were not at the meeting please check with Jennifer to see if you need to make up the drills.

TEACHERS:

- Please try to do a nice job with your evaluations. Please try to offer individualized comments for each child. Please try to make sure that they have their names correct. We had a few mix ups this time around.

GUARDS:

- Hosing the deck – You will soon see new hoses. They will be located at two new different areas around the pool as we have installed new spigots. These are the expanding types of hose. Please be gentle with them. Do not throw them down or step on them so that they will last longer. If the connections get bent then they will leak. Hosing the deck should be easier now that we don't have to pull the hose around to the other side.
- Incident reports and fecal incident reports – these are in the front of the drawer where the time sheets are. If you have an incident and are not sure if you should fill one out or not the please just fill one out. It is better to over report than not to report at all.
- Providing care – Ice packs, Band-Aids and other supplies are found in the guard area and also in the cabinet in the break room. Please, if you don't know where these things are familiarize yourself with our first aid kits and supply areas. You don't want to be searching around in an emergency. Also, if you use supplies from the poolside kits then please restock them.

DESK:

- We are hopeful that we will be getting our new software soon. We don't know for sure yet if it will be before or after registration for winter lessons however things will be changing before too long,
- A few things to remember about our old system:
 - If you do not know how to put the receipts in the book correctly please ask someone to show you. You need to have the first receipt lined up with the first line of the ledger

page. These are actually kind of pricy so doing it wrong is wasteful and it makes it harder to balance the books.

- PLEASE include first and last name in the book mainly for memberships, lessons, suit sales and Manta Ray receipts. For family and youth memberships please include the first name of the head of household. This makes it much easier to track payment.
- PLEASE fill out the form for birthday parties correctly and then place on Cathy's desk after the party. Do not recycle; we need this to know how to charge for the party.
- Please leave the small bills in the till and put the big bills in the envelope to take to the bank.

ALL:

- Filling the hand towels, toilet paper and soap is every ones job. The cleaning staff will usually do this if it, but if it runs out during your shift you should know how and do it. If you do not know how please ask someone to teach you.
- We have new staff again so we would just like to let you know that MASA employees get a discount in the Marathon Cheese - Cheese Store. You will need to let them know before they start ringing up your order that you are a MASA employee.
- December schedules are out; if you need subs at the end of the month or early January let Jennifer know as college students are back and willing to pick up hours.
- Preventing Disease Transmission – We gave you a handout regarding this please be sure to read this important information. I will also attach it to this email and it will be found on the employee page of the website.

DRILLS:

- We did 3 drills, if you were not at one of the meetings please talk with Jennifer to see if you need to make these up. The drills were Adult Chocking/Unconscious/Obstructed Airway, Adult Cardiac Arrest/AED, and Infant respiratory arrest/Rescue breathing (one thing I noticed was that the AED did not actually come out for the cardiac arrest drill for some groups...it didn't for mine. If you did not get the AED out do you know where it is? Do you know how to use it?

That is all! Have a great week.