

November 2016 Staff Meeting – 11/17/16 & 11/20/16

In attendance: Caitlin Blume, Caitlin Deaton, Katie Drexler, Terese Globensky, Joanna Grill Anne Hadler, Heidi Hadler, Paige Kurtz, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Jennifer Passehl, Marie Stubbe, Janine Van Rixel,

Excused: Trista Baye-Martin, Denise Gage, Megan Gore, Isadore Hackle, Amanda Kind, Amy Knetter, Morgan Rachu, Joe Svihel, Halle Tallitsch, Molly Urmanski,

Un-Excused:

All-

- With winter coming we are looking for a few people that would consider opening at short notice if there is a snow storm and then morning staff is unable to get here. This would usually be someone who lives in town. Janine is willing to do it, but would always have to leave by 6:30 am. Other volunteers include Paige, Morgan, Tia, Joanne and Terese. If the weather looks bad and you are worried that you may not be able to make it in please give a curtesy call the night before to make a plan.
- If you notice conflicts with programming, especially on evenings or weekends, please let us know. We do not always know if problems are occurring if no one tells us. For example we thought it would be okay to have evening exercise class while swim team was doing some dry land workouts but we had some conflict.

Guards –

- We have had a couple of “fecal incidents” recently where we had to close the pool for a while. There was some confusion about what to do so we have added the guidelines (how long to close the pool and what action to take) to the fecal incident report. Previously it was only in the employee manual.
- When you put the lane lines in at night please be sure to tighten them. They have been kind of loose lately.

Desk –

- The Incentive program is currently about half way done so we are not pushing to add new members to it at this time, but if someone does want to sign-up at any time they can sign up on the clipboard that is behind the desk (near the tall cabinet). We have combined the sign-up sheet for fitness incentive with the sign-up sheet for the e-newsletter simply to decrease the number of clip boards. If you do not know about the incentive program please read about it on one of our flyers that are found near the calendar or on the website fitness page. If you know someone that comes a lot for either lap swimming or fitness class you could ask them if they want to participate. We often don't see the members that come for evening classes, weekends

or early in the morning. Many of the Vintage Swimmers are not participating yet because we never see them.

- We want to review what makes up a “family” for the purpose of our MASA membership. Anyone that is legally married is eligible for a family membership. This includes same sex marriages. Those that are married by “common law” are not eligible. Children in a family membership must be biological children or legally adopted (they have custody of the child). Grandparents cannot have their grandchildren on their membership unless they are the guardian. One exception is that foreign exchange students may be included on the membership of their host family.
- When you write receipts please use the description line to be specific about what was purchased. For example: if you just put “goggles” and the price is \$12 we don’t know if it was 3 pairs of \$4 goggles or 2 pairs of \$6 goggles. Or another example, for memberships specify if it is family, adult or youth and if it is a senior lock-in or if they have any discounts. I know there is not a lot of room in that space. Just do the best you can.
- Before too long you will notice that the Manta Ray till is no more. We will be combining the Manta Ray till with the regular till. The Manta Rays will soon be a part of MASA rather than a stand-alone club. We will also not be selling snacks once what we have is gone.
- We will be collecting food for the “Circle of Joy” starting the week of Thanksgiving. This is a part of our incentive program. Because we are closed for three days people can get credit for a fitness visit when they donate to our food drive. They can get credit for up to two days. One food item for each day. Please put their name on the list at the desk if they would like to get incentive credit.

Lessons –

- We would like you to start to enter your “Pass/Fails” on the computer. If you have used the new “Swim Lesson Registration” database you will see that it is set up very much like the old paper registration forms. The column on the far right for each class was where you used to enter your pass/fails on the paper. This will be the same for the database. Please just put a P or an F in that column. In the past we have sometimes used different letters to signify this. Please just use these codes for consistency. If you have a problem with the word fail maybe you can think of the F as “feels like trying again”.
- The sign-up sheets for winter lessons are posted. Lessons start January 2nd and registration starts December 5th for members and December 12th for non-members. Registration will be on the computer this time. No paper.
- Always complete an evaluation for swim lessons unless the swimmer has missed 4 or more lessons.

That is all! Have a great week.