

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

In attendance: Trista Baye-Martin, Caitlin Deaton, 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, Hannah Nygaard, Danelle Tylinski, Janine Van Rixel

Excused: Denise Gage, Heidi Hadler, Joe Svihel,

Un-Excused: Caitlin Blume, Casey Krasselt, Morgan Rachu, Marie Stubbe, Halle Tallitsch, Molly Urmanski,

Guards –

- There will be changes in the lifeguarding procedures and we will include this information in a staff meeting but we are still waiting for the materials.
- 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.
- We talked about Friday Fun night and discussed some possible solutions for the times when it gets really chaotic. Don't hesitate to let Jennifer know if this is becoming more of a pattern. Right now it seems to be just once in a while.
- Remember; guarding does not mix with reading, homework and phone use..... ever.

Desk –

- When you work the front desk please log off and then push the button to turn off the monitor each night. If you don't know how to do this please ask. We need to do this because Marathon Cheese backs up our computers each night and they can't do that if we don't log off.
- We got an email that there is a scam circulating that looks like it is from Quick Books. You may get this junk email or other junk email in the staff email. If you do, don't click on any links. This is a good practice in general. On our own computers you can hover on the link to see if it is from who it says it is, but this doesn't work with the work computers because they have a firewall. You will see something that says urldefense.proofpoint.com for all links. This is the firewall so sometimes links will open and sometimes they won't. In any case if you are not sure if something is real and it looks important just show it to Jennifer or Cathy.
- We have been having some trouble with the work flow for pool parties. When someone calls you write it on the calendar and fill out the form and place it in the pink binder. Jennifer does not call everyone to confirm, but if they need to call us and give an update like how many kids or something they can. Do, however put the form on Jennifer's desk. She uses this to staff the party. When Jennifer is done with it she will put it in the binder. On the day of the party take the form from the binder and use it to finalize how much they owe and take payment for the party using the actual number of guests that they have. When you are done don't throw the form away. Please put it on Cathy's desk so that she knows how to enter the charges in

QuickBooks. Even though they are charged one price it is entered by type of party, and how many daily passes they had for the party. If Cathy doesn't have the form she has to kind of guess about this.

- When you do a membership please put the card on Cathy's desk also. She needs this to do the entries as well. If it is a new membership please have them fill out a membership form and don't forget the waiver. If they are just making a payment you don't need a form; just the card.
- Please also have membership forms filled out for rehab/fitness memberships, and they have a waiver too.
- With the waiver please make sure they are signing the correct line. One line is for adults and one is for kids.
- Patron sign in is important. Evening fitness classes have been a bit of a problem lately. When you are at the desk, especially with punch cards and non-members you need to make sure that they are not signing in on the membership sheet but instead signing in correctly on the non-member sheet. We have a lot of new people for fitness class lately and many of them, perhaps, do not know how to sign in correctly. You need to teach them, because we use this sheet to track the fitness cards and usage, and it is really difficult if their name is not on there. This is why we have the spot for staff to initial. This helps you remember to check when you punch the card to see that they have signed in correctly.

#### 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 27<sup>th</sup>, Tuesday after school lessons will be Tuesday February 28<sup>th</sup> and Tuesday March 7<sup>th</sup>, Tuesday morning lessons will be Tuesday February 28<sup>th</sup>. Spring Registration starts on Monday March 6<sup>th</sup> so that lesson on March 7<sup>th</sup> 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 3<sup>rd</sup>. 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.
- For lower levels we have had some complaints that they are not swimming enough. Of course we need to do some instructions, but in the later classes of a session we really need to keep them swimming. Don't be afraid to have them repeat skills more than once or have more than one child go at a time. Have them practice and then make minor corrections for individual kids. Try not to keep looking at the clock. Have a plan so it doesn't look like you don't know what you are doing or that you are board.
- Jennifer printed out some game activities and drill ideas that can be used in lessons to change things up a bit. These can help with body position, arm positioning and kicks but will seem like games. They will be in the back room for a while and then will be in the lesson binder. Here are some links from the Red Cross website where you can access this information:

[http://www.instructorscorner.org/files/2191-lrn\\_to\\_swim\\_teaching\\_activities\\_v2\\_final.pdf](http://www.instructorscorner.org/files/2191-lrn_to_swim_teaching_activities_v2_final.pdf)

[http://www.instructorscorner.org/files/2192-lrn\\_to\\_swim\\_drills\\_final.pdf](http://www.instructorscorner.org/files/2192-lrn_to_swim_drills_final.pdf)

[http://www.instructorscorner.org/files/2193-lrn\\_to\\_swim\\_games\\_final.pdf](http://www.instructorscorner.org/files/2193-lrn_to_swim_games_final.pdf)

Game –

- We played a fun game of MASA Jeopardy with categories like lifeguarding, CPR/AED, MASA history, all about the numbers etc. For the Thursday class the old people won but that was reversed and the young people won on Sunday.

That is all! Have a great week.