

## January 2016 Staff Meeting – 1/21/16 & 1/24/16

In attendance: Trista Baye-Martin, Caitlin Blume, Julian Curtis, Katie Drexler, Terese Globensky, Megan Gore, Joanna Grill, Isadore Hackle, Anne Hadler, Haley Hadler, Heidi Hadler, Heather Hoyt, Justine Koch, Paige Kurtz, Danielle Lampe, Cathy Matel, Jennifer Passehl, Marie Stubbe, Molly Urmanski, Janine Van Rixel,

Excused: Chelsea Bauman, Courtney Ford, Olivia Frieders, Amanda Kind, Tyler Lang, Morgan Rachu, Erika Robbins, Cameron Sonnentag,

Un-Excused: Xavier Hackel, Isabella Kochiu, Rachel Leopole, Halle Tallitsch

### Guards -

- We had a question from a patron; “Do we have a water softener?” The answer is “no, we do not.”
- The checklist for evening duties for the guards will be changing slightly. We will now be disinfecting the deck only every 6<sup>th</sup> day. We will still be hosing it off every night. We got a new hose that is light weight and shrinks down so that it will also be less of a tripping hazard on the deck. The hope is that it will get tangled in the lane lines less. We will also be getting a new nozzle soon.

### Desk

- Please use both the first and last name when filling out receipts. This is especially important for swim lessons and memberships. If only the first name is there it becomes very difficult to figure things out when we are trying to track who has paid and who has not. We do go back to the receipt book to track payment so please be sure to include the last name.

### Lessons

- Make sure that your lessons are lasting for 45 minutes for progressive lessons and 30 minutes for preschool. We have had some complaints from customers that some of the lessons have been a little short.
- We are considering adding a fourth night of lessons (Thursday nights) for the spring session next year. We know it is a long way off to commit, but we are asking that you think about this and let Jennifer know if you would be open to teaching an extra night.
- If you are teaching and you have a class where none of your students show up the hope is that you will just offer to help with another class. If no one needs help you can use the time to work on your evals. If you stay at the pool because you have another class coming up you will get paid for it but if you actually leave the building you should put the time that you left on your pay sheet, not the time that you would have been there until if you had taught the class.

### Drills

- We did lifeguard recertification drills on Sunday for those who needed them. No one needed to recertify on Thursday.

That is all! Have a great week.