

Subject: RDS Staff Meeting Minutes

1. Mr. Impollonia opened meeting at 1300.
2. Attendees were as follows:

Sal Impollonia, RDS Supervisor  
Charlie Sickles, ODR  
Bill Vinsko, ODR  
Stephen Willis, PFC  
Rob Specht, Marina  
Tony Baker, Auto Craft  
Dorothy Gordon, Logistics  
Rachel Pullham, Operations  
Agnes Magdziarek, PFC  
Roberto Lara, Community Center  
Jackie Bruno, Marketing  
Cynthia Wilson, CAPRA  
Joe Himmelreich, Bowling

Absent:

Linda Seibl, Library  
Elaine Holland, PFC  
Maritz Rivera, TNT

3. Risk Management – Given by Marketing
  - Handouts, discussed emergency info, inspections, accident reports, RIMP, work orders. Risk Management will be an annual training. Handouts should be kept with Facility SOP's at all times.

Mr. Impollonia stated the following:

4. Annual Leave will be taken by Rachel Pullham, Maritza Rivera and Mary Sandilos on 5 July 2002.
5. The following facilities to be open on 4 July 2002 include:
  - Marina, O'Club and Charles Wood pools
6. Open/Close Procedures
  - This will be done on a daily basis and sent to Rachel. The following activities did not turn in their daily open and closure procedures: Auto, Logistics, and PFC.
7. MIS
  - MIS's will be sent on a weekly basis to Sal.
  - Petty cash expenses will be included into the MIS or a credit card expense
  - Anyone who needs additional training on Rec Trac or MIS will get with Rachel to set up a time
  - Training at the Marina July 11 at 0830 for MIS and RecTrac.

8. NAF Credit Card
  - No purchases will be made with NAFi credit card unless it is a resale item.
  - All other expenses must be approved by Sal in advance.
9. Mr. Impollonia discussed the Annual/Sick Leave policy
  - Annual Leave must be in two weeks prior to start date.
  - Sick leave must be called in two hours prior to shift start for Facility Techs to Sal, Neil or Glen. All other employees are to be told they are to call their Facility Tech.
10. Work Schedules
  - Timesheets will be sent once a week and be initialed by the Facility Techs. Facility Techs will send their time sheet to Sal for approval. Facility Techs that have GS employees working for them will send time sheets to Mr. Boyle
  - All work schedules will be posted two weeks in advance and put on the employees bulletin board
11. Walkie Talkies
  - Sal reminded everyone who goes out on the road that they must carry a walkie talkie.
12. Property
  - Dorothy was told to compile a list of equipment for sale and turn in to Sal by the end of July. No equipment gets turned in prior to approval from Sal.
13. The following beeper numbers were issued to Rob Specht - 219-3609, and Elaine Holland - 219-3606
14. Sal stated the logistics support the best days for moving equipment are Tuesdays and Wednesdays. Please coordinate with Dorothy Gordon.
15. Sal reminded Rob Specht that once a week he would like to know how many discount coupons are being used at the Marina.
16. Sal reminded Bldg. 1010 to insure that Mr. Vinsko is added to the list for upcoming events for Picnic Areas, Community Center, and Expo Theater.
17. Roberto stated he needed a new printer. Sal told Rachel to give him one from Bldg. 801.
18. Bill Vinsko stated that he is in the process of making an inspection checklist for equipment in Outdoor Rec.
19. Rob Specht stated that he has two 17' whalers in for repair and they should be out by Friday, 5 July 02.
20. Tony Baker from AutoCrafts stated he was waiting on his wheel balancer. Sal said he would check with Elaine to insure it was ordered.
21. Agnes Magdziarek reported that at the present time she has enough lifeguards with the two we just selected.

22. Dorothy Gordon emphasized to the Facility Techs to check their fixed asset inventories and let her know if there is any problems.
  23. Stephen Willis from PFC stated they are working on a daily equipment checklist for the Fitness Center.
  24. Joe Himmelreich stated that he is going to get with Marketing to try to increase income for the Bowling Center. He is also in need of a pin chaser starting mid-August.
- Sal asked if there were any questions on what had been discussed today. If not have a Happy 4<sup>th</sup> of July.
25. Next Facility Meeting is 10 July 2002 at 1300.

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Salvatore Impollonia  
Supervisor Operational Specialist