



## Manager's Report September 9, 2015

- **General Items**

- \$2100 cheque from filming crew received. Has not been deposited.
- Purchased a new all-in-one printer for the office (\$89.99+ tax)
- New cash register installed & programmed. Fully ready.

- **Accounting**

- Gathered and provided all documents and information required by the bookkeeper

- **Membership Renewal**

- Responded over 20+ membership inquiries so far. Provided membership information and allowed them to try-out men's & mixed night. Contact strategy in place to follow-up and ask for their commitment to join.
- 4 new members joined
- 3 ex-members renewed
- Dealing with several injury claims

- **Staff management**

- 1 new employee (Monika Kwiakowsky)
- 2 employees are not returning
- Upcoming interviews to recruit 1 or 2 more staff.
- Current # of staff: 7
- New "Careers" tab added on our website for recruiting purposes

- **Manager "To-do's" & "Get-ready" for next season:**

- Test Sporty HQ admin functions
- Stock office supplies
- Major office cleanup
- Staff Training & coaching
- Complete staff work schedule

- **Ideas for upcoming winter season:**

- Change closing time on Friday and Saturday to 11:00pm due to weak demand.
  - Save costs on wages, electricity, and heating.
- Install automatic hand dryer in washrooms
- Renovate office
- Staff uniform

David Yang  
General Manager