



VIRTUAL OFFICE SUPPORT MEETING HOSTED BY



Friday, October 29th 9am-11am – There is no cost for the meeting.

Something fun to do, even though we're virtual...Everyone attending will be assigned to another person coming to the meeting. You'll email that person a poster or message with a kind or uplifting message. This can be emailed to them and they can hang it in their office that day. If you want a certain person let me know. Marge will send you the name and email of who you're assigned to or their office address if you want to mail them something.

Dress in orange to represent National Stop Bullying Day in October

Let's go around to introduce ourselves and tell one act of kindness you did this week!

Please type the answers to these questions and email to mklinzing@cityofmonroe.org and she will call on you during the meeting. They can be short answers and you can explain more on zoom meeting.

- Does anyone use Canva for flyer prep and is there any training that you were able to find for it? Or something along the lines of what sort of graphic design training they have found for themselves with putting advertising materials together.
- What is everyone's protocol on weather cancellations? What time do you cancel? Do you makeup classes?
- How do others handle key check out? We are struggling with keeping track of some, having keys out too long, and too many keys in general.
- Does anyone use food trucks for events in their Parks? How much do you profit from them? How do you use them, concerts, special events, etc.? How many trucks do you have at an event?
- How did your program recover from Covid this summer? Tell us about a Program that went well for you this summer? It can be an old or new program.
- Did you sell WPRA discount tickets this summer? How did it work ordering Great America tickets online?
- Who has concerts in their parks? How much are the bands? Do you allow beer sales or bring your own? Do you have a police officer present? Do you check for ID?
- What was your lifeguard status...were you short? What did you do? Monroe Parks and Recreation will be talking about "WANNA BE A LIFEGUARD?" program.
- How did you handle refunds for programs & shelters during the pandemic? Are you still handing refunds the same way?
- Bring your own question to the meeting.
- **Save the Date: Next Meeting, Friday, March 18th in Oshkosh in person we hope!**



Please RSVP by October 25th to:
mklinzing@cityofmonroe.org and
office@wpraweb.org and they will sent you
the link for the zoom meeting
Call Marge with questions:
608-329-2465

