

# Notes from the *Unit Check In Committee Meeting - 7/16/09*

Attended by: Laurie H., Gail D., and Melonie L.

## Items to bring up during next month's Planning Committee Meeting:

### 1) Two Adjustments to the Registration Forms and Check-In Process

**A** - Have Instructor Registration Form adjusted to require them to sign up for either A or B timeslot for orientation "class".

We verified with Lianne that her software would print out a class roster so that Laurie would know whom/how many to expect at each session.

The selected orientation class would also appear on the instructor(s) personal class schedule, to help remind them to attend.

Should an instructor NOT select an orientation class, there should be a flag placed on their packet.

Laurie should handle check-in for all instructors, to give a "personal" reminder of the required class.

**B** - Laurie has offered to do an orientation class for first-timers. A question needs to be added to the Instructor registration form and to the Participant registration form regarding if it is their first time to either Misty Mountain itself or to Mountain Magic Leader Weekend. This would give them the opportunity to get a more personalized "Welcome" and get a better understanding of the lay- of- the- land than just receiving a map of the camp in their packets.

Again it will be a "class" with a class roster and appear on the individuals' personal class schedule.

Laurie suggested that each of these classes only be 15 minutes. She also wants them to be offered in this order: Instructor orientation "A", First Timer orientation, and then Instructor orientation "B".

### 2) Nix mints altogether and use budget to purchase additional signs and more lights

**A** – As already discussed in main planning committee meeting, there are signs indicating no food or drinks allowed in cabins so cannot put mint on each bunk. After discussion of where additional signs need to be placed (Blue Gill Bay, Shell Cracker), we agreed that a solar light by these signs is needed for Friday night check-in process (especially for first-timers trying to find their assigned cabin in the dark). So instead of passing out a mint during check-in, use said allotted money to purchase the additional solar lights to benefit everyone.

**B** – It was agreed that a directional sign is needed at the path-end (at street/parking lot from dining hall). This sign needs to state Blue Gill, Trotters, Shell Cracker and arrow(s).

An additional area already deemed to need a directional sign and solar light is on the Upper drive to Blue Gill on the wood chip path. Various attendees have even fallen on this path in past years. Since we had difficulties understanding

where this area was, it was decided that we need to take a “**field trip**” to Misty Mountain to physically check out signage needs. Laurie has requested making it a “day” trip, leaving early Saturday a.m. and returning Saturday before dark. We can actually walk the camp and see/agree just where signs/lights and what the signs actually should state for each location. We are all to check our calendars to see which Saturday works for us three. Once agreed, Laurie will contact Lamott (spell?) about our plans.

Is there a directional sign exiting the dining hall? If so, is another one needed? We need to check the sign inventory and also check the placement needs during our “field trip”.

Laurie indicated needing to check her inventory to see if she had a sign that states : “Shell Cracker LEFT”.

**3) Ask about what etiquette information is needed to be distributed** – refer to the statement in the committee description.

Unsure what information this note refers to – ask main planning committee body for clarity.

Possibly this information can be addressed during the Instructors and New Timer classes.

## **General Notes Taken:**

Laurie has already purchased the two additional sets of lights previously discussed/approved by the entire committee for the path to the dining hall.

Laurie is in constant contact with Lamott about items and the units etc. for the event.

If it is a go, we three are all planning to go up that Thursday evening. Laurie will put up the directional signs and lights Thursday evening. She will walk us (Gail and me) through her method/process of putting up the signage in the various cabins and then we will each take a set.

Most of the signs just say “Mountain Magic” and then a directional arrow.

Laurie asked that I make a note to remember to state in her orientation meetings that Attendance is to be taken by the instructor themselves only.

## **To Dos for the next meeting:**

Bring signs to next Planning Committee meeting for “show and tell”.

Reminder for Laurie to check inventory for dining room directional and Shell Cracker Left

Check calendar for Saturday “Day Field Trip” to Misty Mountain and email your available dates to our group members. Hopefully we can do this trip before the next meeting to be able to come to the table with the actual signs/lights numbers needed.