



2013 MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
May 17, 2012 - 7:00 – 9:00 PM

Attendees (highlighted)

Ann Barrow	Jeanne Andres	Marie Lott	Sheila Mills
Barb Osment	Karen McFadden	Marie Wright	Swaantje Sass
Becky Harris	Kathy Stephan	Marsha Sussman	
Cheryl Marko	Kippy Shea	Mary Kottkamp	
Diana Snyder	Laurie Hackworth	Melonie Luxbacher	
Diane Loupe	Lianne Griffin	Rose Lowe	

Timeline Review

- MAY - Finalize timeline. Finalize committees. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Council staff to verify all planning committee volunteers are registered GS. NOTE: a lapse in service of one year or more will require a new background check.
 - Determine preliminary high-level committee budgets.
 - Confirm menu options with camp director (1st week); Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting from menu choices.)
 - Invite trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers.

Action Items

1. Barb - Provide save the date (Jan. 25-27, 2013) info to membership manager (Bebe Joyner) for inclusion in area newsletters.
2. Cheryl – send Lianne copy of the “Hogwarts” letter that was sent to her daughter on her 11th birthday.
3. Lianne – update/finalize 2012 budget vs. actuals spending report.
4. Bebe – need help reaching appropriate person to help with the menus/menu costs at camp.
5. Bebe – need someone to confirm that all committee members are registered GS for the 2011-2012 year. A list of all the committee members is at the top of the page. Will need to recheck in October if they are registered for the 2012-2013 membership year.

Agenda Items/Committee Reports

Decorations

1. Swaantje has acquired the embroidery artwork (Misty Unicorn) and has found an embroiderer that will put our name and “Mountain Magic” with Misty on an item (shirt, bag, vest, etc.). The first order will be placed in the next week, so if you have something that you want embroidered, **label with your name** and give it to Swaantje with \$10 per item. She will be placing a second/final order in September, so you can also bring an item to the August meeting (8/17).
2. Swaantje brought samples of the swap necklaces for the weekend, and all supplies have been purchased (although we may need to purchase some additional blue material for the swap necklaces. The committee helped turn/stuff the necklaces. Looks GREAT!!

3. Decorations are well underway – 20 swap necklaces have been sewn. Diana has “potion decanters” for the tables. She said they have found tablecloth fabric, but the committee suggested \$1 plastic disposable tablecloths might be cheaper/easier.

Entertainment

1. Sheila suggested a sing-along as part of entertainment (30-45 minutes) to go along with skits/shows (have each “house” plan part of the entertainment). Bring back costume/fashion show?
2. Committee decided that we need to participate also with costumes/activities (maybe make our costumes/plan skits at Becky’s?)
3. If we extend the social activities on Saturday night, may need to forego Saturday night classes or have just a few classes with shorter duration.
4. Maybe have “planning session” for each house during the mid-day rotations to Badge & Sash? Each house would be responsible for planning 3 songs for the sing-along plus a skit using the skit-in-a-bag supplies.

Camp/Unit Set-up

1. Kippy has written up her committee play-book, and is investigating costs/feasibility of rope lights for one side of the path from the parking lot to DH. Maybe purple lights (on sale after Halloween)?

Registration

1. No activities yet with 2013 database.
2. Marie has agreed to chair technology sub-committee to investigate online registration. Maybe get a “fill-in” PDF so that folks could create their registration form online and email to Marie at a minimum. Cheryl Marko volunteered to be part of the committee. Need to also ask Elizabeth Rockholm (webmaster for Three Leaves) if she’d be interested in helping too? Maybe have a single document for instructors to enter information that they could check out, update, and check back in such as Dropbox, Google docs, etc.?

Publicity

1. Barb to contact Bebe to have date/theme put into “News You Can Use” to go out to all the SUDS (to be forwarded to troop leaders).
2. Barb making bookmarks with Save the Date by SUD kickoff in August.

Meals

1. Melonie finally got a response from Mary the cook that Melonie needed to work with Debbie McDowell-Tate (Outdoor Program Manager) to plan menus. Melonie tried to reach Debbie but has been unable to do so. Melonie to send an email to Debbie and copy Gae DeAngelo, Bebe, and Lianne.
2. **Need help from Bebe** – Melonie has been trying repeatedly since 3/17 to get menus, but can’t get responses from Mary or the camp director.
3. Difficulty in the past trying to get “adult” menus – we don’t want chicken fingers and hot dogs. Perhaps we’d be willing to pay more per meal if we can get a higher quality meal?

Participant Check-In

1. Cheryl has meal tickets (thanks to Swaantje) for check-in.

Admin/Financials

1. On 5/3, Lianne sent the following email to Amy Calvin, Debbie McDowell-Tate, Mary Ellen Waiting, Marsha, Bebe, and Tenequa responding to Amy's question when is our event and how have we reserved the units in the past:

"The Mountain Magic 2013 event will be held on Jan 25-27, 2013. (Our event is the weekend AFTER the MLK holiday weekend). We typically reserve all of the winterized units at MM (plus the dining hall, pavillion, fire circle and craft hut (although it's been too cold to use that in the past)) by submitting a troop camping form to the council office. We submit it on 4/1 as soon as we are able to do so. Marsha Sussman submitted our paperwork (along with our emergency action plan) on 4/1 - please let us know ASAP if you don't think you have our paperwork at the council office.... (copying Marsha on this email too). We also copy our council representative (Bebe Joyner) on meeting minutes, etc. and ask that the information be shared on the council calendar and with all the area managers for inclusion in area newsletters.

One year we had a problem that a council horseback riding event was held the same weekend, and another year, we found that the property folks had scheduled maintenance to be performed on Echo Hill the same weekend, so we DESPERATELY need everyone at council to know about our event and NOT schedule over it. We have been maxing out our attendance with a wait list the last two years, so we can't afford for any of the units to be unavailable. We also make sure that Tenequa knows about it and doesn't schedule a bunch of council training classes that weekend since lots of our council trainers also train (or attend) our weekend - that makes it difficult to get trainers for her events. (I'm copying Bebe and Tenequa on this email as an FYI too in case we haven't communicated enough!) :-)"

Tenequa advised that she has it on her calendar, and just needs the list of sessions/times and trainers.

Classes/Instructors

1. We only have 9 class location sites (for indoor classes – excludes horseback riding, archery, or classes that could meet outside at the pavilion for instance). Need to reconsider how many 3 hour classes we offer – possibly only offer 4 or 5 max per time slot. This would mean we couldn't offer more than 12 – 15 total 3 hour classes (may need to cut back some of the council class offerings?) Consider more 1.5 hour classes and fewer 3 hour classes.
2. If we offer a more extended

The committee reviewed budget numbers from the previous year and began current year budget planning (see attached). Planning committee chairs should plan to come to the meeting next month with FINAL budget numbers needed. It would be nice if we can hold prices to last year's fees.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! See you at our next meeting (June 21st)!!