



MOUNTAIN MAGIC LEADER WEEKEND

MEETING MINUTES

June 21, 2012 - 7:00 – 9:00 PM

Attendees (highlighted)

Ann Barrow	Jeanne Andres	Lianne Griffin	Sheila Mills
Barb Osment	Judy Glassman	Marie Lott	Swaantje Sass
Becky Harris	Karen McFadden	Marie Wright	
Cheryl Marko	Kathy Stephan	Mary Kottkamp	
Diana Snyder	Kippy Shea	Melonie Luxbacher	
Diane Loupe	Laurie Hackworth	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.
- JUN - Finalize budget. Develop 1st draft registration flyers. Continue establishing classes/trainers. Committee chairs create “operations manual” for their committee’s work activities (activities prior to and during the weekend) – this should be a “brain dump” of what goes on in each committee – submit to Marie L. to be posted on website.
 - Finalize high-level committee budgets
 - Confirm Badge & Sash participation for weekend

Action Items

1. Timeline/operations manual needed from all committees (Marie Lott complete; everyone else still needed). Email updates to Marie Lott (mtlott@comcast.net)
2. Lianne – update/finalize 2012 budget vs. actuals spending report.
3. Cheryl to bring plastic folders for Laurie (Rose can be backup if Cheryl doesn’t have them after all).
4. Laurie to update wording for freebie table – how it works, etc. – for the registration packet.
5. Lianne to send Jeanne/Mary evals from 2012 with class suggestions.
6. Lianne to confirm if we can get Echo Hill for Thursday night?
7. Lianne to send out email vote for planning committee retreat weekend.

Agenda Items/Committee Reports

Need to replace Marsha Sussman on philanthropy sub-committee; she is resigning from committee but will still consider being an instructor/attending weekend. Welcome to Judy Glassman – she will be replacing Marsha.

Meals

Lianne provided info on discussions thus far. Amy Calvin advised that she can definitely offer the upgraded items requested for roughly the same cost and will cap any cost increase at 15%. However, if we add additional items to the menu, the cost of each item will have to be added to the base cost. Melonie advised that we would like to increase the selection on the salad bar so we need Amy to send a list of available options and their current prices. We are going with a budget of \$8/meal for the 2013 event.

Weekend Ops

Laurie Hackworth – still needs 2-3 plastic folders (for collecting the rosters, etc.) Cheryl indicated last month that she has some? Sodas – Laurie will have folks sign up with names/soda preference to distribute leftovers. She had a number of leftovers last year she ended up personally purchasing.

Decorations

1. Diana has purchased 25 decanters for the table decorations (\$.99 each), will be filled with colored water/sparkles & ribbons to be “potions.”
2. Swaantje is continuing work on swap necklaces. Also, first set of embroidered shirts is back. Anyone wanting anything embroidered (short or long sleeve polo, vest, fleece, etc.), get it to Swaantje by the September committee meeting. You provide your own shirt/top; embroidery is \$10 per item.

Entertainment

No additional updates this week. Need to finalize weekend activities by July meeting. We’ll be looking for more participation from cabins, so there will be “planning time” in unit to plan a skit for Saturday night and decide which songs they will lead during.

Camp/Unit Set-up

Kippy to confirm walkway length so she’ll know how much rope light she needs to purchase. Looking at purple – purchase after Halloween?

Registration

No updates this month.

Publicity

Email Update from Barb - Bebe said she would put a link from council – haven’t found this yet, so will follow up. We are having cluster (?) meeting August 4 per Bebe – lots of SUDS there – Barb will plan on going and hope to be able to have our display up. Will get flyers to Marie to post on the website that folks can print as they need to take anywhere appropriate they may be going (training sessions, etc). Will have some sort of flyer to distribute at the Aug 4 meeting.

Participant Check-In

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

Camper Recognitions/Door Prizes

Diane will be working on recognitions. She is coming up a “proclamation” with the positive awards. She’s making origami owls to “deliver” the awards. This year, don’t do gift exchange and go back to more limited (nicer) door prizes (~2 per meal). Consider free campsite at GS camp, Badge & Sash gift certificate, coupon for massage, etc.

Trainer Gifts

Suggestion – make chocolate frogs? Sterling silver charm?

Historian

Rose is working on scrapbook, hopes to have it completed by next meeting. Missing pictures from large group activities and some classes. Rose to work with Laurie to include instructions on picture taking for camp helpers. Rose to send email to last year's participants asking for pics (will share Dropbox account with anyone who has pics to share).

Classes/Instructors

1. Sheila has previously been helping with establishing council classes. In order to qualify for council class credit, it must be 3 hour class using official council training design (confirmed with Tenequa). Sheila to forward to Jeanne and Mary.
2. Jeanne and Mary sent out an email to class instructors (to previous instructors) – requested responses by 7/23. Need to focus on classes being “train the trainer” – how to teach this class to your girls.
3. If anyone has any suggestions for other classes, please send to Jeanne. Lianne to send 2012 overall evaluations to Jeanne with suggested classes.

Admin/Financials

1. Confirm if we can get Echo Hill for Thursday night?
2. 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, pavilion, 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.

Lori Laliberte-Carey (a previous instructor at our weekend) called in and shared some information about what they've done at Camp Meriwether's Hogwarts Weekend for the past 5 years (her troop has taught as Professors the past 3 years). She forwarded lots of good ideas, too!



Fwd Hogwarts
2011.msg



Hogwarts Ideas.msg



Fwd Hogwarts
DADA Class.msg



More Hogwarts.msg

Membership Registration

Bebe advised that she

Planning Committee Weekend Retreat

We have received a list of tentative dates that Becky and Randy can welcome us at their beautiful home in Ellijay this fall for our Planning Committee retreat: Oct 19-21, Oct 26-28, Nov. 2-4, or Nov. 9-11.

Lianne will send out an email asking committee members to vote on the weekends they are available.

Results will be shared at the next meeting.

The committee reviewed budget numbers from the previous year and began current year budget planning (see attached excel spreadsheet). 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 (close) to last year's fees.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND!

See you at our next meeting (July 19th)!!