MOUNTAIN MAGIC LEADER WEEKEND MINUTES

May 27, 2014 - 7:30 - 9:00 PM

2015 Planning Committee

Cheryl Marko

Kippy Shea

Marie Wright

Sheila Mills

Genny Wright

Lianne Griffin

Melonie Luxbacher

Kary Alicea Marie Lott Rebecca Wright
Kim Elmore Marie Nash Rose Lowe

Guests/Sub-Committee Members

N/A

Our next meeting will be the 4th Tuesday of the month – June 24th. Meeting location will be Moe's North Druid Hills. Remember, the meeting will be officially 7:30-9:00 PM, but arrive by 7:00 if you are eating dinner.

Minutes

- 1. Discuss Meeting Locations/Dates it was determined that N. Druid Hills/Moe's is still centrally located and easiest to get to (vs. somewhere around Perimeter). Group agreed we will continue having our meetings there (some may be via teleconference however). Meetings will be held on the 4th Tuesday of the month. Upcoming meetings will be 7/22, 8/26, 9/23, 10/28, 11/18?, 12/16?, 1/20/15 MARK YOUR CALENDARS! This was the first meeting that we had everyone in attendance!! Yay! Welcome to our newest committee member, Kary Alicea. Kary was presented with her Misty charm.
- 2. Review Action Items from Last Meeting
 - a. Karen McF submit Planning Events Beyond the Troop form to the council office. complete
 - **b.** Rose look into getting some of the scrapbooks printed in 6x6 or 8x8 sizes. Also, price putting page images on CDs for sale. pending
 - c. Marie L send link to planning committee with info on Krews. complete
 - d. Marie N get black backdrop cloth for photo area from Swaantje Sass (404) 313-0430 or swaantjesass@yahoo.com there were 2 Q size black sheets. These may be lost now? Swaantje gave to Lianne who gave to Kippy. Kippy gave all the decorations stuff to Diana Snyder. (UPDATE: Diana confirmed that she has the stuffed unicorn, so she DOES have the box. She will look again to see if she can find the black sheets that were presumably also in the box).
 - e. Genny bring excess patches to next meeting for Lianne. pending
 - f. Lianne bring 2013 patch for Marie Nash to next meeting. complete
 - g. Lianne create team roster and send to Marie L to post on our website. Complete we also passed around a printed roster and updates have been made. Lianne to send "final" roster to Marie L.
 - h. ??? review planning committee home locations on a map to determine more convenient meeting locations (possibly Perimeter? Sandy Springs? Other?) see #1 above. N. Druid Hills location is good for most.
- 3. Re-review lessons learned. We re-reviewed all the lessons learned and assigned committees to each of the issues. See list, attached at the end of this document.
- 4. Discuss Volunteer Leadership Conference Table August 9th There will be an all-day conference on August 9th. Need Publicity to develop plan for manning table for that day (maybe shifts?)

- 5. Finance Report/Budget
 - a. Review 2014 Finance Report FINAL (updated include money made from raffle of quilt and postage for mailing re-printed t-shirts.) See finance report, attached at the end of this document.
 - b. Determine preliminary high-level committee budgets committees began providing preliminary budget figures. Develop final budgets by June meeting.
- 6. Additional Committee Reports
 - a. Sheila reported that most classes/instructors have been confirmed. Still waiting on a few responses. Will finalize by next month. Sheila says may be able to offer (2) 90-min. Powerhouse self-defense classes, free!
 - b. Meals committee suggested that the cooks may not be able to make beignets consider French Toast or donuts with powdered sugar instead? Also, instead of Gumbo, consider mild/spicy versions of Jambalaya? Melonie to discuss with cooks.

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. Re-establish technology sub-committee to determine if we can offer a BASIC online registration for 2015. 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. 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. Also, if it has been >=3 years, a new background check is required. 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.)
- 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 (if it will be offered)

LESSONS LEARNED - 2014

Committee Assigned	Lesson Learned
Participant Check-in	1. Need location designated in DH for instructors that are teaching in the
	DH.
Registration	2. Classes that have set fees from council – need system to cover costs of
Admin	no-shows (pre-pay with no refunds?)
Technology	
Instructors	3. Instructor info – need to include info about instructor checkout (so they
Check-Out	get gifts, etc.) Trainers that are train only – do we give them their gifts at check-in?
Instructors	4. Council classes – need to beef up info to trainers of council classes
Check-Out	 Need announcement for Sunday checkout procedures (full review of checkout procedures – people trying to do kapers and leave before classes were even over)
Instructors	6. Need to review any new classes to see if class timing is appropriate for work to be done (must include set-up and clean-up time too).
Entertainment	7. Closing ceremony timing needs to be readdressed – interferes with kapers/lunch? Not well attended
Entertainment	8. DH layout – look at it again. Some parts we changed this year didn't work
Meals	well.
*Participant Check-in	
Check-Out	9. Check-out (people leaving early) very disruptive. Need to readdress.
Registration	Consider moving silk screening to Friday night (so we can decorate Sat PM)
Unit Set-up (Ranger)	11. Consider how to address temperature in DH-LL (cold – needed space heaters, etc. – may need to be brought in and turned on on Thursday to ensure proper temperature.
Admin	12. Ben Bradley – first aid needs to have dedicated site and dedicated 1 st Aider throughout the weekend.
*Instructors	13. Instructors need to COMMIT to teach classes and arrange for substitute
Registration	teacher or cancel enough in advance that we can cancel/reassign participants.
Website	14. Need better instructions on camera on class list on website ("Click Here")
Unit Setup Registration	15. Post signage in cabin (early/late, temp, etc.)
Instructors	16. Add freebie info to instructor packets
Admin Participant Check-In	17. Print/bring recycle flyer (what can/cannot be recycled) to be posted above recycle containers (DeKalb County – or whichever county is going to be used for recycling).
Registration	18. Join together group run/late breakfast as a single class – do not indicate that late breakfast is an option for anyone other than those in the early exercise class(es).
Registration	19. Marie W – add "I want to be on the Planning Committee" to an email post event (not part of the overall evaluation).
Admin Publicity	20. Class lists – encourage leaders to review class offerings with troops ahead of time and let the girls pick the classes they want their leaders to take.
Registration	21. Revise labeling for Echo Hill – Upper level back, upper level front, lower level?

LESSONS LEARNED - 2014

Entertainment Registration	22. Friday night – add a "class" where participants can socialize, mingle, swap, etc.; need unlimited number of people to be able to sign up. Call "New Orleans Jazz Café"?
Check-Out	23. <barb> Consider changing (I know we've been thru several iterations) is perhaps checkout and then lunchI know that I couldn't sit and eat lunch as folks wanted to check – came up to me and said they had done their chores, could they have their patch and leave – when I am in the dining hall I can't verify they have actually done so. I know another hostess was approached as well – maybe Mary for Echo HillNot the worst, however, I was ready to sit and eat lunch at that point.</barb>
Admin Meals	24. <barb> One evaluation came home with me. Mostly 4 and 5's on the scale ranking. Only written comment: Meal Kapers are very hard to do and make your class. Would suggest that 15 til announcement be made that kapers are starting and to please clear tables, etc or at least be aware that kapers are starting. (If someone wants the paper copy I can send it along – who?)</barb>

FINANCE REPORT FINAL 2014 Mountain Magic Leader Weekend

	Budget Actual		5/9/2014		1	
					Paypal	
# Attendees	150	136		\$3,294.23		
					Checking acct	
				\$1,432.76	balance	
LODGING - Unit	Capacity			\$4,726.99		
Shellcracker Cove	28	\$200.00				
Blue Gill Bay	28	\$200.00				
Chestnut Gait	28	\$200.00				
Trotter's Ridge	28	\$200.00				
Echo Hill	32	\$200.00				
	144	\$1,000.00	(D2 - 1	5 comm mbrs) =	\$8.26	
			budget		diff	
MEALS	per person per meal	\$8.00	\$5,248.00	\$4,928.00	\$320.00	
hot chocolate/coffee	per person	\$2.00	\$272.00	\$256.00	\$16.00	
WEEKEND GUESTS						
lodging		\$8.26				
5 meals	SA-B/L/D, SU-B/L	\$40.00				
coffee/hot chocolate	3A-D/L/D, 30-D/L	\$2.00				
Administrative expenses		\$2.00				
Administrative expenses		\$74.62	\$70.00			
Trainer discounted rate		\$74.02	\$60.00			
Committee Chair discounted ra) to		•			
			\$0.00			
 Committee Member discounted	a rate		\$60.00			
Late Fee			\$80.00			
FRI NIGHT GUESTS						
lodging		\$8.26				
3 meals	SA-B/L/D	\$24.00				
coffee/hot chocolate		\$2.00				
Administrative expesnses		\$24.36				
'		\$58.62	\$52.00			
Trainer/committee member dis	counted rate		\$42.00			
Late Fee			\$62.00			
SAT NIGHT GUESTS						
lodging		\$8.26				
4 meals	SA-L/D, SU-B/L	\$32.00				
coffee/hot chocolate		\$2.00				
Administrative expesnses		\$24.36				
		\$66.62	\$60.00			
Trainer/committee member dis	counted rate		\$50.00			
Late Fee			\$70.00			
SATURDAY DAY ONLY						
lodging	0.4.1./5	\$8.26				
2 meals	SA-L/D	\$16.00				
coffee/hot chocolate		\$2.00				
Administrative expesnses		\$24.36				
		\$50.62	\$40.00			
Late Fee			\$50.00			
OFFOITE LODOWS						
OFFSITE LODGING						

FINANCE REPORT FINAL 2014 Mountain Magic Leader Weekend

	lodging		\$8.26			
	4 meals	SA-L/D, SU-B/L	\$32.00			
	coffee/hot chocolate	, , , , , , , , , , , , , , , , , , , ,	\$2.00			
	Administrative expesnses		\$24.36			
	·		\$66.62	\$50.00		
	Late Fee			\$60.00		
				*		
CMTE	Administrative expenses	BUDGET	ACTUAL	DIFF		
A	After Event Plng Comm Party	\$0.00	\$0.00	\$0.00		
A	Budget Overage Refund	(\$1,000.00)	· ·	\$0.00		
A	Camp Helper Discount	\$80.00	\$85.00	(\$5.00)		
Α	Committee Member subsidy	\$150.00	\$0.00	\$150.00		
Α	Envelopes/paper	\$20.00	\$11.43	\$8.57		
A	Meal subsidy Plnng Comm	\$630.00	\$630.00	\$0.00		
A	Non-GS Insurance	\$5.00	\$0.00	\$5.00		
A	Planning Comm Gifts	\$120.00	\$126.71	(\$6.71)		
A	Postage	\$15.00	\$34.16	(\$19.16)		
A	Raffle Tickets	\$0.00	\$0.00	\$0.00		
A	Ribbons for Nametags	\$20.00	\$57.76	(\$37.76)		
A	Trainer Subsidy	\$300.00	\$160.00	\$140.00		
A	Quilt Raffle	\$0.00	-\$350.00	\$350.00		
A	Yellow Llama Order #1	\$492.00	\$434.43	\$57.57		
A	Yellow Llama Order #2	\$140.00	\$114.30	\$25.70		
A	T-shirt Postage	\$0.00	\$70.97	(\$70.97)		
CSU	Unit Setup	\$150.00	\$40.00	\$110.00		
D	Decorations Sell-Off	(\$50.00)	-\$15.00	(\$35.00)		
E		\$0.00	\$0.00	\$0.00		
<u>_</u>	Camper Award Gifts Entertainment Supplies	\$0.00	\$30.88	(\$30.88)		
FA	First Aid Supplies	\$60.00	\$0.00	\$60.00		
<u>га</u> Н	Historian/Photography	\$100.00	\$41.56	\$58.44		
П .	Trainer Gifts					
I NA		\$150.00	\$183.91	(\$33.91)		
M	Soda Profit	(\$50.00)		(\$3.71)		
Pub	Office Supplies	\$15.00	\$0.00	\$15.00		
PCI	Guest Services	\$0.00	\$0.00	\$0.00		
PCI	Nametag Plastics	\$300.00	\$325.00	(\$25.00)		
PCI	Participant Check-In folders	\$15.00	\$0.22	\$14.78		
R	Office Supplies	\$15.00	\$23.51	(\$8.51)		
R	Paper/ink	\$60.00	\$52.97	\$7.03		
R	Postage	\$5.00	\$0.00	\$5.00		
R	Scholarships	\$520.00	\$525.00	(\$5.00)		
UCO	Cleaning Supplies	\$20.00	\$10.37	\$9.63		
	TOTAL	\$2,282.00	\$1,546.89	\$735.11		
	confirmed 2014	(.) 45.0		# 10.00		
	divided by # partici	pants less 15 Comm	nittee mbrs =	\$18.86	per person	
			DUD0==	* OT: : : :	DIEEEDE	-
	Billi	***	BUDGET		DIFFERENCI	<u> </u>
D	Patch (per person)	\$2.00	\$300.00	345.61	(45.61)	
PCI	Swap Necklace (per person)	\$1.50	\$204.00	0	204.00	
D	Decorations (per person)	\$2.00	\$272.00	175.64	96.36	
	TOTAL	\$24.36	per person			

						Actual		
	Class	Instructor	articipa	Class Fee	Budget	Receipts	Difference	Paid?
001	Friendship Blankets	Cheryl Marko & Gen	•	\$0.00	\$0.00	\$0.00	\$0.00	n/a
002	Girl Scouts & Guides Around the World	Mary Kottkamp	24	\$0.00	\$0.00	\$0.00	\$0.00	n/a
003	 Toga Yoga	Kim Elmore	20	\$0.00	\$0.00	\$0.00	\$0.00	n/a
004	Camp Helper	Lianne Griffin	2	-\$5.00	-\$10.00	-\$10.00	\$0.00	cash
006	Archery \$5	Tori Barrett	10	\$5.00	\$50.00	\$50.00	\$0.00	ck 1101
007	Roman Baths \$8	Kim Elmore	12	\$8.00	\$96.00	\$105.46		ck 1102
008	Daisy Headresses \$3	Rose Lowe	14	\$3.00	\$42.00	\$42.00	\$0.00	ck 1099
009	Nature & UnNature \$3	Carol Townley	12	\$3.00	\$36.00	\$17.71	\$18.29	ck 1094
010	Phidippides' Greek Victory Run	Lianne Griffin	8	\$0.00	\$0.00	\$0.00	\$0.00	n/a
011	Camp Helper	Mary Kottkamp	3	-\$5.00	-\$15.00	-\$10.00	(\$5.00)	cash
013	Archery \$5	Tori Barrett	7	\$5.00	\$35.00	\$35.00	\$0.00	ck 1101
014	Hand Pieced Quilt Blocks \$5	Marie Nash	16	\$5.00	\$80.00	\$118.05	(\$38.05)	cash
015	Duck Tape Crafts	Kippy Shea	12	\$0.00	\$0.00	\$0.00	\$0.00	n/a
016	Baking Greek Favorites \$6	Robin Antzoulatos	11	\$6.00	\$66.00	\$35.00	\$31.00	cash
017	Camp Helper	Lianne Griffin	2	-\$5.00	-\$10.00	-\$10.00	\$0.00	cash
019	_Simple Mosaics \$5	Kelly McDaniel	16	\$5.00	\$80.00	\$52.43	\$27.57	ck 1092
020	Pysanky \$8	Diana Snyder	12	\$8.00	\$96.00	\$102.68	(\$6.68)	cash
021	_**Effective Leader w/Daughter in Troop	Sheila Mills	10	\$0.00	\$0.00	\$0.00	\$0.00	n/a
022	**Ceremonies & Traditions	Pat Callaway	7	\$0.00	\$0.00	\$0.00	\$0.00	n/a
023	_30 min (8:00-8:30) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
024	_30 min (8:45-9:15) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
025	30 min (9:30-10:00) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
026	30 min (10:15-10:45) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
027	30 min (11:00-11:30) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
028	Horse Trail Ride \$25	Peyton Love	6	\$25.00	\$150.00	\$150.00	\$0.00	ck 1101
029	Beaded Jewelry Making \$7	Marie Nash	24	\$7.00	\$168.00	\$83.60	\$84.40	cash
030	Daisy Headresses \$3	Rose Lowe	7	\$3.00	\$21.00	\$11.39	\$9.61	ck 1099
031	_Are You a Bigfoot?	Dee Komro	9	\$0.00	\$0.00	\$0.00	\$0.00	n/a
032	Nature & UnNature \$3	Carol Townley	7	\$3.00	\$21.00	\$17.71	\$3.29	ck 1094
033	Aphrodite's Beauty Workshop \$8	Kathy Stephan	16	\$8.00	\$128.00	\$119.36	\$8.64	ck 1098
034	Glass Painting \$6	Marie Wright	16	\$6.00	\$96.00	\$99.13	(\$3.13)	cash
035	Knots \$3	Jennifer Heard	20	\$3.00	\$60.00	\$67.41	(\$7.41)	ck 1097
036	Camp Helper	Lianne Griffin	2	-\$5.00	-\$10.00	-\$10.00	\$0.00	cash
038	Fleece Fun \$12	Carol Townley	14	\$12.00	\$168.00	\$101.71	\$66.29	ck 1094
039	Aphrodite's Beauty Workshop \$8	Kathy Stephan	11	\$8.00	\$88.00	\$82.95		ck 1098
040	Stargazing With Your Girls	Marie Lott	18	\$0.00	\$0.00	\$0.00		n/a
041	Camp Helper	Mary Kottkamp	2	-\$5.00	-\$10.00	-\$10.00		
043	Paper Stitch Wizardry \$2	Rose Lowe	19	\$2.00	\$38.00	\$24.77		ck 1099
044	Aesops' Fables \$3	Kim Elmore	8	\$3.00	\$24.00	\$24.33		ck 1102
045	Baking Greek Favorites \$6	Robin Antzoulatos	10	\$6.00	\$60.00	\$60.00		cash
046	Camp Helper	Mary Kottkamp	1	-\$5.00	-\$5.00	-\$5.00		cash
048	Letterboxing \$6	Yvonne DeBor	8	\$6.00	\$48.00	\$48.00		cash
049	Tie-Dye \$6	Lane Mumford	16	\$6.00	\$96.00	\$120.45	(\$24.45)	cash

						Actual		
	Class	Instructor	articipa	Class Fee	Budget	Receipts	Difference	Paid?
050	Simple Bird Feeders & Houses \$10	Lianne Griffin	7	\$10.00	\$70.00	\$75.52	(\$5.52)	ck 1103
051	30 min (12:30-1:00) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
052	30 min (1:15-1:45) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
053	30 min (2:00-2:30) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
054	30 min (3:45-4:15) \$45	Jennifer Johnston	0	\$45.00	\$0.00	\$0.00	\$0.00	n/a
055	30 min (4:30-5:00) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
056	30 min (5:15-5:45) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
058	Horse Trail Ride \$25	Peyton Love	8	\$25.00	\$200.00	\$200.00	\$0.00	ck 1101
060	**Cabins,Lodges & S'Mores \$5	Mary Scannavino	17	\$5.00	\$85.00	\$15.83	\$69.17	cash
061	**Vulcan's Box Ovens \$10	Amelia Denning	12	\$10.00	\$120.00	\$68.33	\$51.67	ck 1093
062	Challenge Tower \$30	Tori Barrett	4	\$20.00	\$80.00	\$90.00	(\$10.00)	ck 1101
063	Sing-a-long at the Campfire	Kim Elmore	21	\$0.00	\$0.00	\$0.00	\$0.00	n/a
064	Silk Screening \$3	Marie Wright	40	\$2.00	\$80.00	\$60.11	\$19.89	cash
065	Drop in WAGGGS	Mary Kottkamp	7	\$0.00	\$0.00	\$12.45	(\$12.45)	cash
066	Starry Wonders	Marie Lott	25	\$0.00	\$0.00	\$0.00	\$0.00	n/a
067	Camp Helper	Lianne Griffin	1	-\$5.00	-\$5.00	-\$5.00	\$0.00	cash
069	Fleece Fun \$12	Mary Kottkamp	12	\$12.00	\$144.00	\$90.00	\$54.00	ck 1104
070	Crayon Art	Jennifer Logan	15	\$0.00	\$0.00	\$3.00	(\$3.00)	cash
071	The Science of Castle Building \$5	Dee Komro	7	\$5.00	\$35.00	\$24.32	\$10.68	ck 1096
072	Easy Tea Light Lanterns \$1	Lianne Griffin	31	\$1.00	\$31.00	\$28.58	\$2.42	ck 1103
073	Camp Helper	Mary Kottkamp	2	-\$5.00	-\$10.00	-\$10.00	\$0.00	cash
075	Archery \$5	Tori Barrett	9	\$5.00	\$45.00	\$45.00	\$0.00	ck 1101
076	Beginning Swapping Fun \$6	Rebecca Wright	10	\$6.00	\$60.00	\$38.34	\$21.66	cash
077	**More Than a Pin: Awards & Recognitions	Mary Kottkamp	14	\$0.00	\$0.00	\$0.00	\$0.00	n/a
078	Oration	Diane Loupe	3	\$0.00	\$0.00	\$0.00	\$0.00	n/a
079	Duck Tape Crafts	Kippy Shea	12	\$0.00	\$0.00	\$0.00	\$0.00	n/a
080	Camp Helper	Lianne Griffin	2	-\$5.00	-\$10.00	-\$10.00	\$0.00	cash
082	**Song & Games	Pat Callaway	16	\$0.00	\$0.00	\$0.00	\$0.00	n/a
083	Victorian Decorations \$10	Frances Parks	10	\$10.00	\$100.00	\$84.13	\$15.87	cash
084	**Global Travel Training	Dolleen Quinn	6	\$0.00	\$0.00	\$0.00	\$0.00	n/a
085	Beginning Crochet \$4	Mary Scannavino	12	\$4.00	\$48.00	\$42.83		cash
086	30 min (8:15-8:45) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
087	30 min (9:00-9:30) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	\$0.00	cash
088	30 min (9:45-10:15) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00	·	
089	30 min (10:30-11:00) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00		
090	30 min (11:15-11:45) \$45	Jennifer Johnston	1	\$45.00	\$45.00	\$45.00		
091	Phidippides' Greek Victory Run	Lianne Griffin	4	\$0.00	\$0.00	\$0.00		
092	Zumba Fitness Class	Shelley Callico	22	\$0.00	\$0.00	\$0.00		
093	Horse Trail Ride \$25	Peyton Love	5	\$25.00	\$125.00	\$150.00		ck 1101
		.,		ŷ=513 0	\$3,560.00	\$3,192.58		