

# MOUNTAIN MAGIC LEADER WEEKEND MINUTES

June 24, 2014 - 7:30 – 9:00 PM

## 2015 Planning Committee Chairpersons

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 4<sup>th</sup> Tuesday of the month – July 22<sup>nd</sup>. Meeting location will be via teleconference/webinar. The meeting will be officially 7:30-9:00 PM.

## Agenda

1. Review Action Items from Last Meeting
  - a. **Rose** – look into getting some of the scrapbooks printed in 6x6 or 8x8 sizes. Also, price putting page images on CDs for sale. **Rose checked several places for pricing. 8x8 options only at other places; prices range from \$15 - \$50 for a basic 20 page scrapbook. Looked into software so that folks could “virtually” look at scrapbook online (nothing definitive on that yet). Also looking at putting images on CD and selling CD (so folks could order printed books themselves if desired). This should NOT be considered a fundraiser for us.**
  - b. **Genny** – bring excess patches to next meeting for Lianne. **pending**
  - c. **Lianne** – update 2014 budget actuals with discussions from last meeting **done**
  - d. **Lianne** – bring colored paper to Cheryl Marko for copies.
  - e. **Lianne** – add to agenda for next month to discuss committee fall retreat
  - f. **ALL** – let Kary know if you can help one of the shifts for the Leadership Conference Aug 9<sup>th</sup>
  - g. **Lianne** – Prepare Google Docs form so Sheila can enter classes.
  - h. **Cheryl** - send out list of folder colors that need to be purchased during 1 cent sales. **DONE.**
2. Finance Report/Budget
  - a. Review Draft 2015 Finance Report **final report reviewed – see attached [at end of document].**
  - b. Finalize high-level committee budgets and establish fees for weekend **high-level budget complete – review final next month. See attached [at end of document].**
3. Additional Committee Reports
  - **Kary** – is making posters for leadership conference. She will also have 4-to-a-page flyers to hand out. Kary will call council to see if we can include in participant packets. Kary cannot man the table at the leadership conference (she’s attending as a SUD) – needs 3 volunteers to help (8-11 AM, 11 AM – 2 PM, and 2-5 PM shifts). Contact Kary if you can help.
  - **Cheryl** – will need help purchasing folders during 1 cent back to school sales. Cheryl will send out request.
  - **Sheila** – the majority of classes have been finalized. Still having some problems getting pricing for council classes; Lianne to escalate to Bebe for assistance. For the Registration committee
  - **Marie W** - I have received copies of most of the instructor forms for classes but am awaiting a spreadsheet I can import so I can build my database and start setting up the class schedule. Please let me know if progress has been made on the online registration. On a personal note, Del has been diagnosed with prostate cancer. Please keep him in your prayers.

- **Genny** - check out: no new updates but I did find the extra patches from last year.
- **Lianne** – has applied for/received a Debit MasterCard for our PayPal account. This will allow us to provide a credit card number for patches and other purchases.

### **Timeline Review**

- 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)
- JUL – Continue establishing classes/trainers. Entertainment committee to finalize framework for weekend events. Council requested class requisition forms submitted to council. Publicity to provide save the date info to membership specialists for inclusion in area newsletters. Purchase check-in folders (usually 10/\$1 (or sometimes one cent) during Back to School sales) if they haven’t been donated. (2010 back-to-school week was 7/11 – 7/17). Complete first draft of registration information packet (excludes class schedule).

FINANCE REPORT FINAL  
2014 Mountain Magic Leader Weekend

	Budget	Actual		5/9/2014	
# Attendees	150	136		\$3,294.23	Paypal Balance
				\$1,432.76	Checking acct 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 - 15 comm mbrs) =	\$8.26	
			budget	actual	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
<b>WEEKEND GUESTS</b>					
lodging		\$8.26			
5 meals	SA-B/L/D, SU-B/L	\$40.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$24.18			
		\$74.44	<b>\$70.00</b>		
Trainer discounted rate			<b>\$60.00</b>		
Committee Chair discounted rate			\$0.00		
Committee Member discounted rate			<b>\$60.00</b>		
Late Fee			<b>\$80.00</b>		
<b>FRI NIGHT GUESTS</b>					
lodging		\$8.26			
3 meals	SA-B/L/D	\$24.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$24.18			
		\$58.44	<b>\$52.00</b>		
Trainer/committee member discounted rate			\$42.00		
Late Fee			<b>\$62.00</b>		
<b>SAT NIGHT GUESTS</b>					
lodging		\$8.26			
4 meals	SA-L/D, SU-B/L	\$32.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$24.18			
		\$66.44	<b>\$60.00</b>		
Trainer/committee member discounted rate			\$50.00		
Late Fee			<b>\$70.00</b>		
<b>SATURDAY DAY ONLY</b>					
lodging		\$8.26			
2 meals	SA-L/D	\$16.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$24.18			
		\$50.44	<b>\$40.00</b>		

FINANCE REPORT FINAL  
2014 Mountain Magic Leader Weekend

	Late Fee			<b>\$50.00</b>	
	<b>OFFSITE LODGING</b>				
	lodging		\$8.26		
	4 meals	SA-L/D, SU-B/L	\$32.00		
	coffee/hot chocolate		\$2.00		
	Administrative expenses		\$24.18		
			\$66.44	<b>\$50.00</b>	
	Late Fee			<b>\$60.00</b>	
<b>CMTE</b>	<b>Administrative expenses</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFF</b>	
A	After Event Plng Comm Party	\$0.00	\$0.00	\$0.00	
A	Budget Overage Refund	(\$1,000.00)	-\$1,000.00	\$0.00	
A	Camp Helper Discount	\$80.00	\$85.00	(\$5.00)	
A	Committee Member subsidy	\$150.00	\$0.00	\$150.00	
A	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	\$6.16	\$8.84	
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 (2014 shirts)	\$466.66	\$434.43	\$32.23	
A	Yellow Llama Order (2013 shirts, post event)	\$116.00	\$114.30	\$1.70	
A	T-shirt Postage (2014 shirts)	\$0.00	\$70.97	(\$70.97)	
A	T-shirt Postage (2013 shirts)	\$27.50	\$28.00	(\$0.50)	
CSU	Unit Setup	\$150.00	\$40.00	\$110.00	
D	Decorations Sell-Off	(\$50.00)	-\$15.00	(\$35.00)	
E	Camper Award Gifts	\$0.00	\$0.00	\$0.00	
E	Entertainment Supplies	\$0.00	\$30.88	(\$30.88)	
FA	First Aid Supplies	\$60.00	\$0.00	\$60.00	
H	Historian/Photography	\$100.00	\$41.56	\$58.44	
I	Trainer Gifts	\$150.00	\$183.91	(\$33.91)	
M	Soda Profit	(\$50.00)	-\$46.29	(\$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	
	<b>TOTAL</b>	<b>\$2,260.16</b>	<b>\$1,546.89</b>	<b>\$713.27</b>	
	confirmed 2014				
	divided by # participants less 15 Committee mbrs =			\$18.68	per person
			<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFFERENCE</b>
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
	<b>TOTAL</b>	<b>\$24.18</b>	<b>per person</b>		

BUDGET  
2015 Mountain Magic Leader Weekend

	Budget	Actual	As of 6/23/2014		
# Attendees	150				\$3,294.23 Paypal Balance
					\$1,602.92 Chckg acct balance
LODGING - Unit	Capacity				\$4,897.15
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		(C2 - 14 comm mbrs) =	\$7.35
			budget	actual	diff
MEALS	per person per meal	\$8.00	\$6,000.00		\$6,000.00
hot chocolate/coffee	per person	\$2.00	\$300.00		\$300.00
<b>WEEKEND GUESTS</b>					
lodging		\$7.35			
5 meals	SA-B/L/D, SU-B/L	\$40.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$10.80			
		\$60.15	<b>\$60.00</b>		
Trainer discounted rate			<b>\$50.00</b>		
Committee Chair discounted rate			\$0.00		
Committee Member discounted rate			<b>\$50.00</b>		
Full Registration			<b>\$70.00</b>		
<b>FRI NIGHT GUESTS</b>					
lodging		\$7.35			
3 meals	SA-B/L/D	\$24.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$10.80			
		\$44.15	<b>\$45.00</b>		
Trainer/committee member discounted rate			\$35.00		
Full Registration			<b>\$55.00</b>		
<b>SAT NIGHT GUESTS</b>					
lodging		\$7.35			
4 meals	SA-L/D, SU-B/L	\$32.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$10.80			
		\$52.15	<b>\$55.00</b>		
Trainer/committee member discounted rate			\$45.00		
Full Registration			<b>\$65.00</b>		
<b>SATURDAY DAY ONLY</b>					
lodging		\$7.35			
2 meals	SA-L/D	\$16.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$10.80			
		\$36.15	<b>\$40.00</b>		
Full Registration			<b>\$50.00</b>		
<b>OFFSITE LODGING</b>					
lodging		\$7.35			
4 meals	SA-L/D, SU-B/L	\$32.00			
coffee/hot chocolate		\$2.00			
Administrative expenses		\$10.80			
		\$52.15	<b>\$55.00</b>		
Full Registration			<b>\$65.00</b>		
CMTE	Administrative expenses	BUDGET	ACTUAL	DIFF	

BUDGET  
2015 Mountain Magic Leader Weekend

A	First Aid Attendee Subsidy	\$60.00		\$60.00		
A	Budget Overage Refund	(\$2,000.00)		(\$2,000.00)		
A	Camp Helper Discount	\$80.00		\$80.00		
A	Committee Member subsidy	\$70.00		\$70.00		
A	Envelopes/paper	\$20.00		\$20.00		
A	Meal subsidy Plnng Comm	\$588.00		\$588.00		
A	Non-GS Insurance	\$5.00		\$5.00		
A	Planning Comm Gifts	\$106.00		\$106.00		
A	Postage	\$20.00		\$20.00		
A	Ribbons for Nametags	\$40.00		\$40.00		
A	Trainer Subsidy	\$300.00		\$300.00		
A	Quilt Raffle	\$0.00		\$0.00		
A	Yellow Llama Order #1	\$0.00		\$0.00		
T	Website	\$0.00		\$0.00		
CSU	Unit Setup	\$150.00		\$150.00		
D	Decorations	\$200.00		\$200.00		
D	Decorations Sell-Off	(\$50.00)		(\$50.00)		
D	Swap Necklace	\$150.00		\$150.00		
D	Patch	\$300.00		\$300.00		
E	Camper Award Gifts	\$15.00		\$15.00		
E	Entertainment Supplies	\$50.00		\$50.00		
FA	First Aid Supplies	\$50.00		\$50.00		
H	Historian/Photography	\$125.00		\$125.00		
I	Trainer Gifts	\$225.00		\$225.00		
M	Soda Profit	(\$50.00)		(\$50.00)		
Pub	Office Supplies	\$40.00		\$40.00		
PCI	Guest Services	\$0.00		\$0.00		
PCI	Nametag Plastics	\$325.00		\$325.00		
PCI	Participant Check-In folders	\$15.00		\$15.00		
PCI	Office Supplies	\$0.00		\$0.00		
R	Office Supplies	\$25.00		\$25.00		
R	Paper/ink	\$60.00		\$60.00		
R	Postage	\$5.00		\$5.00		
R	Scholarships	\$525.00		\$525.00		
UCO	Envelopes	\$0.00		\$0.00		
UCO	Cleaning Supplies	\$20.00		\$20.00		
	TOTAL	\$1,469.00	\$0.00	\$1,469.00		
	confirmed 2015					
	divided by # participants less 14 Committee mbrs =			\$10.80	per person	