

MOUNTAIN MAGIC LEADER WEEKEND MINUTES

July 22, 2014 - 7:30 – 9:00 PM via teleconference

2015 Planning Committee Chairpersons

Cheryl Marko

Genny Wright

Kary Alicea

Kim Elmore

Kippy Shea

Lianne Griffin

Marie Lott

Marie Nash

Marie Wright

Melonie Luxbacher

Rebecca Wright

Rose Lowe

Sheila Mills

Guests/Sub-Committee Members

Kathy Stephan

Our next meeting will be the 4th Tuesday of the month – August 26th. Meeting location will possibly be via teleconference/webinar. The meeting will be officially 7:30-9:00 PM.

Cheryl – folders have been purchased – please bring to the next in-person meeting. Cheryl has purchased white cardstock for Marie W. Kippy has not purchased the nametag holders; plans to order by next month.

Genny – no update. Genny has been visiting Dollar Store and purchasing as needed. Will bring former patches from past years as well as unclaimed patches.

Kim – possibly combine Scouts Own with closing ceremony? Committee agreed. Friday – New Orleans Café. This will be swapping, meet & greet, play music and have refreshments with trivia games, ice breakers, etc. Put in lower level of dining hall. This will be drop-in format. Opening ceremony will include committee introductions.

Saturday – 1.5-2 hour timeslot following dinner needed. There will be a Mardi Gras parade and each cabin (Krew) will provide participate by creating a “float” or “banner.” Following parade, there will be 5-6 stations where folks can go and do a Mardi Gras activity. Mask embellishments will be one; one is coloring the silk screened t-shirt; stargazing will be drop-in (not a specified class); could also have sing-along as one of the stations. Participants will get a bead necklace when they complete each various activity. Shirt coloring stations will have fees – Marie to determine cost for shirt markers. Will include price of markers in cost; Kim to provide write-up by 8/8.

Lianne – registration packet draft is ready; need info from Kim for entertainment.

Marie L – we have researched online registration/payment for years. We are looking at online registration service providers – have preliminarily chosen regonline.com; will add \$4/per person + possible small fees. Backup plan - regplanet.com. Will plug in dummy classes from last year and will be working with Marie W with defined class periods. Want to pursue online registration ready by 8/26. Council has an account with regonline.com – we may be able to hook up with the council’s rep at regonline and poss. Discounts for non-profits.

Sheila – almost finished. Needs information to be resent by 1 person, and Sheila needs to send Marie W some info, but it is wrapped up. Letters are ready to go out to trainers in August.

Marie W – there are 52 different classes this year. There are 43 or 44 instructors this year. Some classes are being offered twice. Tentative schedule is complete, with 92 class blocks (includes 14 massages, etc.). We offer an average of 8-10 classes per time period (excluding class helper and free time). This

year there will be just 2 horseback riding classes offered (minimum number is now 8....) Will offer 2 archery, 3 riflery, 1 high challenge (no low challenge this year). Will be ready for committee review very soon.

Rebecca – nothing to report

Rose – nothing to report

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 9th
 - 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.**
 - b. Finalize high-level committee budgets and establish fees for weekend **high-level budget complete – review final next month. See attached.**
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

- 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).
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Classes/trainers must be finalized by 8/5. Publicity committee to prepare information to be shared at Cluster meetings announcing that registration packets are available online & promoting event. Finalize t-shirt design and cost for inclusion in registration flyer. Review final registration flyer at Aug Committee meeting. Make final changes/complete registration flyers and information packet (8/26) and email to Marie L.

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

FINANCE REPORT FINAL
2014 Mountain Magic Leader Weekend

	OFFSITE LODGING				
	lodging		\$8.26		
	4 meals	SA-L/D, SU-B/L	\$32.00		
	coffee/hot chocolate		\$2.00		
	Administrative expenses		\$24.18		
			\$66.44	\$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)	-\$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 Plng 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	Nametags	\$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	\$2,260.16	\$1,546.89	\$713.27	
	confirmed 2014				
	divided by # participants less 15 Committee mbrs =			\$18.68	per person
			BUDGET	ACTUAL	DIFFERENCE
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	\$24.18	per person		