

MOUNTAIN MAGIC LEADER WEEKEND - MINUTES

August 26, 2014 - 7:00 – 9:00 PM

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

Mary Kottkamp

Karen McFadden

Agenda

1. Review Action Items from Last Meeting

- a. **Genny** – bring excess patches to next meeting for Lianne. **Done.**
- b. **Lianne** – bring colored paper to Cheryl Marko for copies. **Done.**
- c. **Lianne** – add to agenda for next month to discuss committee fall retreat. **Done.**

2. Finance Report/Budget

a. Review Final 2015 Finance Report

The final budget for 2015 was reviewed one last time. Registration costs will be the same for 2015 as it was for 2014. (Originally, we had said we could reduce the cost \$5-\$10 per participant and reduce some of our buffer in our bank account. However, this year we will be implementing online registration. The registration site charges us \$3.95 per participant plus a credit card processing fee. This is much cheaper than other sites that don't have transaction fees but which have \$1200-\$2000 setup fees. So, we added \$5 per participant to the budget to cover the cost of the online registration.)

3. Online Registration

Marie Lott demonstrated our online registration process, currently in "test" mode. Committee members were given (and emailed) instructions for completing a test registration as part of our beta test. Please provide Marie Lott any comments/feedback regarding the usability of the site or anything quirky with the way it works (especially helpful if we try using different browsers, MAC vs. PC, signing up for full classes to be waitlisted, etc. We are hoping to have the live registration process available within the next week.

4. Shirts/Bags for Purchase

Lianne has completed the design of the shirts/tote bags that can be purchased for delivery at check-in at the weekend. Please see <http://www.3leaves.org/mm-common/store/MMLWstore.html> for all the details. The shirts will be purple this year. Marie W. let us know that items that will be silkscreened should be white/light color – black ink will be used and an outline design so it can be colored with fabric markers Saturday night.

5. Team T-Shirts

In the past, we have had our Misty Unicorn embroidered on dark purple polo shirts. Lianne investigated the option of having our design printed on purple shirts or tote bags in lieu of embroidery. An email was sent (9/2) to the entire committee with details for ordering. If you want to order a team shirt, please go to this site to order:

https://docs.google.com/forms/d/1cs664iZA9P7LEuJeNrBKXgr43LsSRW6i5fCFFnuqhKc/viewform?c=0&w=1&usp=mail_form_link

6. Committee Fall Retreat

Mary Kottkamp circulated a sign-up sheet to attend our planning committee retreat 10/31-11/2 at Camp Pine Acres. If you were not at the meeting and would like to attend, please email Mary ASAP (ergmom@mac.com) so she can add you to the roster.

7. Additional Committee Reports

Admin – Lianne passed out copies of the preliminary registration details and asked everyone to review and provide feedback/corrections. Waiting on updates for committee members for silk-screening, philanthropy project, and scholarships. ****Update – final has been sent to Marie L for the website *and will be attached to your Priority Registration invitation on Monday 9/8/14 [italics = modified for web posting]*.**

Decorations – Marie N. is currently working with others on the committee. Concept ideas have been discussed, and Marie N. would like copies of lessons learned from previous years. Marie L. noted that all the lessons learned were posted to the previous websites (www.3leaves.org/mm2014, www.3leaves.org/mm2013, etc.)

Classes/Workshops – per Sheila, Classes/Trainers were finished on time. She brought folders for Cheryl.

Entertainment – Kim would like the committee to participate in a Kazoo band Saturday night. There will be 4-5 drop-in stations on Saturday night, and she'll need help from the rest of the committee manning those stations.

Participant Check-in – everyone that purchased folders during back to school sales brought them to the meeting and gave to Cheryl Marko.

Publicity

- Booth presence at Council's Leadership Conference in August. We gave out 138 flyers. HUGE thank you to Marie N., Lianne, Kim, and Rose!
- Set up a cross promotion with Grow Your Knowledge weekend.
- Flyers and promotional board prepared for Gwinnett Cluster Meeting first Thursday in September.
- Kary will be working with Mrs. Sheila to set up promotions in all other clusters.

Additional committee member has been added – welcome to Beth McWilliams! See updated team roster *in your email. [Italics = modified for web posting]*. (This will also be updated on our website).

Our next meeting will be in person at Moe's on Tuesday, Sept. 23rd at 7PM.

Timeline Review

- 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.
- SEP – “Preferred registration” (including online registration, if available) for staff/volunteers will be available beginning 9/8 (9/8 – 9/14 “preferred registration”). “Early bird registration” for all will begin 9/15. Prior attendees will receive email notification that registration packets are available and registration has begun on 9/15. Publicity committee representative attend cluster meetings to promote event and answer questions. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration. Create preliminary patch designs.
- OCT – “Early Bird Registration” continues through 10/31 (“Early Bird registration” ends 10/31 for “discount” – must be postmarked by 10/31; website to be updated at midnight to reflect new pricing). Entertainment committee to provide details of supplies needed for participant confirmation letters/packing list. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all Planning Committee volunteers are registered GS. Hold fall planning committee retreat. Finalize patch design and get price quote from Snappy Logos. Finalize weekend agenda.