

MOUNTAIN MAGIC LEADER WEEKEND - MINUTES

September 23, 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

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.**
- d. **Marie W** – send names of instructors not yet registered to Sheila for follow-up
- e. **Sheila** – follow up with 8 instructors not yet registered
- f. **Marie W** – follow up with “pending” registrations for payment
- g. **ALL** – sign up for team t-shirts/tote bags, if desired, NLT 10/19/14.
- h. **Lianne** – on 10/20/14, place order for team t-shirts/tote bags
- i. **ALL** – bring shirt/vest/etc. to be embroidered to retreat or mail to Marie W.
- j. **Mary K** – send final email to retreat folks 2 weeks prior to retreat.
- k. **ALL** – send suggestions for tabletop decorations to Marie N. by 10/31
- l. **Marie N.** – get with Kippy to obtain hanging centerpiece
- m. **ALL** – Let Marie N. know if you have black flat sheets she can borrow.
- n. **ALL** – let Marie N. know if you can help with decorations installations.

2. Online Registration

Online registration is up and running!! We have 47 registered so far, 9 “abandoned” registrations partial). Website is set up so midnight Oct. 31 it will change automatically to regular pricing vs. early bird. There are some (4) people registered not paid (some have indicated they are mailing checks). We will invoice them. There are 14-15 instructors not yet registered. Marie W to send list of names to Sheila to follow up.

3. 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.

4. 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

Please order by 10/19/14 so Lianne can order and have them ready at the retreat.

Marie W. also has resource for embroidered shirts. They can embroider Misty + name, etc. for \$6. Bring shirt/sweatshirt/vest to retreat or next in-person meeting if you want one.

5. 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. Mary will compile sign-ups for meal kapers and send "final" letter to participants 2 weeks prior to our campout.

6. Additional Committee Reports

Historian - Rose will be getting down & dirty with scrapbook at weekend planning committee meeting.

Admin – Karen will print out all the health history forms that were submitted online and file in notebook. Committee members Lane Mumford, Diana Snyder, and Mary Kottkamp haven't registered yet. Marie W. to call. There are still eight (8) instructors that haven't registered; Marie to provide list to Sheila so they can be contacted. (Marie is not adding instructor count to class sizes until instructors register).

Decorations – Marie N. submitted two patch designs to the committee for consideration. One is round and the other is square. The committee voted unanimously for the square patch design (liked the misty icon vs. unicorn drawing and black background). The decorations committee will place the order with the patch vendor (suggest using Snappy Logos vs. Larry Gerson due to lower cost). Order must be placed by 12/5 in order to ensure delivery in time for our event (considering holidays).

Decorations planned include the following:

- Paper Mache Jester heads x2 to flank the photography photo op spot.
- Tabletop centerpieces are being designed (NOTE: if anyone on the committee has suggestions, Marie and committee are open and interested to receive them until 10/31/14. Email to baridirect@yahoo.com)
- Tulle/net will be draped from the pipes that run the length of the room to the wall on the window side, to the arches on the registration side. A bolt of fabric is \$48.95 (approx. \$2.88/yard) and all three of the colors we want are only available by the bolt from her source. Does anyone on the committee have a source for the Tulle (100% nylon, 60" wide) that is less than \$2.88/yard?
- Kippy is letting the committee use the central hanging centerpiece for closer to the fireplace; Marie to set time/place for exchange.
- Raffle quilt top (waiting for the sides to be added) to be hung over the fireplace (if it can be done safely).
- Photography sheets – she will purchase two queen size from Walmart if a donation is not available. Does anyone on the committee have two black flat sheets that the committee can use? Karen has 2 twin black sheets. Diana Snyder should have the black sheets that were with the decorations box (with the giant stuffed unicorn) – need Diana to locate.

Decorations installation – Marie is unable to climb ladders. She needs 3 volunteers (at least) to help with installation on Thursday night/EARLY Friday AM.

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

Entertainment – nothing to report today. Will be coming to committee retreat and practice with Kazoos.

Participant Check-in – Kippy is ordering nametag lanyards. We are short 1 person for hospitality committee. Ann Barrow will not be coming. **Would Mary Kottkamp be willing to do that?** Cheryl has all the colored folders needed for the weekend.

Publicity - New committee person added (Beth Williams). She presented MM2015 at Gwinnett cluster meetings. Also promoting at Service Unit levels. Cary developed new philanthropy project. Display board will be displayed at Grow Your Knowledge.

Meals/Snack Table – Melonie was unable to attend the meeting but provided this committee report. Sam's has hot chocolate 3 ways – A-big canister 58.4 oz Swiss Miss for \$7.28 (messy); B-Swiss Miss envelopes 60 count for \$5.86; and C-Land O Lakes 7 flavor variety pack, 6 envelopes each flavor (Choco Supreme, French Vanilla, Warm Oatmeal Cookie, Raspberry Chocolate, Artic White, S'Mores, and Salted Caramel) for \$11.98. Sam's did not have tea bags for hot tea, just ice tea. She's sure a box is just a couple dollars and Melonie may have some she can donate.

Melonie recommends we take Tori up on her offer to reduce coffee/tea price to \$1 per person and purchase 2 boxes of the 60 count Swiss Miss Cocoa. The committee concurs.

Other Items of Note/Prayers Needed

1. Frances Parks' husband had a heart attack/2 surgeries.
2. Mary Kottkamp broken toe.
3. Marie W. husband started back to work this week

Our next meeting will be via conference call on Tuesday, Oct. 28th at 7PM. This will be a SHORT meeting (30 minutes max) prior to our weekend committee retreat Oct. 31-Nov 2.

Timeline Review

- 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.