

# MOUNTAIN MAGIC LEADER WEEKEND - MINUTES

Oct. 28, 2014 - 7:00 – 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

Mary Kottkamp  
Tenequa Wildy

11/1/14 Attendees – Marie Wright, Rebecca Wright, Marie Lott, Marie Nash, Rose Lowe, Kathy Stephan, Cheryl Marko, Lianne Griffin

## MINUTES

### 3

Registration – as of today, 86 registered (behind last year's number, but we had a big push right before the price increase). Marie W will send out email from our yahoo account tomorrow or Thursday reminding folks to register before price increase on 11/1. She will send email to 2014 and 2013 attendees. (Marie will send mail merge vs. using regonline - that email may have gone to spam, so mail merge may be better). Tenequa will send reminder flyer to Membership Specialists to send to SUDs. Lianne to update flyer with deadline info and send to Marie L to post on our website. Tenequa can get flyer from our website - [http://www.3leaves.org/mm2015/MMLW\\_Handout\\_2015.pdf](http://www.3leaves.org/mm2015/MMLW_Handout_2015.pdf). Lianne to add updates to GS council FB page and include twitter hashtags. Still have 6 instructors not registered. Marie Lott has sent invoices to those registered but not paid (4 people). Marie W contacted 3 others (requesting financial aid) and worked with them individually.

We have 1 person who has canceled. Looks like regonline refunded the money even though outside the 30 days.

Melonie is waiting until Dec. to purchase Cokes.

Kim – will come early Sat. Kim has kazoos for marching band and she'll bring to weekend. Still needs a 2nd greeter – can Mary Kottkamp help with that?

Mary K – weekend agenda tentative; will add Kazoo practice to Sat. AM. Genny will not be at weekend (has to work); plan on 12 for meals (there may be leftovers). Each meal should bring 1 bag/ice. Need Rose and Kathy S. to send out reminder of supplies to bring. Cost for classes are \$3 and \$4 - bring correct change. Dress for the weather. Marie W and Lianne to arrive ~4 PM. Arrive after work.

Marie L will arrive Sat. AM around 9AM (don't save breakfast).

Cheryl sent out draft for 2015 Welcome Packet Letter on 9/24. Needs correct wording for checkout from Genny. All copies have been made for packets except welcome letter at this time. Kippy has ordered name badges.

Team T-shirts – only Lianne, Kathy, Marie L, Marie W, Marie N, and Kary have placed orders. If you want a team tote bag or shirt, please order ASAP. Lianne will get printed and bring to the November meeting.

<https://docs.google.com/forms/d/1cs664iZA9P7LEuJeNrBKXgr43LsSRW6i5fCFFnuqhKc/viewform>

Thank you from Tenequa and the Volunteer Experience team!!

Minutes from 11/1/14

Kim Elmore distributed kazoo's. We practiced with happy birthday to you (for Juliette Gordon Low). Friday night welcome – kazoo march to “When the Saints Go Marching In”. Kim will distribute the lyrics to the committee (we’ll be practicing the next few meetings....)

Saturday night – 5 stations. Stargazing (Marie L/Rebecca), t-shirt decorating (Marie W), sing-along (Genny), Mask decorating (Cheryl/Kippy?), and TBD (SWAP creation, cookie decorating, gris-gris bag, fancy fingernail polish, other? - Kim to check)

Sunday – closing ceremony/Scouts Own combined?

Kary’s PR/Philanthropy report

Input: West Cobb, Cherokee has been publicized. Need to send a “blurb” to all the Membership Specialists and ASK for them to promote our event. MUST happen in the next few days – cluster meetings are this week and SU meetings are next week.

Rebecca – call/email Ranger @ Camp (ladder at camp, fix handicap ramps at Chestnut Gait and Trotters Ridge, help hanging quilt in DH, room setup (from Cheryl), turn on heat & ensure working in DH Upper and Lower level and all units). Rebecca has lights for walkways – will test & ensure all work. Rebecca is making signs to put on thermostats, lights in each unit.

Communications with camp director/ranger – in the past, each committee chair would communicate with camp staff individually. Marie N suggested that all communications after x date should come from a single source. Suggest we have a single “punch list” with needs from all committees combined? Let’s discuss as full committee at Nov. meeting.

#### 1. Review Action Items from Last Meeting

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

### **Timeline Review**

- 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.

- NOV – “Regular Registration” 11/1 – 11/30 includes + \$10 fee. Registration Cutoff 11/30 – must be postmarked in Nov. Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Final council class list provided to Katie Bower. Council staff to continue to verify all participants are registered GS. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.

Our next meeting will be in person at Moe’s, N. Druid Hills on Nov. 18<sup>th</sup> @ 7PM.