

MOUNTAIN MAGIC LEADER WEEKEND - MINUTES

Dec. 16, 2014 - 7:00 – 9:00 PM

In Attendance

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
Karen McFadden
Diane Loupe

Minutes

Admin/Financials/First Aid report – participant conference call will be 1/8/15 8:00-9:00 PM. Discussed green envelope options – can get paper envelopes or poly. Lianne to make decision about envelopes. Registration is now closed (was extended to 12/10).

Registration – as of today, 107 on site, 6 training only (4 instructors, 2 taking council class only). 113 total in attendance. We have 28 beds available. There have been 4 cancelations, 14 financial aid (\$465) requests. Challenge Tower class has been canceled; class fees can be refunded or applied to other classes. Marie W has heard back from classes that were below minimum. Marie L. has “funded” the vacancies in the archery/riflery classes so those didn’t have to be canceled. Both crayon art classes are full. Three people haven’t paid, Marie L. to send paper invoices via mail with return envelope. Instructor preliminary counts were sent out. Half of the people signed up for box ovens haven’t taken the prerequisite classes. Sheila to talk to instructor (Amelia Denning) to see if she will teach non-prereqs “unofficial.” Beds have not yet been assigned. Currently 17 mobility impaired. Need to make sure we have committee member/unit hostess at each unit. Will assign massage cabin last (since we have extra beds this year). There are 3 camp helper slots that are unfilled. Lianne and Karen to fill partial slots, other committee members needed to fill in vacancies.

Patches – 200 have been ordered. \$1.19 + shipping from Joycrest. (price break was at 140 patches, extra patches cost just a few extra dollars). Extra patches could be sold in cups/coasters? \$2-\$3/each.



Cheryl/Kippy staffing stations. Kippy will not be able to be at camp on Thursday or early Friday (work conflicts). Cheryl reviewed assignments. Marie W needs tickets for screen printing.

Rebecca has contacted Ranger about handicap ramps and ladders. The ramps will be in place and the ladder will be available for hanging decorations in dining hall. Working with Marie re: signs for

thermostats, cabins, etc. Rebecca may not be able to be there early (school obligations); currently working on Plan B.

Entertainment - Diane brought samples of the certificate to meeting (will be printed on parchment paper). Saturday activities: Kim will offer mask decorating (die cut masks) with feathers, etc. Kim will need help with Saturday activities. Kim to send email to committee with specific needs.

Publicity/Philanthropy - Committee Report: Kary spoke to Robert Owens and confirmed time, date, and location. Firestation 8 is committed to be there, but minus engine (did we need the engine?) **no**. He will call me the first of the year to confirm how many officials will be able to attend. **Will Kary have a collection box?**

Genny has a list of early check-out kapers (regular kapers interfere with classes, etc.). They will be assigned if by Genny if they ask for early check-out. Clean fireplace area in great hall; litter pickup around unit; litter pickup in front of/behind dining hall; tidy up coolers/sodas for trip home; tidy up/consolidate snack table; discard remains on freebie table; pick up road signage around camp; pick up rope lights leading to dining hall. Genny needs volunteers for unit hostesses. Let her know if you can help. Genny has fancy beads she's willing to donate to decorations/committee and she doesn't want them back.

Rose needs 2 point and shoot cameras (Lianne to provide) with backup batteries/cables. Rose will also be taking pics throughout the weekend. Scrapbook from 2014 event is complete.

Marie L. emailed health history forms to Karen (only about 15 were submitted). Karen needs to bring lots of blank forms. Marie will check again at the end of the month. Include blank form (or link to our good blank form) with confirmation email and ask folks to bring with them.

Melanie bought 2 more boxes of hot chocolate at Sam's. She emailed Tori to let her know we wanted the \$1 hot chocolate/coffee deal and wanted coffee for Friday night Jazz café.

ACTION ITEMS

- a. Marie W – order patches **done**
- b. Lianne – order green envelopes; inventory ribbons for nametags & order new **order by YE**
- c. Cheryl – get price on green envelopes from Staples **done**
- d. Rebecca – follow up with Ranger re: handicap ramps and ladders **done**
- e. **Kim – send email with entertainment details and specific requests for assistance.**
- f. **Sheila - talk to instructor (Amelia Denning) to see if she will teach non-prereqs box oven participants "unofficial."**
- g. **Cheryl – get tickets for screen printing.**
- h. **Kary – will you have a collection box for donations to fire station? Confirm firemen details.**
- i. **Marie W. to send food allergies to Tori. (Final meal counts will be sent at latest possible date).**
- j. **Sheila – see if we can get projector from council for digital photography class.**
- k. **Bebe - verify all participants are registered GS.**
- l. **Lianne – provide verbiage to Marie W/Marie L for participant confirmation emails.**

Timeline Review

- DEC – Order patches 1st of Dec. **Second** email to class instructors with preliminary "final" class counts on 12/15. Register campers as forms come in; email confirmations sent w/in 2 wks of registration. Council staff to continue to verify all participants are registered GS. Email participant confirmation packets sent NLT 12/15 – participants must request class

changes, corrections, etc. NLT 12/30. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).

- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. Door prize donations finalized; trainer gifts purchased, all committee work finalized. Broadcast reminder email to all participants (ensure you have your class supplies, packing list, etc.) two weeks prior to the event. Have first-timer conference call (recorded) on 1-2 weeks prior to event to answer last minute questions. Participant check-in stuffing AT CAMP (night before start of event). **SUCCESSFUL EVENT HELD!!** During event, tally votes for next year's theme and announce winner. Prepare reimbursements for all trainers/committee members that submit receipts/reimbursement form by end of day Saturday night event. Develop verbiage to be sent in final email to participants.

Our next meeting will be on Tuesday 1/20/15 via conference call. Talk to you then!