

# MOUNTAIN MAGIC LEADER WEEKEND

## MEETING MINUTES

April 28, 2015 - 7:00 – 9:00 PM

### 2015 Planning Committee

Carol Townley

Cheryl Marko

Frances Parks

Genny Wright

Kim Elmore

Lianne Griffin

Marie Lott

Marie Nash

Marie Wright

Melonie Luxbacher

Rebecca Wright

Rose Lowe

Sheila Mills

### Guests/Sub-Committee Members

N/A

### Timeline Review

- APR - Establish committee chairs and begin to recruit volunteers for committees. Plan preliminary timeline. Submit "Beyond the Troop Event" form to council office. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit for approval (must be done before event can be advertised by council). Provide save the date (Jan. 22-24, 2016) info to membership manager (Bebe Joyner) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units. Create Google Docs form for instructor input of class details and pictures (this will create xls spreadsheet for direct import into database and website).
- MAY - Finalize timeline. Finalize committees. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Re-establish technology sub-committee to determine if we can offer a BASIC online registration for 2015. Invite trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers. Council staff to verify all planning committee volunteers are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been >=3 years, a new background check is required. Determine preliminary high-level committee budgets. Confirm menu options with camp director (1<sup>st</sup> week); Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting.)

### Action Items for Next Meeting

- **Lianne** - Create Google Docs input form for instructor information & share with Sheila
- **All** – bring potential class ideas to next meeting
- **All** – let Cheryl and Kippy know if you have space/set-up needs for dining hall so your space can be incorporated into planning.

### Agenda Items/Committee Reports

Rebecca – Has been looking for the weather insulator for the cords (Ranger felt that the plugs were unsafe without the covers). We need new rechargeable batteries for all of the solar lights. She will check locations for availability/pricing. One of the purple light strings is damaged (was run over) and will need

to be replaced. We need to make signs and follow up with instructors to stress no driving around camp. May need designated driver? Will also check into stakes to raise the rope lights off the ground (to make them more visible). Committee to email Rebecca if anything site-wise needs to be addressed or if ladders, etc. are needed.

Cheryl – will get with Kippy for information to order name badge holders. Will check pricing for 1 or 2 years' worth. Lianne to send the info for Marco Promotional to Cheryl.

Genny – collecting materials and creating committee box with instructions. Also working on new unit hostess process and how to handle Ranger checkout process. Genny will contact Ranger to see what will work best and will communicate with hostesses closer to camp time.

Kim – has gotten additional music and an appropriately themed puzzle. We talked about popcorn and movie, but may not be able to borrow the popcorn machine (looking at other options). She got the software to convert 50s dance lessons VHS to DVD. We can borrow blenders to make milkshakes at the soda shop on Friday night, but camp does not have a milkshake machine. May work better for smaller group on Friday. We can still have root beer floats/coke floats for Saturday. Committee would purchase sodas, camp would provide ice cream.

Marie W – nothing to report yet.

Melonie – sent proposed menu out via email earlier today. We'll do ice cream social Saturday night, participants will have the choice of doing an ice cream Sundae and/or self-made root beer/soda floats. Suggested additional toppings for ice cream sundae – caramel, sprinkles, whipped cream, cherries, nuts. Melonie found black/white checkerboard tablecloths (\$4.99 plus a 40% off coupon would help budget) at Hobby Lobby.

Marie L – reminder to committee chairs - update committee timelines/manuals to include on website. New website is up.

Sheila – Sheila sent report on last year's classes – check your email. Rose provided suggestions for new classes for 2016. By mid-May, Sheila will have list of everyone that will be asked to return. We got the highest number of good comments and "I'm using this with my troop" than ever before. We need to emphasize with instructors that class descriptions need to match class content.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on May 26<sup>th</sup> (4<sup>th</sup> Tuesday). The meeting will be held via WEBINAR.