

# MOUNTAIN MAGIC LEADER WEEKEND

## MEETING MINUTES

May 26, 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

- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. 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 (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been  $\geq 3$  years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend)
- JUN - Determine preliminary high-level committee budgets. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2016, including automatic feeds to database and class changes. Committee chairs finalize "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website. Confirm Badge & Sash participation for weekend (if it will be offered). Discuss philanthropy project options for current year.

### Action Items for Next Meeting

- **All** – let Cheryl know if you have space/set-up needs for dining hall so your space can be incorporated into planning.
- **Lianne** – get with Karen McF to submit Emergency Plan and Beyond Troop Event form
- **Lianne** – submit troop camping application for our fall committee retreat (Oct 9-11 or Oct 2-4) **complete**
- **ALL** - committee chairs to provide list of all committee members to Lianne and Lianne to update team roster.
- **Rebecca** – let us know how many rechargeable AA batteries are needed for the solar lights.
- **ALL** – if you have suggestions for a philanthropy project for 2016, let Marie Nash know.
- **ALL** – review timeline and committee descriptions (attached) and let Lianne know of any corrections/changes ASAP.

## **Agenda Items/Committee Reports**

Ideas for possible classes - Rose shared 1950s crafts class ideas with Sheila last month. Embroidery (not cross-stitch), sewing an apron, crafts with popsicle sticks, crochet doll cloths, Yo-Yo quilts, and tin can art. Kim is working with Sheila for a class that included activities from the 1950s handbooks. Kim has a leader book from 1950 and Brownie book from 1951. She also has the craft book that was published in the 50s. She also has a timeline and books to put on display. Marie has information about astronomy ideas from the 50s. Cheryl suggested 1950 etiquette, hints from Heloise, ironing 101, smocked pillows. Marie L has a handbook with the original Intermediate Level proficiency badges that might be able to be incorporated into classes. Sheila has sent an info request to past instructors with a request that they respond with classes they'd like to teach by May 30<sup>th</sup>.

Genny is still collecting materials, writing new committee timeline and outline to include changes. If there are any suggestions for timeline or outline please email Genny. Nothing else to report.

Kim – made a change for Saturday evening – ½ hour “quiz show” function before sock hop. Questions and answers will be provided ahead of time (Saturday AM), will look for volunteers (prefer one from each unit). Possible movie options following sock hop – possible “Grease”. Kim can get commercial popcorn machine loaned to us. Kim has a book with photos of movie stars from the 50s to decorate the screen for the “drive in” movie and the leader corner. If you have items from the 50s that can be used to decorate the leader corner, send Kim a picture or show her at next meeting (bring to camp with you). Sheila has box from resource center with girl’s sizes poodle skirts (they were getting rid of the box). Kim would like to charge \$1 for milkshakes and root beer floats at soda shop and sock hop to help defray costs. (Address this at next meeting for additional discussion).

Fall committee retreat suggestions – we can make saddle shoes with the inexpensive white cloth Ked’s type shoes and paint with black fabric paint to look like the more expensive saddle shoes. Can also make our personal costumes at the retreat.

Rose – is currently downloading pictures from the 2015 event. She has all the materials to make the scrapbook and has lots of ideas for the 2016 scrapbook too.

Cheryl – we can buy 1 or 2 year’s worth of name badges (2 years would result in a \$20 savings). Cheryl to call Lianne for credit card info.

Marie L – website is up and running, need content and details about meetings. Need timeline updates, etc. Technology committee will kick off in late June.

Marie W – getting new database set up and will start populating info once we have classes confirmed.

Rebecca – nothing new since last meeting. If you have info/deals regarding AA rechargeable batteries, let Rebecca know (including the # of amp hours, etc. – all rechargeable batteries are not the same). We need to buy all new batteries for the solar lights. Rebecca to confirm how many we need.

Marie N – has not connected with Barb yet, but planning most of her committee activities following her wedding on June 6<sup>th</sup>. Marie needs to know our Twitter account, Instagram, etc. Discussing other philanthropy options for 2016 – if you have suggestions/ideas, let Marie know at [baridirect@yahoo.com](mailto:baridirect@yahoo.com).

REVIEW TIMELINE – We reviewed our timeline (attached at end of minutes); please send any corrections/updates to Lianne ASAP.

REVIEW COMMITTEE DESCRIPTIONS/MEMBERS – Preliminary final committee info (attached at end of minutes); please send any corrections/updates to Lianne ASAP.

We reviewed the lessons learned (attached at end of minutes) and added committee assignments to them. Committees should review these and incorporate changes (as necessary) into 2016 planning.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on June 23<sup>rd</sup> (4<sup>th</sup> Tuesday). The meeting will be held IN PERSON at Moe's, N. Druid Hills.

## 2015-2016 MOUNTAIN MAGIC LEADER WEEKEND - TIMELINE

JANUARY 22<sup>nd</sup> - 24<sup>th</sup>, 2016

- MAR - Planning team kickoff! Review evaluations. Review finances from previous year and begin current year budget planning. Discuss changes needed for next event (changes to classes, committee organization). Establish preliminary planning committees and start filling slots.
- 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). 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.) Committee chairs to update "operations manual" for their committee's work activities (activities prior to and during the weekend).
- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. 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 (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been  $\geq 3$  years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend)
- JUN - Determine preliminary high-level committee budgets. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2016, including automatic feeds to database and class changes. Committee chairs finalize "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website. Confirm Badge & Sash participation for weekend (if it will be offered). Discuss philanthropy project options for current year.
- JUL – Finalize high-level committee budgets. Classes/trainers must be finalized by 7/1. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. Council requested class requisition forms submitted to council. Publicity to provide save the date info to membership specialists for inclusion in area newsletters. Purchase check-in folders (usually 10/\$1 (or sometimes one cent) during Back to School sales) if they haven't been donated. Develop preliminary t-shirt concept and cost. Complete first draft of registration information packet. Complete class schedule by 7/15. Begin inputs for online registration. Review final registration flyer at July Committee meeting. Make final

changes/complete registration flyers and information packet. Publicity committee to prepare information to be shared at Cluster meetings announcing that registration packets are available online & promoting event.

- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt design and cost for inclusion in registration flyer. Publicity committee to share event information at Cluster meetings and SUD conference announcing that registration packets are available online & promoting event. Get online store up/running.
- SEP – “Preferred registration” (including online registration, if available) for staff/committee will be available 9/5 – 9/14; instructors may begin registration 9/8 – 9/14. “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 to share event information at Volunteer Conference (early September) announcing that registration packets are available online & promoting event. 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” – checks 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. Hold fall planning committee retreat. Finalize patch design and get price quote from patch vendor. 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 Keith Vann/training department. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.
- DEC – Order patches 1<sup>st</sup> of Dec. **Second** email to class instructors with preliminary “final” class counts on 12/15. 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. Close participant changes to class schedules 12/14. Email participant confirmation packets sent NLT 12/15 – participants must request class corrections 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.

- FEB - Wrap-up and next year Pre-Planning. Email class completion certificates to participants. Review Lessons Learned. Confirm dates for next year's event and provide to council for publication in council calendar. Define tagline. Establish meeting dates/locations for planning year. Reserve meeting rooms/locations for planning committee meetings. Establish basic website for next year. Send thank-you notes and class evaluations to instructors. Finalize finances from previous year. All invoices paid, planning committee survey review, & celebration!

2016 MOUNTAIN MAGIC LEADER WEEKEND  
**COMMITTEE DESCRIPTIONS**

Admin/Financials/First Aid – <b>Lianne Griffin,</b> First Aid – <b>Karen McFadden</b> <b>(Kathy Stephan, Mary Kottkamp, Cheryl Marko)</b>	<p>Submit Troop Camping form to council to reserve units. Prepare class and instructor evaluation forms for inclusion in registration packets. Establish weekend budget. Produce registration flyer and prepare SU packets for Cluster meetings. Manage camp helpers throughout the weekend. Coordinate the weekend planning committee retreat. Chair monthly meetings and produce meeting minutes. Manage committee checkbook and balance bank statement monthly. Handle "wrap-up" at camp, paying invoices for meals and "camp" classes (archery, horses, etc.) to camp director. Validate expense reimbursement requests from committee members and instructors and log/pay monies due. Prepare annual actuals to budget report.</p> <p>Establish First Aid team for weekend. Complete "Beyond the Troop Event Application" (includes SU Event Emergency Plan) and submit to council. Obtain first aid materials. Receive health history forms (separate from registration/ bypassing registration) and maintain in notebook. Staff health history table at check-in Friday night and Saturday morning (collect health history forms as part of check-in) and maintain health forms throughout weekend. Provide first aid as necessary throughout the weekend. Maintain incident report log during weekend. Establish First Aid kit for each unit (distribute at beginning of camp and collect at end). Requires early arrival at camp!</p>
Camp/Unit Set-up & DH Takedown – <del>Barb Osment</del> <b>Rebecca Wright</b>	<p>Specify ahead of time (with Ranger) units to be used. Pick up keys/radios from Ranger and unlock all units, turn on AC/Heat as needed. Confirm units in working order. Post directional signs at camp, post signs in units for Cabin name/beds and class locations. Distribute camper etiquette information (posters/ fliers on beds?) Verify with Ranger Misty Mountain sign is lit on Friday night. Charge solar lights and place on walkway to DH. <del>Coordinates with Badge &amp; Sash for on-site sales.</del> Responsible for breakdown of DH at end of camp (tables taken down, camp decorations reset, Misty stored, etc.) Requires early arrival and late stay at camp! PHYSICAL JOB.</p>
Participant and Unit Check-Out – <b>Genny Wright</b>	<p>Define checkout procedures (must be clearly specified) for inclusion in camper packets. Assemble check-out packages, including patches and optional farewell gift. Collect evaluations. Staff check-out stations on Saturday evening (in DH) and Sunday (in each unit). Check units for kaper completions. Make and post kaper charts in units (participants to sign up for kapers on arrival); distribute extra garbage bags in units. Assemble/stock/store clean-up kits for each unit. Check out unit with Ranger and turn over keys/radios. Requires late departure from camp.</p>
Council POC – <b>Bebe Joyner</b>	<p>Coordinate promotion of event council-wide by sharing publicity in newsletters to SUDs. Coordinates with Badge &amp; Sash to provide mobile store. Verifies all volunteers are registered GS and</p>

	coordinates background checks as necessary. Coordinates with necessary council staff to provide insurance for non-members.
Decorations – <b>Carol Townley &amp; Frances Parks (Marie Wright)</b>	Decorate dining room with theme for weekend. Design/order patches. Provide tablecloth for snack table. Auction decorations on Sunday. Stores 3-D “Misty” mascot marquee. Come up with swap necklace for check-in packet. Requires early arrival at camp!
Entertainment – <b>Kim Elmore</b> (Diane Loupe?)	Plan and oversee Saturday evening all-camp activities. Prepare opening and closing ceremonies & Scouts Own for the weekend. Plan and oversee Friday evening “Get Acquainted” activities. Assembles puzzles, games & activities to be used during free time by campers. Create camper award categories. Create camper award nomination forms and bring blanks to weekend event. Secure camper awards. Announce camper awards at weekend event. Coordinate door prizes.
Historian – <b>Rose Lowe (Marie Nash, Kippy Shea)</b>	Prepares scrapbook highlighting weekend activities. Create posters as needed: poster advertising event to post at council (resource room, lobby?); poster to display at event advertising next year’s event. Assist with organizing/ editing photos of weekend on our Picasa website. Investigate option of creating a digital scrapbook (20-page softcover?) that could be sold to participants (fundraiser).
Meals/Snacks – <b>Melonie Luxbacher</b>	Oversee snack table; work with Misty Mountain staff to plan meals in dining hall. Provide microwave for snack table throughout weekend; arrange for hot beverages throughout weekend. Plan & lead graces for meals. Obtain soft drinks/water and keep coolers stocked throughout weekend. Establish dining hall kaper charts and assign units to DH clean-up post meal and DH bathroom check/clean.
Participant Check-In, Guest Services – <b>Cheryl Marko (Kathy Stephan)</b>	Purchase check-in folders (back to school sales). Assemble participant and instructor check-in packets; staff participant check-in stations Friday night for weekend campers and Saturday morning for day-only attendees (includes collecting class fees). Staff a “welcome committee” for Friday and Saturday AM; answer general questions from participants. Create and distribute “pocket” maps for newbies. Wear identifiable aprons. Manage and coordinate the freebie table. Purchase nametags (holders only – inserts come from Registration). Requires early arrival Friday and “open” schedule and/or restricted activities Friday night and early Sat. AM!
Publicity & Philanthropy – <b>Marie Nash</b> (Sheila Mills? Barb Osment?)	Produce informational flyer for distribution at SU meetings. Write copy to be included in area newsletters (coordinate with Council liaison). Coordinate with council to get event on council calendar/website (including deadlines for registration). Attend Cluster meetings (Sept) to promote event. Provide handout/information to provide to council trainers to share during official council training events and regional training days. Encourage publicity and recruiting of North Counties volunteers; encourage North Counties input to planning committee. Philanthropy sub-committee. Seek out other meeting places to promote event (SU Director Kickoff meeting, Community of the Stars, Grow Your Knowledge, etc.) Manage Facebook Page -



Registration –  
**Marie Wright**  
(Genny Wright?)

Maintain database. Produce reports including mailing labels, labels for packets, sleeping assignments, meal reports (# of vegetarian meals needed, food allergies & final meal counts – email to Camp Director, Meals Chair, and Admin/Financials). Send report with participants for council classes to Katie Bower. Send report Bebe to confirm registration status of all participants. Verify prerequisites met for council class participants. Receive registration, post classes, and send out email confirmations. Assign class locations. Assign sleeping quarters. Email class completion certificates to participants after event. Email past participants when registration opens. Make deposits at bank as registration forms arrive and provide bank deposit slips to Admin/Financials.

Website/Technology –  
**Marie Lott**  
(Lianne Griffin,  
**Marie Wright**)

<http://3leaves.org/mm2016> (ask Marie Lott for the password). Establish and maintain website and on-line registration packets and on-line payments. Investigate possibility of on-line registration (need database expertise). Chair Technology sub-committee to evaluate/implement online registration to our website. Establish on-line “store” (may be part of registration or separate).

Workshops/ Trainers/  
Instructor Liaison/  
Trainer Gifts –  
**Sheila Mills**  
(Lianne Griffin,  
**Karen McFadden,**  
**Marie Wright**)

Select workshops and trainers for weekend events. Obtain class confirmation info including list of supplies (equipment, materials, etc.) required from instructors. Develop instructor orientation sessions on class procedures. Coordinate with Participant Check-in committee if special check-in required for instructor packets. Collects photos of class finished products (to be posted to website in advance of registration form distribution). Submit council requested class requisition forms to council office. Ensure instructors include pre-requisites required on class info sheets. Collect/create gifts for trainers. Provide trainer gifts to participant check-out for distribution.

## 2015 Lessons Learned

<p>Camp Setup Admin Committee at Large</p>	<p>lots of people driving around camp. There were those with medical issues, etc. that were supposed to be driving but there were way too many people driving. One of our strings of lights were ruined (driven over). Need barricade put back up on walkway to DH. Need confirmation to state no driving after original unload.</p>
<p>Camp Setup</p>	<p>Need carts available for loading/unloading - check with Ranger ahead of time to ensure they are available for us to use. (only 1 available).</p>
<p>Admin Participant Checkout Unit checkout Trainers</p>	<p>Changes to checkout worked much better this year. Only 2 patches weren't picked up. We also had some trainer gifts not picked up. Better communication with participants so they knew what to expect better.</p>
<p>Unit checkout</p>	<p>Need Kaper list to match what Ranger was checking us out by. Need less general info, more specific info. Some unit hostesses didn't wait for Ranger to check out.</p>
<p>Unit setup Registration</p>	<p>Did signs with furnaces/temp work? Committee didn't notice as many problems. Temperature should be set at the time the signs are posted.</p>
<p>Registration Classes</p>	<p>Instructors appreciated being able to have classes in the unit they were assigned.</p>
<p>Classes</p>	<p>Need more emphasis with instructors that they need to allow clean-up time as part of class time.</p>
<p>Admin Classes</p>	<p>How to handle instructors that won't be asked back - need to establish policy and address people in non-confrontational manner. Include proactive instructions for instructors in this year's packet (what you should do to ensure you are invited back)</p>
<p>Classes Unit Checkout</p>	<p>Last class on Sunday - instructions are to break down tables, but there is a kaper assigned to break down tables and stack chairs.</p>
<p>Meals Check-in</p>	<p>Salad bar worked very well - good location, good flow.</p>
<p>Meals</p>	<p>Cooks were very accommodating and worked very well with us. Lines were not as long. Melonie did have to remind about bringing out desserts.</p>

ALL	Reminder - update your committee manual with these lessons before you forget!
Decorations	Decorations creative team did well, but did NOT follow through with set-up and take-down.
Decorations	Silent auction went very well. Good that it was set up in designated area with finite timeframe.
Registration Classes Check-out	Echo Hill was almost all instructors and many bailed early, did not do kapers.
No action needed	New mattresses at Misty Mountain very comfortable!
Entertainment	Saturday night participation at parade was fun, but additional stations were not as popular.
Entertainment Admin	Jazz Cafe Friday night was supposed to be a drop-in activity, but some people didn't think they could stop in because they weren't signed up.
Technology Sub-Committee	Online Registration was well received by participants, but Marie W didn't like the way the classes were being assigned. Everything manual still had to be done by Marie. We liked the way it would assign folks on the waiting list, but Marie wasn't being notified and it meant she had additional work she didn't know about.
Admin Committee at large	The majority of people paid all their fees online. Good and bad. reimbursements for class fees paid in advance? Not enough cash to pay instructor reimbursements, but wrote checks.
ALL	committee expenses need to go through committee chair for reimbursement.
Admin Classes	update reimbursement form to show actual vs. budget.
Admin	Health history forms - don't upload to website, just print and bring with you.
Participant Check-in	Floor plan was given to ranger in advance, and tables were already pre-set, coolers were in place, etc! This was great for us!!
Admin Committee at large	Camp map needs to be improved
Camp/Unit Set-up	Signage - need sign for BGB driveway, unit signage

Admin Committee at large	Recommend buddy system for 1st timers
Classes Participant check-in	class display in dining hall
Registration Admin Classes	physical activity throughout day, not just AM
Meals Admin	designated clean-up time/eating time at meals (no sweeping during eating)
Entertainment	Loved parade and supplies being provided
Admin Entertainment Committee at large	announcements - use quiet sign and use mic
Meals	announce at meal who has kapers and grace for next meal and point out on wall
Participant Check in	lots of back side of evaluation left out
Publicity	Mountain Magic needs to be advertised to leaders to boost attendance.
Menus	Would like menu posted on chalkboard at serving line
Classes	Need "instructor provides" more detailed (not "everything") so participants know what they are getting.
Camp/Unit Set-up	More lights along pathway on foggy nights
No action needed	Participants felt rushed having only 15 minutes between classes
Admin Participant Check-in (welcome letter)	Participants didn't realize the songbook and graces are online
Classes	Really enjoyed having new classes offered this year - good to keep a variety
Classes Entertainment	Would like Campfire in fireplace with singalong
Admin Website	Add extension cords/multi-taps on packing list for charging devices
Committee at large	Be more aware of new people and how overwhelming camp can be for newbies
Admin Registration	More information about designating waitlist if your first choice isn't available.
Classes	Want more/different council classes
No action needed	Camp employees were awesome!!
Registration	BGB/SCC cabins are labeled ABC by us, but are 123 on side of building (update our database)