

MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
June 23, 2015 - 7:00 – 9:00 PM

2015 Planning Committee

Carol Townley

Cheryl Marko

Frances Parks

Genny Wright

Karen McFadden

Kim Elmore

Lianne Griffin

Marie Lott

Marie (Nash) Ross

Marie Wright

Melonie Luxbacher

Rebecca Wright

Rose Lowe

Sheila Mills

Guests/Sub-Committee Members

N/A

Timeline Review

- 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.

Action Items from Last 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 **complete tonight and will submit tomorrow**
- **Lianne** – submit troop camping application for our fall committee retreat (Oct 9-11 or Oct 2-4) **complete; discuss dates?**
- **All** - committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. **I heard from Marie Lott only. Others?**
- **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.

Action Items for Next Meeting

- **Kim** – provide write-up for the soda shop Friday (will include \$1 additional in the budget) and the sock hop Saturday

Agenda Items/Committee Reports

Admin/Financials (Lianne)

1. Volunteer Leadership Conference will be held on August 1st at the Cobb Galleria Center; we expect 500 volunteers to be kicking-off their 2016 Scouting Year Adventure! This is a great venue and opportunity to talk to adult leaders, trainers, and Service Unit Team members about what Mountain Magic offers. They are also in need of additional girls and volunteers to help work the event. Take a moment and sign-up!
 - FaceTime Booth slots: this is for specialty volunteer and staff groups only!
www.SignUpGenius.com/go/30E0D4FA5A72DA13-facetime/6553532
 - General volunteerism: this is for EVERYONE! These folks will help out with items like registration, directions, set-up, clean-up, etc. The more the merrier! (adults must be a current member and have an approved background check on file no less than 3 years old) www.SignUpGenius.com/go/30E0D4FA5A72DA13-volunteer2/6553532

So far, Lianne, Kim, and Marie Ross have signed up to help. OTHERS?? If you have problems registering or need assistance registering, please contact Marie (Nash) Ross at mross@gsgatl.org.

2. I asked Bebe to provide member verification (before she handed off the POC to Melissa Fisher). Bebe advised that GSGATL only process background checks on adults who work directly with girls. They also send out notices to those whose background checks needs to be renewed. Here's what she returned:
 - Carol Townley - **current**
 - Cheryl Marko - **Lifetime**
 - Frances Parks - **current**
 - Genny Wright - **Lifetime**
 - Karen McFadden - **Lifetime**
 - Kim Elmore - **current**
 - Lianne Griffin - **Lifetime**
 - Marie Lott - **Lifetime**
 - Marie Wright - **Lifetime**
 - Marie Nash - **current**
 - Melonie Luxbacher - **current**
 - Rebecca Wright - **Lifetime**
 - Rose Lowe - **current**
 - Sheila Mills - **Lifetime**
 - Diana Snyder - ***expired**
 - Diane Loupe - **current**
 - Kathy Stephan – **probably a member in GS Historic Georgia; not in GSGATL's data base**
 - Kippy Shea - **Lifetime**
 - Lane Mumford - *** I need more information – an address or email address because I can't find her in the data base**
 - Mary Kottkamp – **Lifetime**
3. Technology sub-committee will be getting together next week to start discussing possibilities for offering an enhanced online registration for 2016, including automatic feeds to database and class changes.

4. Karen McF to submit Emergency Plan and Beyond Troop Event form – volunteers identified in tonight’s meeting.
5. Fall committee retreat (Oct 9-11)

Website (Marie L):

Menu is now online (not for public use yet) – www.3leaves.org/mm2016/menu2016.html. It isn’t linked to the front page yet, but it is available for you to view via this link. Sheila wants a “trainer only” page – Marie can do this, but needs contact from Sheila. Sheila and Marie to work offline.

Marie will work with RegOnline to see if we can duplicate last year’s info and update vs. start from scratch.

Entertainment Committee (Kim):

1. I have not done well at recruiting, so please let me know if you know of anyone who would like to help with Entertainment. We will need help with the Soda Shop, Sock Hop, and Movie.
2. My family does not drink soda, but if you do drink any from glass bottles with metal caps, please start saving the caps for me. I am not exactly sure what we are going to do with them yet, but it will be something related to the Friday night Soda Shop.
3. Otherwise I have mostly just been gathering materials for the events and trying out milkshake recipes on anyone who volunteers to drink them. I will be looking for volunteers for this part at the committee retreat.
4. Kim is working with Emily Williamson (Fund Development) at council re: donations from Coca-Cola and Mayfield Dairies for the soda shop.
5. Got a 50s puzzle, may put items in the units.
6. Soda shop colors will be red/white/turquoise.
7. Still working on the opening ceremony.

Participant Check-In (Cheryl):

1. Committee has purchased and received 250 name badge holders.
2. Back to school sales should be starting soon. We need everyone to purchase folders for check in during the Back to School sales when only cost 1 cent. We need the following for 2016:
Red 30
Green 30
Yellow 10

Please reply to the entire committee with what color and how many you can purchase for us so we make sure to get all the colors new need. (We can use any more you can buy for the next year.)

Decorations (Frances):

Frances has lots of records. She’ll send records to retreat with Carol. She has made guitars and will have black & white curtains. If you have rope lights to donate, they can use some. She has found little “mini record” discs, decorated with Mountain Magic 2016 and a record label on the back – will use for the swap necklaces. Needs fuzzy dice if you can find them. Made ice cream soda using glass soda cups and 3.5” fuzzy balls. Sheila will loan 4-5 full size guitars to decorations. She has cut out music notes to put on the curtains.

Publicity/Philanthropy (Marie R):

Marie spoke with Bebe, new council structure has 6 “Service Unit Support Specialists” that support training. Has requested contact info for all Service Unit Directors. Marie is putting together fliers (half page) to give hard copy to each leader. Plan on 40-50 fliers per Service Unit. Service Unit Facilitators may be able to share info. Philanthropy ideas – food donations for food bank, stuffed animals for fire

department, do something for animal shelter, contact one of the family shelters (like Stand Up for Kids) for toiletries, something for Camp Misty Mountain.

Meals/Snacks (Melonie):

Will be \$8 per person for all meals. Sundae toppings will be provided by camp (included in that price). We'll provide the sodas for the floats. Has provided

Registration (Marie W):

Waiting on input from Sheila re: classes.

Unit & Participant Check-Out (Genny):

Only 2 participant packets were unclaimed last year, but there were several trainer gifts that weren't collected. Genny will bring to weekend and give out if they are returning.

Trainers/Classes (Sheila):

Sheila provided a list of confirmed classes (those that have provided complete info) and a list of those contacted but haven't sent in info yet. Only 20 confirmed so far.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on July 28th (4th Tuesday). The meeting will be held via WEBINAR.

REVIEW COMMITTEE DESCRIPTIONS/MEMBERS – Preliminary final committee info is [posted on our planning page, <http://www.3leaves.org/mm2016/Committees2016.pdf>]; please send any corrections/updates to Lianne ASAP.

We reviewed the lessons learned (pasted below) and added committee assignments to them. Committees should review these and incorporate changes (as necessary) into 2016 planning.

2015 Lessons Learned

Camp Setup Admin Committee at Large	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.
Camp Setup	Need carts available for loading/unloading - check with Ranger ahead of time to ensure they are available for us to use. (only 1 available).
Admin Participant Checkout Unit checkout Trainers	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.
Unit checkout	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.
Unit setup Registration	Did signs with furnaces/temp work? Committee didn't notice as many problems. Temperature should be set at the time the signs are posted.
Registration Classes	Instructors appreciated being able to have classes in the unit they were assigned.
Classes	Need more emphasis with instructors that they need to allow clean-up time as part of class time.
Admin Classes	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)
Classes Unit Checkout	Last class on Sunday - instructions are to break down tables, but there is a kaper assigned to break down tables and stack chairs.

Meals Check-in	Salad bar worked very well - good location, good flow.
Meals	Cooks were very accommodating and worked very well with us. Lines were not as long. Melonie did have to remind about bringing out desserts.
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	Recommend buddy system for 1st timers

Committee at large	
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)