

MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
July 28, 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

Kathy Stephan

Timeline Review

- 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.

Action Items from Last Meeting

- **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 (sent under separate cover) and let Lianne know of any corrections/changes ASAP.
- **Kim** – provide write-up for the Friday Night Shake Shack (will include \$1 additional in the budget) and the sock hop Saturday to Lianne for registration packet
- **Karen McF** - submit Emergency Plan and Beyond Troop Event form – volunteers identified in June meeting.
-

Action Items for Next Meeting

- **ALL** – confirm committee members, sub-committee members. Diana Snyder - *registration is expired, Lane Mumford - * I need more information – an address or email address because I can't find her in the data base
- **Marie R** – provide philanthropy project write-up to Lianne for registration packet.
-

Agenda Items/Committee Reports

Admin/Financials (Lianne)

1. Volunteer Leadership Conference on August 1st at the Cobb Galleria Center. Marie R, Lianne, Cheryl, and Kim have volunteered to man the booth. Lianne forwarded Marie's flyer info committee for review/changes/suggestions (please provide feedback directly to Marie).
2. Registration packet underway. Need blurbs from entertainment and philanthropy to include in packet.

Website (Marie L):

Draft of classes for 2016 on website. Go to planning committee page and there's a link to the draft class page on the bottom left. See also <http://www.3leaves.org/mm2016/classes2016.html>. Please review the class information and let Marie L. know if you have any changes, etc. Also, please send pictures to Marie Lott if you are teaching crafts or food and the picture isn't shown online.

Marie L. has cloned our old regonline site to new site - see <http://regonline.com/MMLW> for front page info (test mode only at this time). This year, regonline has increased fees is charging us \$3.95 per registration + 4.95% credit card fee (vs. \$3.55 and 3.95% last year). May want to only let participants pay registration fee and pay for camp classes (Horseback Riding, Archery, Riflery, and Zip Line) via regonline (not all class fees too). Lianne/Marie/Marie are working out plans to reduce fees (maybe pay class fees via PayPal which is a much lower processing fee?)

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. **UPDATE – Link is now live on our website.**

Sheila has a "trainer only" page that includes all emails and instructions Sheila has sent to trainers.

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. Still working on the opening ceremony.

Participant Check-In (Cheryl):

1. Back to school sales have started up. We need everyone to purchase folders for check in during the Back to School sales when only cost 1 cent. So far, just finding them for 10 cents at Walgreens. We still need the following for 2016:
 - Red 30
 - Green 30

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.)

2. Reimbursement forms – add budget info (# participants, class fee, and total budget). Will hand write on extra forms leftover and will add to master.

Decorations (Carol):

Found cardboard jukebox, looks very realistic. Will bring vinyl records to the committee retreat for our photos (will look like flowers) (Frances can't come to retreat).

Publicity/Philanthropy (Marie R):

Marie R. put together fliers (quarter page) to give hard copy to each leader via Service Units. She will add email and phone # (Marie W) to flyer. 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, or collect books & school supplies for Buford Hwy Women/Children's group (Marie Lott to provide details), something for Camp Misty Mountain. SEND IDEAS TO MARIE R. ASAP.

Meals/Snacks (Melonie):

Nothing new this month. Menu is all approved now, Marie L. to make live on our website.

Registration (Marie W):

Working on the class schedule. Need times for extra activities going on to work into overall schedule. Also, Marie has several questions about some of the classes. Needs to get with Sheila ASAP (Marie W is on vacation next week and needs to finalize schedule before she leaves for vacation).

Unit & Participant Check-Out (Genny):

Nothing additional for tonight.

Trainers/Classes (Sheila):

Classes are finalized at this point. Good selection of class choices – lots of new and returning favorites.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on August 25th 7-9 PM (4th Tuesday). The meeting will be held via WEBINAR.