

MOUNTAIN MAGIC LEADER WEEKEND  
MEETING MINUTES  
August 25, 2015 - 7:00 – 9:00 PM

2016 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

- 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 Volunteer Leadership Conference (early August) 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. Council requested class requisition forms submitted to council (wait until online registration is LIVE and confirm ebiz sign-up procedures with council). Publicity committee representatives to 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.

Action Items from Last Meeting

- **ALL** - committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. **Please review roster. (Can be found online on our planning page).**
- **Rebecca** – let us know how many rechargeable AA batteries are needed for the solar lights.
- **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.
- **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**

### **Action Items for Next Meeting**

- **ALL** – Provide feedback on budget, registration packet, and team roster to Lianne
- **ALL** – Provide feedback on online registration to Marie L.
- **ALL** – Let Lianne know if you CANNOT change the Sept. meeting to Monday 9/21 (9/22 is the start of Yom Kippur).

### **Agenda Items/Committee Reports**

#### **Admin/Financials (Lianne)**

1. Volunteer Leadership Conference on August 1<sup>st</sup> at the Cobb Galleria Center a big success! We handed out 400 fliers and have sign-up sheet for 112 people requesting more information (most would be 1<sup>st</sup> time attendees!).
2. Reviewed budget (**can be found online on our planning page**). Let Lianne know if you have any changes/corrections.
3. Reviewed registration packet – still need blurbs from entertainment to include in packet and confirmation on certain activities/registration process from Marie W. PLEASE REVIEW and provide feedback to Lianne ASAP. (**Can be found online on our planning page**).
4. Classes/activities requested at our committee retreat: arm knitting, decorate saddle shoes, fairy gardens, others? We will finalize weekend retreat info at our next meeting.
5. Lianne is working on t-shirts for online store. Yellow Llama has closed their storefront (online only), so Lianne is investigating additional printing options. Rose suggested we might offer neck scarves embroidered with Misty? Lianne to investigate.

#### **Website (Marie L):**

First draft of all classes is now in regonline. Preferred registrants will be registering by 9/5 (regonline will go LIVE on 9/5). Please go to <http://regonline.com/MMLW> and create a “dummy” registration (or several dummy registrations) to help beta test our registration. Please provide feedback to Marie Lott ASAP of any problems you experience. Regular early bird registration is 9/15. Use “chairfree” discount code to test our code; use “VIP2016” for trainers. It will ask for a credit card but you can use dummy info (not connected to billing in test mode).

#### **Participant Check-In, Guest Services (Cheryl):**

Nametags have been ordered and she has all supplies, including folders for this year. Office Depot/Office Max still has folders for \$0.01 if you can buy ahead for next year.

#### **Decorations (Frances):**

Obtained CDs for swap necklaces and is currently working on additional decorations. She has made Coke caddies for snack tables. Most supplies have been purchased, and she and Carol will be getting together for a play date to assemble.

#### **Entertainment (Kim):**

Turquoise/red/black – colors for soda shop. Has obtained additional items for resource table. We will be discussing our movie and the opening ceremony at our committee retreat. We have a tub full of girl-sized poodle skirts from council office. One will go to Frances for decorations. We could reuse the poodles from the skirts.

#### **Publicity/Philanthropy (Marie R):**

Philanthropy – see registration packet. Publicity – newsletters go out every other week to facilitators and service units. Next Service Unit newsletter won't go out until October, but Marie will get something to council by 9/1. Working on Classifieds (learned about those at VSC). Will coordinate with council

Marketing department to see what is included in that re: our weekend. Cluster meeting will be on 9/1; Sheila will be attending and take fliers.

**Meals (Melonie):**

Nothing new to report; updated hot chocolate in budget.

**Historian (Rose):**

All pictures have now been downloaded from Dropbox from 2015 event. Rose is sorting pics and printing so she can start assembling the scrapbook.

**Classes/Instructors (Sheila):**

Nothing new to report.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on Sept 22<sup>nd</sup> 7-9 PM (4<sup>th</sup> Tuesday). The meeting will be held in person @ Moe's N. Druid Hills. **NOTE: 9/22 at sundown is Yom Kippur. Can we change the meeting to 9/21 to avoid?**