

MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
Oct. 10, 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

Rhiyana Pineau
Jeanenne Adams

Timeline Review

- SEP – Have these happened?
 - Council requested class requisition forms submitted to council (wait until online registration is LIVE and confirm ebiz sign-up procedures with council).
 - 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.

Action Items from Last Meeting

- **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. (52 batteries needed – let Rebecca know if you see them on sale).
- **Marie R** - check with Emily at council on the coke bottle recycle canisters Frances needs.
- **Sheila** - check with trainers that haven’t registered yet.
- **ALL** - send any changes to surveys, themes for next year, instructor reimbursement forms, overall survey, class survey, instructions for instructors, etc. to Cheryl by 10/30.
- **Frances** - send list of decoration items and approx. cost to Marie R so she can set up the silent auction sheets.
- **ALL** - Any special requests (need ladder at x location at y time, need this setup, etc.), should be EMAILED to Rebecca so she can add to master list to give to ranger ahead of time.

Action Items for Next Meeting

Agenda Items/Committee Reports

Admin/Financials (Lianne)

Lianne to send postcard to those who came last 2 years but not yet registered. Lianne to get copies of pics for Sheila to make trifold board advertising classes offered by December party. Board to go with scrapbooks. Include ballot for classes to be offered in 2017 (new classes and re-offered).

Marie W:

we have 76 online + 5 instructor only, about 10-12 ahead of last year. 65 beds remaining. Of the current registrations, 23 are first timers. We are getting registrations in spurts. Invite a friend incentive? Extra ribbon? We have a couple classes that haven't made this year, may need to cancel (crochet daisies, girls life in 50s, beginning crochet). Full classes - all massages, jams/jellies, some camp helpers. Almost full - horseback riding.

Website (Marie L):

No update.

Participant Check-In, Guest Services (Cheryl):

working on instructor eval form updates. Is looking for ideas for themes for future events. If you have any suggested changes to any of the forms, send to Cheryl by end of October.

Decorations (Carol/Frances):

making record flowers. Need photo prior dec party. Party at lianne's 12/19 11am - 2pm. Working on jukebox today. Swap necklaces complete. Working on sign up sheets for silent auction. Still trying to get large Coke recycle bin.

Entertainment (Kim):

opening ceremony - want everyone to participate (dance into "rock around the clock"). Schedule to be updated to include quiz show. Preferred movie is "Back to the Future". May bring 3 movies and show the one that gets most votes.

Publicity/Philanthropy (Marie R):

Tenequa has docs, changed link to direct folks to our registration page. Wants to point out in confirmation that philanthropy project has changed for this year. Kristie and Tori working on coming up with "hands on" philanthropy project for camp. Dec email with class info includes blurb about philanthropy project. Working with Melissa to spread the word at face to face Service Unit meetings. Need email blast the week before early bird deadline. Lianne to send emails from VLC to Marie R; send special reminder "you were so excited, we don't want you to miss out".

Meals (Melonie):

No update.

Historian (Rose):

Rose is working on Scrapbook, has identified all in pics. No pics for 6 classes? Checked who was camp helper during those time periods. All were during the afternoon on Saturday. Need to verify instructions are clear for camp helpers and pre schedule. Lianne to work on those updates. 2 rounds to get more pics/rosters?

Classes/Instructors (Sheila):

Sheila working with last 4 instructors that haven't registered yet. Sheila is making poster with bullet points for instructors for dining hall. Do's and don'ts for instructor - don't intrude on class before you and end your class at the end of the time period. Leave room the way you found it. Don't allow drop-ins.

Camp/Unit Set-up & DH Takedown (Rebecca):

will use the rope lights we already have this year and focus on solar lights. Rebecca has not purchased rechargeable batteries yet. Ranger - we need ladder and pole for curtains, set up tables in units, set up Misty at gate Friday (at dining hall after 10 am Saturday).

Participant and Unit Check-Out (Genny):

next month will be buying supplies for unit hostess.

Welcome to Rhiyana and our newest committee member Jeanenne - will be a greeter, on Cheryl's committee.

Next meeting is webinar, 10/27/15. THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on Oct. 27th 7-9 PM (**NOTE: 4th Tuesday!!**). The meeting will be held via webinar/conference call.