

MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
Oct. 27, 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). **complete**
 - Create preliminary patch designs. **Past due, but being worked on by Marie W.**
- 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. **Kim to provide this ASAP.** 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. Send out reminder postcards to past participants. **Lianne to send out 10/28.**
- 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. **no additional updates provided – this is now FINAL [& posted on the Planning web page]**
- **ALL** – 52 rechargeable AA batteries are needed for the solar lights – let Rebecca know if you see them on sale.
- **Marie R** - check with Emily at council on the coke bottle recycle canisters Frances needs. **Emily is connected with Coke, Coke will provide recycle canisters in January, and Marie will bring to/from camp.**
- **Sheila** - check with trainers that haven’t registered yet. **Sheila has followed up. There are still 2 instructors that haven’t registered (Gabby and Lane Mumford)**

- **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. **Complete thus far. CLOSE.**
- **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. **Be sure to send needs IN WRITING to Rebecca.**

Action Items for Next Meeting

- **Rebecca** to send list of ranger requests a few days before next meeting to ensure everything has been captured
- **Lianne** – Update instructions for camp helpers and pre schedule. Send helpers 2 rounds to get more pics/rosters?
- **Lianne** - get copies of pics for Sheila to make trifold board advertising classes offered.
- **Sheila** - make trifold display board advertising classes offered. (complete by Dec. meeting) Board to be displayed with scrapbooks at our event. Board will include the ballot for classes to be offered in 2017 (new classes and re-offered).
- **Lianne/Marie L** – complete work on web store/t-shirts.

Agenda Items/Committee Reports

Admin/Financials (Lianne)

Lianne to send postcard out to those who came last 2 years but not yet registered (Marie W sent list to Lianne yesterday). Postcards to be mailed tomorrow (10/28). Lianne to get copies of class pics for Sheila to make trifold display board advertising classes offered by December party. Board to be displayed with scrapbook at our event. Board will include the ballot for classes to be offered in 2017 (new classes and re-offered). Lianne working on t-shirt/web store with Marie L.

Our annual Holiday party/December meeting will be held at Lianne's new home on Saturday 12/19 11am - 2pm. [Address & driving directions are in the emailed minutes.]

Marie W:

Sent email reminder today for everyone who has not yet registered this year that attended the last 2 years. Full classes – jams/jellies, 1 spot left horseback riding; crochet daisy class has been canceled. Low enrollment – Zipline (3 of 8 min), girls life in the 50s, beginning crochet. Marie sent email to those that are signed up for Box Ovens and Dutch Oven class that the prereq. class offered the end of Oct. is low enrollment. We had 81 people registered for the weekend at this time last year vs. 78 this year (excluding instructors registered by Marie); there are 83 total registrations so far (includes 5 trainers only). Registration numbers by SU report (below). Lianne to post on FB. (UPDATE: Complete)

CompanyName	AttendeeLastName	AttendeeFirstName
	Denning	Amelia
	Drobny	Adela
	Elmore	Kim
	Heard	Jennifer
	Hembree	Cori
	Lowe	Rose
	Marshall	Cheryl
	Norris	Debbi

	Norris	Dena
	Ross	Marie
	Scannavino	Mary
	Scannavino	Mary C
	Steele	Diana
	Todd	Darnell
	Walker	Sarah
	West	Sandy
<i>3 Leaves</i>		
	Callaway	Pat
	Cook	Jennifer
	Lott	Marie
<i>610</i>		
	McElmurray	Melisa
<i>Alcovy</i>		
	Cordero	Tamara
<i>Brookhaven Chamblee</i>		
	Amick	Carol
<i>Brookwood</i>		
	Napier	Jessie
	Walls	Maggie
<i>Central South Forsyth</i>		
	Andrews	Laura
	Innes	Stacy
<i>Daisy Ridge</i>		
	Loupe	Diane
	Pickens	Vicky
	Shoemaker	Jennifer
<i>Decatur</i>		
	Verren	Felicite
<i>Forsyth Central North</i>		
	Dowda	Laura
<i>Forsyth South</i>		
	Sattler	Mandy
<i>Hall County</i>		
	Page	Diedre
<i>Haverim</i>		
	Mills	Sheila
<i>Hummingbirds</i>		
	Shea	Kippy
<i>Jonesboro</i>		
	Parks	Frances
<i>Jonquil</i>		
	Bowers-Komro	Delores
<i>Jonquil & Magnolia</i>		
	Justice	Lola

<i>Kudzu</i>	Headrick	Dana
<i>Kudzu/ Atlanta</i>	Perez	Bonnie-Jean
<i>Magnolia</i>	Kimber	Lara
<i>Martin L. King, Jr.</i>	Goody	Nina
<i>Mill Creek</i>	Anderson	Barbara
	Pineau	Rhiyana
	Wright	Genny
	Wright	Marie
	Wright	Rebecca
<i>Mountain City</i>	Clark	Jennifer
	Vickery	Carla
<i>Norcross II</i>	Higgins	Amanda
<i>Northern Lights</i>	Nunn	Sue
<i>Ocoee/Toccoa</i>	Griffin	Lianne
<i>Peach Blossom</i>	Esposito	Jean
<i>Phoenix Rising</i>	Ackerman	Amber
	Carr	Elizabeth
	Hackney	Deanna
	Hicks	Leigh
	Stevens	Cecily
<i>Pine Mountain</i>	Adams	Jeanenne
	Luxbacher	Melonie
	Marko	Cheryl
<i>Pine Mountain - Marietta</i>	Callico	Shelley
<i>Putnam County, GSHG</i>	Stephan	Kathy
<i>Redbud</i>	Hutchinson	Kelli
<i>Rockbridge</i>	Martinez	Jennifer
<i>SE DeKalb</i>	McFadden	Karen
<i>Seven Hills</i>		

<i>Silver Comet</i>	McFry	Carolyn
<i>Sleepy Hollow</i>	Brooks-Kent	Karen
<i>Soaring Spirits</i>	Bramlett McCannon Thomas	Veronica Caitlin Maggie
<i>South Forsyth</i>	Cox	Tiffany
<i>SU 55-7</i>	Williams	Lori
<i>TBSU</i>	Antzoulatos	Robin
<i>Tucker 819</i>	Selbach	Linda
<i>Twin Paths</i>	Jenkins Leveritte	Althea Renee
<i>Two Bridges</i>	Beachy	Heather
<i>Wild Rose</i>	Ayer Wilson	Heather Michelle
	Townley	Carol

Website (Marie L):

Website is working fine, need to work on web store/t-shirts with Lianne. Marie updated the website for mobile phone access (folks were previously getting 404 error when they tried to access our website via mobile phone). New front end for 3leaves host server was updated causing this error. It is now fixed.

Participant Check-In, Guest Services (Cheryl):

We discussed possible ideas for themes for future events. Cheryl will take our suggestions and come up with the top 12-18 topics for the ballot. Staffing for participant check-in: Karen – First Aid, Instructor Check-in –Sheila, participant Check-in/swap necklaces – Cheryl, Robin, Marie L, Registration – Marie W, Check-out, Kapers, ribbons – Genny (?), collect fees, camp helper – Lianne, philanthropy project – Marie L/Marie R.

Decorations (Carol/Frances):

No update.

Entertainment (Kim):

Opening ceremony - want everyone to participate (dance into "rock around the clock"). We will go over that at the December party. Entertainment committee to provide details of supplies needed for participant confirmation letters/packing list.

Publicity/Philanthropy (Marie R):

Kristie and Tori working on coming up with "hands on" philanthropy project for camp. Dec email with class info includes blurb about philanthropy project. 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". Marie Lott to post update to FB page and mention the philanthropy project. If not attending leader weekend, can still make a donation.

Meals (Melonie):

No update.

Historian (Rose):

Rose is working on Scrapbook, got a lot done over the past weekend. Pics from parade included costume winners, but don't know who won or what they won. Team provided input.

Classes/Instructors (Sheila):

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):

Found connect covers on Amazon for \$7.77; looking at rechargeable batteries on Amazon, can purchase packs of 16 (\$26.69). This year, we'll purchase batteries and get rechargers next year. Rebecca is also compiling a list of supplies needed by various committees for the Ranger. Be sure to send needs (floor layouts in DH, class setups, etc.) via EMAIL to Rebecca.

Participant and Unit Check-Out (Genny):

No update.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be on Nov. 17th 7-9 PM (**NOTE: 3rd Tuesday!!**). The meeting will be held via webinar/conference call.