

MOUNTAIN MAGIC LEADER WEEKEND
MEETING MINUTES
Nov. 17, 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 Ross
Marie Wright

Melonie Luxbacher
Rebecca Wright
Rose Lowe
Sheila Mills

Guests/Sub-Committee Members

Rhiyana Pineau
Jeanenne Adams

Timeline Review

- 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. **Marie W to send out.**
- DEC – Order patches 1st of Dec. **Second** email to class instructors with preliminary “final” class counts on 12/15. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all Planning Committee volunteers are registered GS. Close participant changes to class schedules 12/14. Email participant confirmation packets sent NLT 12/15 – participants must request class corrections NLT 12/30. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).

Action Items from Last Meeting

- **ALL** – 52 rechargeable AA batteries are needed for the solar lights – let Rebecca know if you see them on sale.
- **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 – LATE – PLEASE SEND ASAP OR MAKE YOUR OWN COPIES.**
- **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.
- **Rebecca** to send list of ranger requests to ensure everything has been captured

New Action Items

- **Marie W** - send preliminary design for the patch out to committee for feedback.
- **Marie W** - send welcome letter and the mid-December confirmation email to committee for review/feedback.

- **Cheryl** – send a draft of the 2016 Welcome Packet Letter. Committee to review and let her know if there are any changes needed.

Agenda Items/Committee Reports

Admin/Financials (Lianne)

Lianne sent postcards out to those who came last 2 years but not yet registered on 10/28. Some folks did not receive by deadline and complained about no early bird discount. Marie L set up temporary \$10 discount code “postcard” that were used by a few people to register.

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. See end of minutes for directions/details.

Marie W:

Registration doing fairly well – currently at 115 attendees (109 on site). Full classes (list sent to Marie L and posted online) include all massages, 50's Dancing (Friday night), Big Eyes, Women and Painting in the 50's, Glass Etching, Homemade Jams, Think Like a (Rocket) Scientist.

Low enrollment – Zipline (4 of 8), Ceremonies & Traditions (3 so far), Laughter Yoga (5 of 7), Fun in the Outdoors (5 of 6), Paint Chip Art (9 of 10), Paper Flowers (11 of 12), Scrapbooking (6 of 10), Golly Gumballs (5 of 6), Beginning Crochet (2 of 6), Fascinator Flowers (5 of 8), Girls Life in the 50s (2 of 6). Preliminary class counts will be sent to instructors to see if any want to cancel now or wait for more enrollment.

Marie has a preliminary design for the patch ready, will send out to committee for feedback.

Website (Marie L):

Needs to work on web store/t-shirts with Lianne. Took store link off our home page to reduce comments (will put back up when store is “live”).

RegOnline will have a scheduled service outage on Friday 11/20 beginning at 11 PM for approximately 7 hours. Marie to put something on our website and Lianne to post on Facebook. UPDATE: Complete

Participant Check-In, Guest Services (Cheryl):

Welcome letter that goes in packet – is anything changing for checkout procedures? (Genny, confirm!) Special meal needs will be noted on nametags

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.

Publicity/Philanthropy (Marie R):

Hands-on service project - Christy has asked us to assemble/paint the 10 new Corn Hole games they need. (Our other choice was to spread mulch ("copious amounts") under the challenge course.) I accepted the games because it was a manageable task that anyone attending would be able to participate in. She is getting Marie the pattern. She has asked that the pieces be cut. The attendees usually bring the paint; we have requested more info though.

Tenequa has Mountain Magic noted on LARC. She and Melissa Fisher will be coming out for a day to see what we're doing.

Meals (Melonie):

Melonie has started purchasing canned drinks.

Historian (Rose):

Rose is working on Scrapbook, probably $\frac{3}{4}$ complete (goal is to have complete by our holiday party).

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. Sheila got hold of Gabby and Gabby has registered. Sheila hasn't been able to speak with Lane Mumford yet (Lane hasn't registered yet). We do have backup instructor if Lane cancels/no-shows.

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. Received a few emails regarding battery issue. Six AA rechargeable batteries at Sam's Club was \$15. Amazon will probably be better price (16 pack for ~\$30). Will also look at regular non-rechargeable batteries as possible backup.

Participant and Unit Check-Out (Genny):

No update.

THANKS TO EVERYONE THAT WAS ABLE TO ATTEND! Our next meeting will be our holiday get-together at Lianne's new house on Saturday, Dec. 19th from 11AM – 2PM. Lianne will provide beverages and paper goods; please bring a covered dish to share. All committee chairs and committee members are invited!

[Directions have been removed from the online minutes but are in the emailed minutes.]

Please let Lianne know if you will NOT be attending.