

MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
July 24, 2016 2:00 – 4:00 PM

2016 Planning Committee

Carol Townley  
Cheryl Marko  
Dana Armstrong  
Frances Parks  
Genny Wright  
Karen McFadden

Kim Elmore  
Lianne Griffin  
Marie Lott  
Marie Ross  
Marie Wright  
Melonie Luxbacher

Rebecca Wright  
Rhiyana Pineau  
Rose Lowe  
Sheila Mills

Guests/Sub-Committee Members

Jeanenne Adams  
Jessie Napier

Timeline Review

- JUN - Determine preliminary high-level committee budgets. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2016, including automatic feeds to database and class changes. Committee chairs finalize “operations manual” for their committee’s work activities (activities prior to and during the weekend) – this should be a “brain dump” of what goes on in each committee – submit to Marie L. to be posted on website. Confirm Badge & Sash participation for weekend (if it will be offered). Discuss philanthropy project options for current year.
- 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. 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. 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 Volunteer Leadership Conference (early August) promoting event. Get online store up/running.

Previous Action Items

- Karen McF – submit beyond the troop/emergency planning this month **Lianne to follow up – is this complete?**
- All – Keep an eye out for totes on sale (Rebecca needs a couple of extra large ones for lights). If found, text or email details to Rebecca **Still open**
- All – Send suggestions for possible themes and any changes to forms to Cheryl **complete**
- Marie R. - ask Melissa Fisher about VLC – will MM be allowed to have a table this year? Will we need to register? **closed**
- Lianne – send out “Doodle” to check everyone’s schedules for Fall Camping Trip **closed**

### New Action Items

- Dana, Karen, Rebecca – provide 2017 budget inputs to Lianne NLT 7/26.
- Dana, Marie W – provide inputs for philanthropy project and silk screening for the registration packet NLT 7/26
- Melonie – send final menu to Marie L to post to website **complete**

### Agenda Items/Committee Reports – As of 7/24/16

**Lianne** – Reviewed 2016 Financials report with the committee. Actuals have been confirmed for everything except trainer subsidy and class fees (waiting on Robin's receipts). We came very close to breakeven this year, thanks to council working with us on the meals (they only charged us for 85 people per meal – we had 71-77 actual people that ate at each meal – but we had a guaranteed number of 121, so they gave us a significant break. On classes, we had previously only checked class budgets to actual receipts submitted by instructors. This year, Lianne added another column to compare receipts submitted to money actually collected from participants. This showed we just barely broke even, so this is the number we will use going forward. (The other number will be used to determine if we have an instructor historically underestimating or overestimating costs and will be used to assist in class pricing for the following year.) Also, for classes, Lianne proposed that we collect money up front for massages in addition to the council classes (archery, horseback, Riflery) since we guarantee that to the massage therapist. In the case of a cancelation/no-show, we would only refund the money if we can find someone to fill the spot. Committee agreed. Next, the committee provided input to the 2017 budget. We still need confirmation on budget from **Publicity (Dana), First Aid (Karen) and Camp Set-up (Rebecca)**. We also reviewed the registration packet. Still need input/updates from **Dana (philanthropy project) and Marie W (silk screening)**. Lianne working on store for 2017 (will offer t-shirts, steins, and tote bag).

**Sheila** – all trainers responded except 1 (so we are not offering that class). Email has been sent to all instructors to verify class information on website/database. Kudos to Sheila for getting 28 new classes and information quickly!

**Rose** – Display board for VLC is finished/given to Dana. (Suggestion – Dana should put label on back to return to Dana if found!!) (NOTE: need to verify weekend pricing on the board; if changes are needed, get to Lianne so it can be reprinted.) Rose is still editing 2016 pics. She has developed a theme/plan to start actual scrapbook.

**Carol** – All windows in DH were measured by Carol and Jeanenne (they will be decorated to look like stained glass). There will be throne room in picture area and stockade. Considering Viking boat photo op area. Pennants will be put along walkway. Frances working on table decorations.

**Marie L** – posting info to website. Need to create menu page for website, Melonie to send final to Marie. Registration page is complete. Regonline has been established (less classes) and has been beta tested. Marie may need to clone our registration page so we can beta test (once we put up for VLC, can't put back into test mode). Key dates are as follows:

8/5 – move Regonline from test mode to LIVE

8/6 – early early-bird registration open for VLC participants (personal info and payment page only)

Mid Aug – beta testing for full registration needed by committee members

9/5 – full registration open for committee members (discount codes live)

9/8 – registration for instructors and class selections for VLC early birds opens

9/15 – early bird registration open for all; email sent to 2016 attendees announcing registration open

9/22 – email sent to 2014 and 2015 attendees announcing registration open

10/31 – early bird pricing ends

11/1 – 11/30 regular registration

**Cheryl** – Sent out theme ballot for ideas. Request committee purchase folders for \$.01 - .10 if possible. Won't be updating evaluations for this year unless someone has significant change. Lianne suggested we add repayment method (cash/check at weekend, mail check, or PayPal) to Instructor Reimbursement form. Also, need to figure out how to get budget #s correct for reimbursement forms (many instructors left blank or had incorrect information). Sheila to work on instructions for reimbursement.

**Melonie** – grades and kaper assignments have been completed. Will send email with grades/kapers and final menu to Marie L. (**Update: complete**). Prepared a response to be added to the FAQ – how meals are planned; send to Marie to add to website.

#### Leading Grades

Saturday Breakfast - Blue Gill Bay

Saturday Lunch - Trotters Ridge

Saturday Dinner - Shellcracker Cove

Sunday Breakfast - Echo Hill

Sunday Lunch - Chestnut Gait

#### Dining Hall Kapers

Saturday Breakfast - Trotters Ridge

Saturday Lunch - Echo Hill

Saturday Dinner - Chestnut Gait

Sunday Breakfast - Shellcracker Cove

Sunday Lunch - Blue Gill Bay

**Genny** – no additional input other than budget discussion. Genny needs to send Marie Lott information for her classes.

**Kim** – provided the following report:

Entertainment: Friday

Opening Ceremony & Welcome

8:00 PM - 8:15 PM

Location: Dining Hall

Unicorn and Dragon Tavern Meet & Greet (list with Friday classes)

8:30 PM - 10:00 PM

Join us for snacks, (non-alcoholic) beverages, games, SWAPs, and trivia.

Location: Downstairs in the Dining Hall

Late-Night Unicorn and Dragon Tavern

10:00-11:00pm or ?

Stop by after your classes for more swapping, snacks, and fun.

Location: see above

Entertainment: Saturday

Costume and Banner Contest

8:00-8:20pm

Costume Contest and Unit Banner Contest: Time to dress up as your inner princess, wizard, knight or dragon! Also, each camp unit will be furnished with a felt banner to decorate during their free time and bring to the Saturday evening fair.

Location: Dining Hall

Tournament and Village Fair

8:30-9:30pm

Try out your skills at foam noodle jousting, marshmallow catapulting, embroidery ring fling, Maypole dancing (yes, we know it's January), and more! Move silk screening to Sat PM.

Location: Downstairs in the Dining Hall

Late Night Sing-a-Long

9:30pm-??????

Location: Fireplace in the Dining Hall

Entertainment: Sunday

Closing Ceremony/Scouts Own

1:00-1:15pm

Location: Dining Hall

Entertainment committee concerns: We request that the Decorations Committee coordinate with us on setup locations for the sound system and displays.

**Marie W** – Downloaded class list from yesterday and has started scheduling.

**Dana** – Philanthropy project will support non-profit Out of Darkness (it provides awareness/safehouses for sex trafficking of young women/girls in ATL); we will collect toiletries and new (unworn) underwear & shoes. Average age for sex trafficking in Atlanta is 12-14. Dana to provide write-up for the registration packet.

Our next meeting will be via conference call on Tuesday Aug 23, 2016 from 7:00 – 9:00 PM. If you cannot attend, please send a committee report in advance.