

MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES

Aug. 23, 2016 7:00 – 9:00 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

Rose Lowe

Sheila Mills

Guests/Sub-Committee Members

Jeanenne Adams

Jessie Napier

Amber Ackerman

Rhiyana Pineau

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 LARC 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.

Previous Action Items

- Karen McF – submit beyond the troop/emergency planning this month **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 **closed**
- Dana (**complete**), 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 **complete**

New Action Items

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Agenda Items/Committee Reports – As of 8/23/16

General Information - Marie R. will be able to bring all council class info to the weekend and can do any printing needed by the committees. Committee to get copy needs to Marie as you have them; instructors to get copy needs to Marie by 1st week in January. NOTE: council is closed from 12/24 through New Years.

Lianne – VLC was a big success – we gave out nearly 300 post cards with information about early registration. 15 people registered by the deadline. They will be given the opportunity to pick their classes beginning 9/8. We reviewed the timeline (above). Lianne sent an email about team recognitions

– please let her know if you have not received your Misty charm or earrings or if any of the information is incorrect. Our committee camporee will be Oct. 21-23 at Camp Pine Valley (Tree Houses). Additional information will be forthcoming in the next month, and we'll finalize details at our September meeting.

Cheryl – welcome packet letter for 2016 is incomplete, but all other forms have been completed. Folders have been purchased for check-in, and Cheryl purchased envelopes for Genny. Let Cheryl know if other office supplies are needed as she gets a discount from Staples.

Genny – nothing to report right now. Once the cabin assignments have been made she will be able to set up unit hostesses. Genny got envelopes from Cheryl – thanks.

Marie R – Entertainment on track, but haven't had committee meeting yet. Question for committee: Saturday entertainment – does the committee prefer physical competitions with winners? Or more geared towards costumes? Rose asked if competitions can be set up between cabins vs. individuals? Goal is to include as many people as possible. Banner competition between cabins? YES.

Marie W – currently setting up database. 3 people who were at the VLC and missed the deadline contacted Marie asking about early early registration (we are telling them to wait until 9/15 with general) Agenda is on our website – includes full weekend schedule with all classes.

Melonie – has started looking for coke sales, but a bit early for that.

Rebecca – will be collecting camp setup needs closer to event. Will be purchasing new bins for the lights soon. Will send budget update to Lianne.

Rose – has some photos she can't identify class. #1 – Think Like a Rocket Scientist (white balloons, Barbara Anderson teaching?); #2 – Effective Leader (EH back, Veronica Bramlett teaching); #3 – Ceremonies & Traditions (basement DH, Kim Elmore in class, folders on tables, teacher is Pat?); #4 – Zumba (BGB or SCC, looks like ballet class); #5 – Lodges & Cabins (DH, folders everywhere); #6 – Having fun? Trotters Ridge Blessing (DH Upper Level, group of 7-8 people, dancing in front of juke box (not sock hop)). Rose has now gone from 900+ pictures, down to 700-ish. Needs to cut to ~200-250 pics. Working with Kippy on layout ideas and will be working on scrapbook at Croptoberfest. Suggestion: put all pics from 2016 event on an SD card and put in one of the photo frames – Rose to work with Lianne (Lianne has photo frame to donate).

Sheila – will work with Keith on council classes in Sept. to get them in LARC.

Amber – SUD for Phoenix Rising, loves crafts (pottery, jewelry, sewing, knitting) and can help with event planning and decorations.

Dana – Publicity Report: I am working with Council to get a flyer sent out by email to all SUDs to take to their Cluster meetings and their SU meetings. Also working on getting our information on the Council website. Philanthropy Report - Nothing new to report.

NOTE: the 1st cluster meetings are the first week of September + there will be a "virtual meeting" option. Go to any meeting convenient to you. Sept for SUDs, but Oct. is "other team members". Every other month will be SUDs. We need to be sure to connect with the SUDs in September! Do we need volunteers to attend cluster meetings?

Marie L – Web Site and Online Registration report (from Marie Lott, back in town 8/31)

Everything has been posted to the web site (www.3leaves.org/mm2017). All pages are up & running – Class Descriptions, Class Schedule (with printable PDF), Weekend Details (with printable PDF “packet”), Menu, Attendee Info page (with 2017 kapers & grace assignments), and Online Registration. For now the Registration page simply says to check back on Sept. 15th when public registration begins; it also has a link to the financial aid form.

The “Early-Early Bird” special for the VLC attendees was a success. We had a limited registration mode (no class sign-ups) open to the VLC attendees for one week only (8/6-8/12). Fifteen people signed up & paid for their weekend package. Those 15 who have pre-registered will be able to come back and sign up for their classes a week early on September 8th (the same day as the instructors).

Classes are all loaded into Regonline and are ready for the September opening of registration. The direct link to online registration is <http://www.regonline/MMLW>. (Note: MMLW must be in all caps.) The fancy registration portal which I might embed into our Online Registration page is <https://www.regonline.com/builder/site/?eventid=1853386> (below).



Online registration timeline

September 5th: **MMLW committee chairs** may register and select classes with a special discount code (which will be emailed out after Sept. 1st) for free weekend packages. This code is valid only during Early Bird registration. If committee chairs are also teaching a class, they should use their instructor code (emailed after Sept. 1st) when signing up for their own class. Report any bugs or problems ASAP to mtnmagic@3leaves.org.

September 8th: **Pre-registered VLC attendees** may return to select their classes. **MMLW instructors** may register and select classes. Instructors will get \$10 off their weekend packages with a special discount code which will be emailed to them. [Note: active non-instructor committee members may also use this code, at the discretion of their committee chair.] Instructors should use their special instructor discount code (another code which will be emailed) when signing up for their own class.

September 15th: “**Early Bird**” registration opens to the general public. Last year’s participants (2016) will be sent an email announcement inviting them to register.

September 22nd: Participants from the previous two years (2014-2015) will be sent an email announcement inviting them to register.

October 31st: “Early Bird” discount ends. Committee code expires.

November 30th: Registration closes.

Karen – has enough 1st aid supplies for this year. Planning Events/Emergency Plan approved.

Our next meeting will be via conference call on Tuesday Sep 27, 2016 from 7:00 – 9:00 PM. If you cannot attend, please send a committee report in advance.