

MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
Nov. 13, 2016 Committee Meeting

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

Jeanenne Adams

Jessie Napier

Amber Ackerman

Rhiyana Pineau

Kathy Stephan

Diane Loupe

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. Finalize patch design and get price quote from patch vendor. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.
- DEC – Order patches by Dec 5th. **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).

Previous Action Items

- **ALL** – send Rebecca email with list of items your committee needs from Ranger
- **Sheila** – bring extra extension cords to camp
- **ALL** – need volunteers for unit hostess for either Trotters Ridge or Chestnut Gait.
- **Rhiyanna** – bring unit kaper charts to camp Thursday so they are ready for check-in Friday.
- **Carol and Frances** - send list of items for auction to Marie Ross.
- **Marie W** - pull list of those registered in 2014, 2015, and 2016 that are NOT currently registered in 2017 and send email reminding them to register before early bird deadline. CLOSED
- **Lianne/Rose** – pursue scan/digital backup of scrapbooks and sale of digital books/jpg files. CLOSED
- **Melonie** - compose email to send to everyone that identified special dietary needs (Marie to send email)
- **Karen McFadden** - contact those people with special health concerns ahead of time to determine if any special accommodations are needed
- **Lianne** - contact Melissa Fisher to see if we can get a contact in neighboring councils
- **Lianne** - look into ribbons for currently registered folks who bring a friend

New Action Items

- **Kim** – please check entertainment listing on participant info page and provide updated information to Marie L.
- **MarieW/Sheila** - check with instructors to see if they will keep class open even if minimum numbers haven't been made.

- **Cheryl** - send floor plan layout to committee, need comments returned by next meeting.
- **Lianne** – check on Café Press – customized shirts/totes for committee?
- **Amber** - check on embroidery file for team t-shirts?

### Agenda Items/Committee Reports

#### Online registration timeline

**November 30<sup>th</sup>**: Registration closes.

Prepay credit card showing up as Girl Scouts in TX.

**Marie L** – Everything running smoothly, weekend registrations have been limited to 134 for full. Web discount expired automatically on 10/31. When we close registration on 11/30, must be done manually (lock to participants but still open to admin changes). Look at participant info pages for updated information.

**Marie W** – there are 15 beds available at this time. Three people have registered since early bird discounts ended. 116 weekend, 3 Friday only, 3 Saturday night only, 1 Saturday day only, 8 instructors only. Total 131 attendees at this time. Barb Osment can't teach her Duck Tape class Saturday AM; asking Kathy Stephan or Jeanenne Adams if she can teach (Kathy and Jeanenne's classes may not make). Diane Loupe could also teach.

Classes that haven't met minimums at this time: Beginner Lanyards, Leather Medicine Bag, 1 Archery (Sun), CPR Recert (but Ray will teach this lower numbers), Orienteering Fun (5), Chain Maille, Lashing & Ropes, Fascinator Flowers, Crochet Daisies. Marie/Sheila to check with instructors to see if they will keep class open even if minimum numbers haven't been made.

**Genny** – has envelopes for patches, there should be plenty of supplies left over from previous years. Diane Loupe agreed to be unit hostess also (all unit hostesses slots have now been filled).

**Kim** – got stuff Dana borrowed from committee for VLC displays (tri-fold board, dragon, puzzle, other decorations). Nothing additional for entertainment this month. Diane brought unicorn horn/ hoop toss to show.

**Rose** – 2016 scrapbook complete (17 pages, 190 pictures) and has been sent to Forever for scanning. Will have ~50 extra photos from 2016 event on display board to give away at this year's event.

**Cheryl** – Cheryl is ready to send paperwork to Marie R. to make copies. Cheryl will send floor plan layout to committee, need comments returned by next meeting. Then, Cheryl will send final layout to ranger.

**Lianne** – reviewed timeline. Discussed team shirts. We have previously had printed and embroidered. Any committee members want a committee shirt? Let Lianne know. Lianne to check on Café Press – customized shirts/totes for committee? Amber to check on embroidery file.

Next meeting will be via conference call on Tuesday Dec. 13<sup>th</sup> 7-9PM. If you cannot attend, please send a committee report in advance.