

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

2016 Planning Committee

Carol Townley	Kim Elmore	Melonie Luxbacher
Cheryl Marko	Lianne Griffin	Rebecca Wright
Frances Parks	Marie Lott	Rose Lowe
Genny Wright	Marie Ross	Sheila Mills
Karen McFadden	Marie Wright	

Guests/Sub-Committee Members

Jeanenne Adams	Amber Ackerman	Kathy Stephan
Jessie Napier	Rhiyana Pineau	Diane Loupe

Timeline Review

- 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).
- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. Door prize donations finalized; trainer gifts purchased, all committee work finalized. Broadcast reminder email to all participants (ensure you have your class supplies, packing list, etc.) two weeks prior to the event. Have first-timer conference call (recorded) on 1-2 weeks prior to event to answer last minute questions. Participant check-in stuffing AT CAMP (night before start of event). **SUCCESSFUL EVENT HELD!!** During event, tally votes for next year’s theme and announce winner. Prepare reimbursements for all trainers/committee members that submit receipts/reimbursement form by end of day Saturday night event. Develop verbiage to be sent in final email to participants.

Previous Action Items

- **ALL** – send Rebecca email with list of items your committee needs from Ranger
- **Sheila** – bring extra extension cords to camp
- **Rhiyana** – bring unit kaper charts to camp Thursday so they are ready for check-in Friday.
- **Carol** - send list of items for auction to Marie Ross.
- **Marie W** – send list of everyone with special dietary needs to Melonie
- **Melonie** – compose/send email to everyone that identified special dietary needs
- **Karen McFadden** - contact those people with special health concerns ahead of time to determine if any special accommodations are needed
- **Lianne** - look into ribbons for currently registered folks who bring a friend – CLOSED
- **Kim** – please check entertainment listing on participant info page and provide updated information to Marie L.
- **Marie/Sheila** - check with instructors to see if they will keep class open even if minimum numbers haven’t been made. CLOSED
- **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?

New Action Items

- **Marie W** – order patches
- **Marie W** - send report of individuals with health concerns to Karen
- **ALL** – send Lianne email NLT 1/6/17 with estimate of your arrival time at camp (Thursday or Friday and approx. time).
- **ALL** – send email ASAP to Lianne if you are interested in a new committee shirt/vest/sweatshirt/tote bag

Agenda Items/Committee Reports

Marie W – one person registered the last day registration was open; 2 cancellations since registration closed. There are 125 or 126 registered through Regonline. All but one of those is spending the night. Two people requested that we reopen registration after it closed, but did not register because all the classes they wanted were full. Still getting people reassigned to alternate classes for classes that were canceled; one person hasn't signed up for any classes. Should have classes all finalized and tentative final numbers to instructors tomorrow. Will also send list to council to verify all participants are registered. Canceled 2 classes that were low (Kathy Stephan's Fascinator Flowers class and Beginning Lanyards). Many classes are full – yay!

Patch design is in progress, will be ordered by 12/15. Quicker turnaround from Joycrest than we've had with vendors in the past, so no worry with 12/5 deadline passed.

Rebecca – reminder, Rebecca needs everyone to email her with list of items your committee needs from Ranger **NLT** 12/30. Rebecca will send Ranger email 1st week of January. Rebecca may not be able to come up until after school Friday. Rhiyana will be helping with set-up prior to Rebecca's arrival.

Frances – King chair is complete, Queen chair underway. Viking ship (for photo op) is mostly finished and flags are complete. Swap necklaces are pretty much finished. Carol has list of items for silent auction to be sent to Marie R.

Karen – all 1st aid kits are complete for units; plenty of Health History forms are on hand/ready. Marie W. will send report to Karen so she can contact those people with special health concerns ahead of time to determine if any special accommodations are needed.

Melonie – sodas are complete. Has emailed Debbie to confirm if lentil soup has dairy products (requested by Dana). Marie W will send Melonie list of special dietary needs. Melonie to send email to those with dietary restrictions.

Rose – scrapbook scanning is complete and on the Forever account. Next step is to get book completed in digital format (5 books, 1 each year) for example. Has 50% discount coupons, so that will bring price of those books down considerably!! Will have board with excess pictures from 2016 event at our event this year.

Genny – nothing to report at this time. Genny will be going up Friday after work (Rhiyana is handling Genny's duties at the check-in table).

Cheryl - sent DH layout to committee on Nov 13th. Need everyone to review/send comments to Cheryl ASAP if changes are needed.

Lianne – reviewed timeline. Lianne is purchasing ribbons by the end of this week. There will NOT be a ribbon for “bring a buddy” since we did not implement that incentive this year. There will be new 15-year participant ribbons and new ribbons to be given for camper awards. Other new ribbons include “Because we Care” (philanthropy), “Be Happy” or “Press” (photographers), “Volunteer” (camp helpers), and a few more “fun ones.” We also discussed team shirts. We have previously had printed and embroidered. Are there any committee members want a committee shirt? Let Lianne know ASAP! We will have our new participant conference call on Thursday Jan. 5, 2017 from 7:00 – 8:30 PM. The call will be recorded.

Free Conference Call Info:

Conference Dial-in Number: (712) 775-7300

Participant Access Code: 228885#

We discussed the need to have a quick committee touch-base in January. We will have a committee conference call on Tuesday Jan. 10th from 8:00 – 8:30 PM. Please send Lianne an email NLT 1/6/17 with your expected arrival time at camp (Thursday or Friday and approx. time); she will compile group list and share with the entire committee.

****Updated to add the following reports:****

Marie L - on Dec 15th, Marie will set RegOnline so that any class or registration changes will have to go through Marie Wright. Participants may still log in to view their schedules, but only Marie W. will be able to make changes.

Kim/Marie R – Marie is connecting with Kim in January to bring the Entertainment items with her to Camp on Thursday. No help needed from outside the committee. Kim to advise whether judges are still needed, but Marie thinks we have that covered. The only judging that will need to be done is for the costume and for the banner. We have awards already chosen. The remainder of the activities are simply how many beans have you collected for your cabin, and the most beans wins. The one thing we do have to discuss is what to do for a tie.

Next meeting will be via conference call on Tuesday Jan. 10th from 8:00 – 8:30PM. If you cannot attend, please send a committee report in advance.