

MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
March 23, 2017 Committee Meeting

2018 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

loKathy Stephan

Diane Loupe

AGENDA

Discuss Timeline for 2018 Event

Review Committee Responsibilities/Organization

Timeline Review

- MAR - Planning team kickoff! Wrap up finances from previous year. Discuss changes needed for next event (changes to classes, timeline, committee organization, etc.). Plan preliminary timeline. Establish preliminary planning committees and start filling slots. Classes/workshops committee summarizes class evaluations and prepares report to review in April.
- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. Submit "Beyond the Troop Event" form to council office. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit for approval (must be done before event can be advertised by council). Provide save the date (Jan. 19-21, 2018) info to council POC (Melissa Fisher) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units. Create Google Docs form for instructor input of class details and pictures (this will create xls spreadsheet for direct import into database and website). Review class evaluations. Confirm menu options with camp director (1st week); Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting.) Committee chairs to update "operations manual" for their committee's work activities (activities prior to and during the weekend). Invite trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers.

Previous Action Items

- Lianne – investigate conference bridge with local telephone # (Atlanta area)

New Action Items

- ALL – review draft timeline and committee descriptions and provide updates/corrections to Lianne by Monday 4/10.
- Lianne – send troop camping request for committee retreat for Labor Day weekend – Chestnut Gait/Misty Mountain

Agenda Items/Committee Reports

The planning committee met in person at Moe's, N. Druid Hills. The committee reviewed the 2017 Timeline and made updates, based on input from all (attached). It was noted that the Volunteer

Leadership Conference is being moved from the first week in August to September 23rd, 2017 this year in hopes to attract new leaders. This will probably mean we will need to make changes in promoting our event.

We discussed ways to promote our event. Lianne had "Save the Date" 4x6 photos printed and shared with all at the meeting. Lianne gave all the extras to Amber to share at the SUD meeting on Sunday 3/26; Lianne to print more to share at the Trainer Meeting on Saturday 3/25.

We discussed the fall committee retreat for this year. The committee decided that we should meet earlier since National Convention will be in October this year. We discussed having the retreat in August or September, and decided to hold our retreat Labor Day weekend. Chestnut Gait at Misty Mountain is available that weekend; Lianne to submit troop camping request for that weekend.

We ran out of time before we were able to review committee descriptions/responsibilities. Everyone agreed that Lianne would send out the 2017 committee descriptions with the meeting minutes, and everyone will review and send corrections/updates within 2 weeks (DUE 4/10).

Our next meeting will be via conference call on Thursday April 27th at 7PM.