

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
May 25, 2017 Committee Meeting

2018 Planning Committee

Amber Ackerman

Carol Townley

Cheryl Marko

Frances Parks

Genny Welday

Jessie Napier

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

Rhiyana Pineau

Kathy Stephan

Diane Loupe

AGENDA

Discuss Timeline for 2018 Event

Review Committee Responsibilities/Organization

Timeline Review

- 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 Excel 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.
- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Instructors define class descriptions, supplies, and class cost needed and enter into database. Council staff to verify all planning committee volunteers (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been >=3 years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend). Develop preliminary t-shirt concept and cost. Discuss philanthropy project options for current year. Entertainment committee to develop high-level framework for weekend events.
- JUN - Determine preliminary high-level committee budgets. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. 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.

Previous 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 **DONE**

New Action Items

- Lianne – send save-the-date postcards to Jessie to share at Lilburn Day Camp **DONE**
- ALL - provide feedback on new Volunteer Training Weekend guidelines to Lianne no later than Monday 5/29. **DONE**
- ALL - Please review and send corrections/updates to Committee Descriptions within 2 weeks (DUE 7/4).

Agenda Items/Committee Reports

Admin/Financials/First Aid – There have been many committee members that indicated that Thursdays were NOT working for our meetings. The team agreed to change our meetings back to Tuesday nights as follows:

6/27 – conference call

7/25 – in person

8/22 – conference call

9/1 – 9/3 – committee retreat at Chestnut Gait, CMM

9/26 – conference call

10/24 – conference call

11/14 – conference call (? – do we want to have a get-together?)

12/19 – conference call

1/9 – conference call

Marie L. has updated our website with the new meeting dates.

Karen agreed to add the following task to First Aid – “Obtain and distribute Walkie-Talkies for First Aid, each unit, plus the admin desk (include chargers for admin desk and first aid); ensure walkie-talkies are turned in by units at check-out.” Karen has submitted the “Beyond the Troop Request”. Karen and Marie L need new background checks and to register, and Karen needs to submit the budget once approved.

Lianne discussed possible changes to the weekend format.

1. On Friday night, include get-to-know-you activities (?) in each unit, possibly 9:30 – 10:30 PM? This would give participants a chance to meet their unit hostess, learn about unit activities (example, banners, floats, parades, etc. for Saturday evening entertainment; graces and DH kapers; unit kapers/check-out process). Maybe offer cookies & milk in unit? It was suggested that maybe we do this activity in the DH instead – 2 units upstairs, 2 units downstairs, and EH at EH. If we do this in the unit, maybe unit hostess could plan an icebreaker game and snack for her unit? Discussion tabled until next meeting.
2. Would like to include a newbie welcome on Friday night (or Saturday breakfast?). Lianne proposed welcome 6-7PM, followed by opening ceremony from 7:15 – 7:30PM, classes from 7:45 – 9:15PM, and then unit time 9:30-10:30 PM. Amber suggested that 6PM might be too early for many newbies to get there, especially if they were coming straight from work Friday. They have

trouble getting there before a 7:15 or 7:30 Opening Ceremony.... We discussed omitting classes on Friday night (we really just offer about 4 classes) and pushing welcome later. Several on the committee didn't like this idea as well as the Friendship Blankets and other Friday classes have always been well received. Consider breakfast? Or, consider offering a Friday night class of Newbie Welcome? Table discussion to next meeting.

3. Lianne would like to move Opening and Closing Ceremony from Entertainment to Admin, as these activities overload the Entertainment Committee and take focus away from their main activity. Consider new chairperson (subcommittee chair?) to lead these activities.
4. Lianne would like the graces to be LED in the DH by the unit, not just performed by a couple of people from the unit. Plan this as a unit during unit activities (see #1 above).
5. Consider age-level roundtable discussions? Maybe this could be incorporated into Saturday lunch and split into groups at the DH upper and lower levels? Or after Saturday entertainment?
6. Marie W suggested that Admin/First Aid also take a task to develop a transportation plan for mobility impaired folks during the weekend (would need a designated "driver" that can transport folks to/from classes?) That has been added to the Admin Committee Descriptions.
7. Lianne forwarded new Volunteer Training Weekend guidelines document that Melissa sent us. Request that committee review and provide feedback to Lianne no later than Monday 5/29 so Lianne can send a consolidated response back to Melissa.
8. NOTE: On 5/26, the council sent out a News item that indicated that troop camping prices would be increasing, starting 10/1/17. Lianne confirmed with the council that the costs of our units will be going to \$1250 from \$1000 for 2019 (\$250/unit); it will remain at \$200/unit for 2018. We WILL, however, be charged an additional \$300 for the DH upper level, \$150 for the DH lower level, and \$50 for the parking lot pavilion/main fire ring/craft pavilion for the weekend. So, this will add \$500 to our budget (assuming we don't use the fire ring or craft pavilion) for 2018 and \$750 total beginning in 2019. YIKES! This will be reflected on our budget documents going forward.

Camp/Unit Set-up & DH Takedown – nothing at this time.

Participant and Unit Check-Out – Congratulations to Genny on her recent marriage to Steven Welday! She was a beautiful bride. It was suggested that Genny make new posters to be hung in the common area of each unit that details the check-out procedures. Incorporate a way going forward to collect overall evaluations at check-out (we only got feedback from < ½ of the participants). Genny to re-evaluate what is on the kaper charts; get with the current camp ranger (there have been a couple of changes since our last update) and update the kaper charts. Emails are cmmranger@gsgatl.org and cmmdirector@gsgatl.org.

Decorations – Frances reported that there are several items in the works. They have obtained the material for the swap necklaces and they are painting a mural for the photo op area. The decorations committee is looking at the items MM has (giant chess pieces, etc.) Rose has 9 plastic flamingos from her Dad's house; Decorations would like those.

Entertainment –New committee co-chairs will be Amber Ackerman and Marie Ross; move Opening & Closing Ceremonies to Admin committee. Graces will continue to fall under Entertainment, and they agreed with leading vs. performing graces. They recommended that we make an announcement at the beginning of the weekend that everyone attempt to sit with someone new at each meal.

Historian – Rose has acquired scrapbook paper & embellishments for the 2017 scrapbook. Will have room in the current album for 2017, but will probably need a new coverset for 2018.

Meals/Snacks – Melonie has sent out an email to the entire committee with menu suggestions. Based on committee input and discussion at the meeting, she will change Shepard's Pie to Chicken Pot Pie and submit to Tori after the meeting. Melonie will talk with Tori by June 15 to confirm menu choices and pricing. Melonie will try to reduce meal costs back to \$8/meal instead of last year's increase to \$10 for 3 meals if we remove some of the food selections and if we forego cracked eggs and go to packaged real (liquid) eggs, which should be like eggs, not fake eggs.

Participant Check-In, Guest Services – Cheryl will be sending out theme ballot ideas soon. She will take those that got zero/low votes off the ballot and will include some new ideas. If you have comments or suggestion, forward to Cheryl. She also indicated she will be glad to maintain other forms/documents going forward. Lianne indicated that her committee will be updating the overall evaluation this year as there are some areas that aren't applicable any longer (ex., registering by snail mail, etc.)

Publicity & Philanthropy – Jessie reported that she plugged Magic Mountain at Camp Gwinnett and handed out a SWAP she made with the event date and web address on it. Lianne to send her save the date postcards to hand out at Lilburn Day camp, and she have SWAPS to hand out. After Memorial Day weekend, she will be posting the brain teasers on our Facebook page, one per week. She is trying to get in touch with various service unit leaders to plug Magic Mountain at their various summer events. She may not be able to attend the events, but she can send SWAPS and our postcards! After Lilburn Day Camp, she will contact Lianne for a list of events at which we could set up a table. She has Labor Day weekend blocked off to attend our camp out. Jessie plans on teaching SWAPS class again this year, and needs to get with Shelia to see what else she wants her to teach. Crazy Contraptions was a big hit, and she can do it again if we want her to! She can also do the class at the committee camp out!

Registration – Nothing to report until classes have been established.

Website/Technology – So far, no one has submitted updated committee planning manuals (please send). They are posted on the website if you need to look at what is already there. Marie reported that we have a shared google calendar. So far, it includes registration and admin dates. She can add critical dates for your committee also, and if you'd like to just view the overall planning committee calendar, send Marie L. your email address.

REMINDER – our planning committee retreat will be Labor Day weekend. We will be at Chestnut Gait at Misty Mountain. More details to follow in July/August.

We ran out of time before we were able to review all of the committee descriptions/responsibilities. Everyone agreed that Lianne would send out the 2018 committee descriptions (with updates noted in the minutes) with the meeting minutes. Please review and send corrections/updates within 2 weeks (DUE 7/4).

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