

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
June 20, 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

Robin Antzoulatos

Timeline Review

- 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 2018, 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.
- JUL – Finalize high-level committee budgets. Classes/trainers must be finalized by 7/16. Publicity to provide save the date info to council for inclusion in area newsletters. Purchase check-in folders (usually 10/\$1 (or sometimes one cent) during Back to School sales) if they haven't been donated. Complete class schedule by 7/30. Begin inputs for online registration. Review final registration flyer at July Committee meeting. Make final changes/complete registration flyers and information packet. Publicity committee to prepare information to be shared at August Cluster meeting announcing when registration packets will be available online & promoting event. Review preliminary detailed overall weekend schedule with entire committee. Entertainment committee to provide details of supplies needed for participant confirmation letters/packing list.

Previous 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**

New Action Items

- ALL - Please review and send corrections/updates to Committee Descriptions within 2 weeks (DUE 7/4).
- Lianne – establish meeting location for July meeting.
- Lianne – send out 2017 final budget to actuals and proposed 2018 budget (due 6/27)
- ALL – review budget for your committee and send preliminary budget needs to Lianne (due 7/15)
- Jessie – send Lianne information regarding Silent Auction for inclusion in registration packet.

## Agenda Items/Committee Reports

**Admin/Financials/First Aid** – We discussed the suggested change to the Friday night activities. We decided that the Friday evening agenda will be as follows:

7:00 – 7:15 PM – Opening Ceremony

7:30 – 9:00 PM – evening classes –include a class to welcome Newbies and those that came by themselves (Down the Rabbit Hole, Tea Party, etc.) It would not exclude past participants but be an opportunity to especially welcome new people and make new friends. Jessie Napier offered to assist with this “class”

9:30 – 10:30 PM – All participants go to respective units for get-to-know-you activities (including all committee members). Activities will be led by unit hostesses, and all will follow same outline, including these unit activities

- Ice breaker game (determined and led by unit hostess)
- Snack (cookies & milk?)
- banners, floats, parades, contests, etc. for Saturday evening entertainment
- graces and DH kapers
- unit kapers/check-out process

10:30 PM – Midnight – late night fun/SWAPS in the DH for the night owls

Lianne said that she would like to determine if we can have participants upload a photo of themselves during registration. This would allow us to establish a pictorial directory and could possibly be used for camper awards. Lianne to discuss with Marie W and Marie L.

Lianne will send out budget to actuals report for 2017 and proposed 2018 budget figures. All committees to review budget numbers and provide preliminary budget information (with as much explanation as possible) by 7/15. NOTE: we will review/finalize the 2018 budget at our next meeting, in person.

Karen had no updates for First Aid.

**Camp/Unit Set-up & DH Takedown** – no update.

**Participant and Unit Check-Out** – no update.

**Decorations** – Carol reported that they have gotten some decorations donated, lots of bulky items this year (currently figuring out how to transport everything to camp). The photo op area will have tea party theme with Mad Hatter painted on backdrop. There will be a table people can sit at and enjoy tea for the photo op. They have purchased the material for swap necklaces.

**Entertainment** – Marie reported that there will again be a costume contest. They want to have units represented in some sort of cabin contest with major characters represented (Mad Hatter, White Rabbit, Cheshire Cat, Queen of Hearts, etc.) with slogans on banners or teacups or something like that. Saturday entertainment will be an Un-birthday Party. They may also have some sort of small scavenger hunt. Committee members should email any ideas for cabin contest, scavenger hunt, or other activities to Marie and Amber for consideration. Announcements will be made using microphone. They still want to have camper awards – maybe with teacups? Awards will be posted in a specific space or area and can be taken home by recipient. Could be printed on magnet sheets so participant can take home magnet? Maybe include name & photo from participant upload? The committee will continue to work through the details of this. Entertainment will be responsible for Saturday evening entertainment, graces, and camper recognitions (planning committee descriptions updated to reflect move of graces from meals to entertainment).

**Historian** – no update.

**Meals/Snacks** – Melonie has great news! Melonie and Tori spoke on 6/15 and reviewed menu. Tori agreed with everything on it, including pasteurized liquid eggs for scrambled eggs, so all meals will be \$8/pp. Tori loved the names for the meals.

**Participant Check-In, Guest Services** – No Update.

**Publicity & Philanthropy** – Jessie reported that she plugged Magic Mountain at Lilburn Day camp. The Director of Lilburn Day Camp will email our postcard to all participants. Jessie is working on ideas for philanthropy project and will get with Melissa Fisher to determine dates we need to cover for advertising. NOTE: Cluster meetings are now just once every 3 months. In August, there will be a SUD kickoff. Last weekend, Sheila attended a different event that all SUDs participated in, and she shared Mountain Magic with those SUDs. There will be a trainer meeting in July (?). Jessie to get with Melissa Fisher to determine any other advertising opportunities. Jessie to get with council Volunteer Support Specialists – they support troop leaders and SUDs - to help disseminate information. Jessie asked about past Philanthropy projects. Marie R advised that there is a camp master planning effort underway which will lead to a capital campaign. Tori is responsible for programming at camp; Christie Jellefs is responsible for property. Jessie is going to discuss possible philanthropy projects at camp and will also talk to Red Cross in **FLOYD** County (NOT Gordon County as discussed in meeting) for possible philanthropy recipients.

**Registration** – no update.

**Website/Technology** – no additional report, but Lianne again pointed out that we have a shared google calendar. So far, it includes registration and admin dates. Marie 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. This is a great way to see committee interdependencies.

**Workshops/Trainers** – Shelia shared that Melissa Fisher commented to her that our event was the best event in the council, hands down. She advised that there will NOT be a SUD roundtable this year, but she would like to have age-level roundtable discussions for DA/BR in the class period immediately following lunch on Saturday. She prefers this to be 2 separate classes, and is working on instructors for these. Lianne created Google docs form for class inputs, and Sheila will be reaching out ASAP to get classes established and input into Google Docs. Classes to be finalized by 7/16.

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.

Upcoming meetings:

Our next meeting will be IN PERSON (location TBD) on Tuesday July 25<sup>th</sup> at 7PM.

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