

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
July 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~~

Robin Antzoulatos

Timeline Review

- 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.
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt design and cost for inclusion in registration flyer. Get online store up/running. Finalize detailed overall weekend schedule.

Previous 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. **done**
- Lianne – send out 2017 final budget to actuals and proposed 2018 budget (due 6/27) **past due**
- ALL – review budget for your committee and send preliminary budget needs to Lianne (due 7/15) **past due**
- Jessie – send Lianne information regarding Silent Auction for inclusion in registration packet. **Done.**

New Action Items

- Lianne – add STEM info to registration packet (Sheila to send blurb to Lianne; Marie L to develop icon to put next to STEM classes).

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.

AT COMMITTEE RETREAT

- Hat idea – make at camp. Amber to bring fabric/felt; everyone bring cardboard (cereal box), buttons, feathers, ribbons, embellishments, fast drying tacky glue, and scissors
- Create late night checklist
- Beginning knitting – Friday night
- Recycling decisions - who is taking this? Also free table throw-away.

Camp/Unit Set-up & DH Takedown – Per Sheila (per Tori), table setup requirements for DH and units due to Tori NLT 10 days prior to camp. Genny reported that the pavilion in parking lot No other report from Rebecca.

Participant and Unit Check-Out – Genny is planning a meeting prior to the event with the unit hostesses since they have new Friday night responsibilities. Preliminary meeting will be at the committee retreat in September with all hostesses, with a follow up conference call in January. Genny to talk to camp ranger prior to camp to update unit kaper charts (Rose offered to help Genny update kapers). Talk to Ranger at September retreat? Have pens and spare overall evaluations in Hostess packet – collect evaluations at checkout.

Decorations – Carol and Frances shared two centerpieces for the tables (decorated 3D teacups and Alice down the rabbit hole). There will be 2 photo op areas – the main area – includes background mural (Mad Hatter’s tea party) and a photo booth with props. Frances brought the material for the swap necklaces – pink flamingos on blue background and teapots on black background. Karen McFadden is making the swap necklaces. Frances showed a flat sewn necklace with a split ring on the bottom – Karen may make ours this way instead of stuffing. Rose is donating yard flamingos from a yard sale (flamingo croquet mallets).

Entertainment – Amber and Marie met. Saturday night will be an un-birthday party. Will include birthday cake and ice cream (Frances to ask Blue Bell – near her – she needs donation letter). There will be awards Saturday after committee chair kickoff; award for cabin + 5 costume (best homemade, best hat, most original, best Disney Character, best Lewis Carroll character). Activities by cabins – musical chairs, Victorian crafts (silhouette, sachets/pomanders), croquet?, decorate your throne. Cabin would be assigned different Alice in Wonderland character (ex., Queen of Hearts (red), White Rabbit (white), Mad Hatter (green), Cheshire Cat (purple) and Tweedle Dee/Dum (yellow). Colors reflect character. Any other games/contest ideas welcomed.

Historian – have categorized 809 photos from 2017 event; currently narrowing down to ~200 for album. Missing photos from Effective Leader and PB&J? We have plenty of photos from all the other classes. This year, we had a lot of “selfies”. Cameras, the majority of photos are landscape; phones, the majority of photos are portrait. Not sure how well camera photos are going to print. Needs some supplies to get going. Found cool Alice in Wonderland stuff at scrapbook expo.

Meals/Snacks – Menu and DH kapers have been emailed to Marie, Marie and Lianne. Marie L needs grace assignments from Entertainment to post to website.

Participant Check-In, Guest Services – Everyone helping to find folders – still need orange. Will be sending out layout we had last year – respond asap with any changes necessary. Any more ideas for ballots. No changes requested for any forms.

Publicity & Philanthropy – August 13 SUD Conference @ council office; September 23 VLC @ Cobb Galleria; Grow Your Knowledge; Outdoor Blast - April 14; Awesome Leader Weekend? Philanthropy TBD; Jessie to send write-up to Lianne with project selected.

Registration – Marie does not have any members on my committee besides her at this time. She is preparing to start on the scheduling. She shows 44 classes on the instructor sign up and has been told there is a possibility of another, but will have the final info tomorrow. Marie received some info from instructors on specific requirements and scheduling for their classes. If you have any additional info that has not been turned in to Sheila please let her know right away. She will be downloading the final info from the instructor sign-up as soon as she is notified it is complete. She will be doing a t-shirt design for screen-printing on Saturday night. She is willing to do the patch, if the decorating committee wishes **YES** and the instructor gifts, if the instructor committee wishes. **YES** Please let me know if you want me to do them. I also would like some feedback on continuing the votive holders as instructor gifts. **Alternate gift would be nice.**

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 via conference call on Tuesday August 22nd at 7PM.

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