

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Sept. 02, 2017 Committee Retreat Meeting

2018 Planning Committee

Amber Ackerman
Carol Townley
Cheryl Marko
Frances Parks
Genny Welday

Jessie Napier
Karen McFadden
Lianne Griffin
Marie Lott
Marie Ross

Marie Wright
Melonie Luxbacher
Rebecca Wright
Rose Lowe
Sheila Mills

Guests/Sub-Committee Members

Jeanenne Adams
Kim Elmore

Kathy Stephan
Rhiyana Pineau

Robin Antzoulatos

Timeline Review

- SEP – Publicity committee to share event information at **Volunteer Leadership Conference (9/23/17 **NOTE CHANGE)** promoting event. “Preferred registration” (including online registration, if available) for staff/committee will be available 9/5 – 9/14; instructors may begin registration 9/8 – 9/14. “Early bird registration” for all will begin 9/15. Prior attendees will receive email notification that registration packets are available and registration has begun on 9/15. Council requested class requisition forms submitted to council (wait until online registration is LIVE and confirm LARC sign-up procedures with council). Publicity committee representatives to attend cluster meetings to promote event and answer questions. Register campers as forms come in and deposit checks max every 2 weeks; email confirmations sent w/in 2 wks of registration.

Previous Action Items

- 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**
- Marie R/Amber - Marie L needs graces assignments to post to website. Jessie – Follow up with council re: VLC in September. **past due**
- Jessie – schedule call with Lianne & Marie L re: coupon code for VLC participants (for “gift” at registration?) **past due**
- Marie R - The link in LARC for MMLW goes to our 2017 website. Need to get it updated to www.3leaves.org/MMLW. **past due**
- ALL – Review Registration packet and provide feedback to Lianne by Monday 8/28 **done**
- Lianne – purchase/laminate luggage tags with shirt design **design complete, wait for sale to order.**
- Lianne/Marie W - Early bird now says 10PM quiet, but Friday activities go to 10:30 PM. Update everything to show early bird 10:30 (night owl still midnight). **done**
- Rose – send Lianne a blurb to add to “kodak moments” about the ability to order 2017 (and other prior year scrapbooks) at the event. **done**
- ALL – Cheryl sent layout from last year (upper and lower DH); send updates to Cheryl by Sept. 30 **done**
- ALL - look over draft of agenda on our www.3leaves.org/mm2018 page tomorrow after noon and let Lianne, Marie L and Marie W know by Friday afternoon any changes. **DONE**
- Shelia - follow up with Aida about \$\$ for massages. **DONE**
- Marie R has Rose's clay item (bring to retreat) **past due**

New Action Items

- ALL – complete Mad Hatter hats to wear Friday night.
- Genny – complete first draft of Friday night unit hostess responsibilities/sample script and send to committee for updates
- Genny – make Welcome signs to post in units (put in 8.5x11 acrylic frames) introducing Unit Hostess
- Marie R/Amber – provide Genny script for what’s happening re: entertainment for inclusion in Unit Hostess packet
- Melonie – compile late night checklist with ideas below (committee to provide additional input)
- Lianne – update committee responsibilities to reflect these updates **done**
 - Recycle - Meals/Snacks
 - Freebie table throw-away - Participant Check-In, Guest Services
 - Lost & found - Participant Check-In, Guest Services
- Lianne/Marie W/Marie L - NOTE coed cabins this year – add to special needs GS coed protocol will be maintained.
- Lianne - develop transportation plan for mobility impaired folks and transportation plan for getting participant stuff from parking lot to EH (cannot drive to EH)
- ALL – registration now open for all committee chairs (9/8 for committee members/trainers); let Marie L, Marie W, and Lianne know if there are any problems/discrepancies when registering!
- ALL – We will be ordering committee shirts/bags – embroidery (\$10, provide own dark purple garment/bag to Jeanenne); if DTG printed, send request to Lianne (will be garments/bag shown on <http://www.3leaves.org/mm-common/store/MMLWstore.html> but will be purple garment and personalized Misty design). Need by 10/24 (our Oct. meeting) for delivery at our Nov. in person meeting.
- Amber/Marie R - send supply list for entertainment buckets to committee for possible donations

Agenda Items/Committee Reports

COMMITTEE RETREAT

- Hat idea – everyone made Mad Hatter hats at camp. **We will wear these Friday night during check-in. If you did not attend, please make your personal hat before the retreat** – see Amber’s email with the link for the pattern, instructions, etc. Contact Amber with questions.
- Everyone brought folders purchased to retreat and gave to Cheryl. If you have any folders, please get with Cheryl to get them to her.
- Several people participated in the “Through the Looking Glass” and “Around the Needle and Down the Yarn Hole” classes.
- Friday night unit activities, unit hostess responsibilities (preliminary meeting)
 - Welcome campers – add sign to post on counter in acrylic frame with introduction to hostess (include photo) Genny to make signs and send to Marie R (Marie will print and bring to camp). “No better way to begin your weekend than with a treat” (could be cookies, swap, etc.)
 - Kapers – still sign up at check-in, but explain what to do
 - Ice-breaker/welcome/team building game – Lianne has bag of games and books with ideas. Let Lianne know if you need help planning your game.
 - Housekeeping announcements (freebie table, auction table, lost & found, check-out procedures, drink payment can, special menus (vegetarian), parking/driving, clear stuff off tables in DH in evenings, when is unit DH kaper/grace, camper awards)

- Sat. Throne activity – Amber bringing straight back chairs from home for each unit and will make slipcovers to be decorated. Units will bring to dinner and set up. Bins will be in units (fabric, markers, glue guns, etc.) to use for decorating. Marie R/Rose will create write-up to go in **welcome email from unit hostess** (unit hostess will let participants know what character/color they will be doing so they can bring extras for decorating).
 - SCC – Cheshire Cat (purple/pink)
 - TR - White Rabbit (white)
 - CG – Tweedle Dee & Dum (yellow)
 - EH – Queen of Hearts (red)
 - BGB – Caterpillar (blue)
- Unit Hostesses are as follows: Echo Hill (Marie Ross), Chestnut Gait (Rose – late night), Shellcracker (Yana), BGB (**Melonie? Marie? TBD**), Trotters Ridge (Amber – early bird)
- Entertainment will produce script for what's happening re: entertainment
- Genny to create checklist for unit hostess kaper (bring signage, unclaimed gifts to DH; remove bed signs and discard; etc.)
- Create late night checklist for DH (Melonie to compile)
 - Confirm everyone is gone (upstairs and downstairs and bathrooms)
 - Unplug coffee machine
 - Turn off all lights
 - Close all doors
 - Anything else? Send additional comments to Melonie
- Recycling decisions - who is taking this? Yes, we will recycle (Genny will take, but belongs on Meals/drinks committee) Also free table throw-away. (Carol will handle this year, task on Cheryl's committee) Also lost & found (Cheryl taking this on her committee)
- Talk to ranger about unit kapers (Rose & Genny revamped, will discuss with Ranger this afternoon), setup (Cheryl has distributed, answer required by end of Sept), setting up cones in front of pavilion. NOTE coed cabins this year – add to special needs GS coed protocol will be maintained.

Admin/Financials/First Aid – Lianne to develop transportation plan for mobility impaired folks; Add transportation plan for getting stuff from parking lot to EH

Committee shirts/bags – embroidery (\$10, get garment/bag to Jeanenne), printed - Lianne

Registration OPEN for committee chairs! Use discount code sent by Marie L in email. Committee member/trainer registration will open on 9/8, and to all participants 9/15.

Camp/Unit Set-up & DH Takedown – n/a

Participant and Unit Check-Out – n/a

Decorations – n/a

Entertainment – Costume contest same as last year (committee members will be excluded from awards). Sat. games will be individual not cabin. Musical chairs, cupcake walk, pin the mouth on the Cheshire cat, rabbit down the hole (cornhole), croquet, crafts (lavender sachets, calligraphy, adult coloring postcards). Need 5 additional people to help staff games. Birthday decorations. Un-Birthday cake/ice cream (**entertainment to work with Melonie**). Purchase items for supply buckets (bins, scissors, glue guns, markers). Entertainment to send supply list to committee for possible donations.

Historian –n/a

Meals/Snacks – nothing to update.

Participant Check-In, Guest Services –The link in LARC to MMLW goes to our 2017 website. Are we waiting until registration is open to get it changed? Some people might be looking for the event dates and when registration will be open. Need to get it updated to www.3leaves.org/MMLW. Marie R – can you get this updated?

Publicity & Philanthropy - September 23 VLC @ Cobb Galleria –Jessie will need a couple of people to help with the event. (Lianne cannot attend).

Registration – classes have been scheduled. Change Gourmet Cooking to Campfire Gourmet; Knitting change from \$3 to \$5 (Marie R to send updated participant brings info to Marie L, Lianne, Marie W); Change Queens Red Roses to participant bringing scissors, instructor bringing everything else; eliminate natural sea glass sentence.

Website/Technology – test mode, go live tomorrow. Email to be sent to chairs, instructors, participants with codes.

Workshops/Trainers – n/a

Upcoming meetings:

Our next meeting will be via conference call on 9/26

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