

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
Dec. 19, 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

Anthony Ross

Brenda Carswell

Timeline Review

- DEC – Order patches by Dec 5th. **Second** email to class instructors with preliminary “final” class counts on 12/15. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all Planning Committee volunteers are registered GS. Close participant changes to class schedules 12/14. Email participant confirmation packets sent NLT 12/15 – participants must request class corrections NLT 12/30. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).
- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. Door prize donations finalized; trainer gifts purchased, all committee work finalized. Broadcast reminder email to all participants (ensure you have your class supplies, packing list, etc.) two weeks prior to the event. Have first-timer conference call (recorded) on 1-2 weeks prior to event to answer last minute questions. Participant check-in stuffing AT CAMP (night before start of event). **SUCCESSFUL EVENT HELD!!** During event, tally votes for next year’s theme and announce winner. Prepare reimbursements for all trainers/committee members that submit receipts/reimbursement form by end of day Saturday night event. Develop verbiage to be sent in final email to participants. Confirm dates for next year’s event and provide to council for publication in council calendar.

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** (Lianne will send out, via email, the 2017 final budget to actuals and proposed 2018 budget to Committee members to review and comment on)
- ALL – complete Mad Hatter hats to wear Friday night. (Those that did not attend the Planning Committee Weekend are responsible for making their hat to wear on Friday night. Amber sent instructions and the pattern to everyone. We used the large pattern. Some suggestions were to attach a head band to the hat to wear on your head and keep decorations light weight so hat does not flop on your head. If you have any questions, reach out to Amber.)
- Genny – complete first draft of Friday night unit hostess responsibilities/sample script and send to committee for updates (Due by Oct. 24; Genny will proceed to creating a first draft of the sample script for Unit Hostess and leave blanks where other committees need to provide info. She will look in the September minutes for the information needed to be included in the script.) **PAST DUE**
- Genny – make Welcome signs to post in units (put in 8.5x11 acrylic frames) introducing Unit Hostess **Due by Jan**

- Lianne - develop transportation plan for mobility impaired folks and transportation plan for getting participant stuff from parking lot to EH (cannot drive to EH) **Due by Nov; Anthony Ross has volunteered to help provide lifting and toting for participants who need help (elderly, mobility impaired, etc.), especially for the Echo Hill location. Since Anthony is on Lianne's committee, she will talk with him and others about responsibilities.**
- Amber/Marie R - send supply list for entertainment buckets to committee for possible donations in progress, **Due by 10/24. Marie Ross will get with Amber and send an email out to Committee Members by our next meeting, so that Committee Members can bring items they may have to donate to the Nov Meeting. DONE 12/19**
- Lianne - confirm we can have committee members set up/sleep in their units Thursday night.
- Sheila – call council and see if we can provide our own archery and riflery instructors (and could therefore offer classes with fewer than the minimum numbers) **DONE**

### **New Action Items**

### **Agenda Items/Committee Reports**

**Admin/Financials/First Aid** – Need to check with Karen re: First Aid kits in units. Final payments have been made to council for units. Shirts/tote bags will be ordered with Local Motive Tees now that online pre-orders have completed. There will be a welcome conference call on 1/4/18.

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

**Participant and Unit Check-Out** – Unit hostesses will need to cover costume contest, sign/banner contest, and Saturday evening entertainment

**Decorations** – no update.

**Entertainment** – Marie R and Amber have made good progress with the games/crafts for Saturday entertainment. The Entertainment Committee has a couple of requests at this time:

- We are looking for donations of supplies to use in the cabins for sign-making. As per our discussion at the last meeting, we have scrapped the idea of decorating chairs, and each cabin will instead create a rally sign to carry in the costume procession around the dining hall. We need the following supplies for each cabin: markers, scrapbooking paper/ colored paper, scissors, and glue sticks. If any of you have items to donate to these supply buckets, please let us know.
- The timeline I have for Saturday evening is 8-8:20 costume parade (by cabins) with judging, followed by 8:30-9:30 party, with events continuing for those that want to stay through 10:00. We need volunteers to assist at the Un-Birthday Party with the following activities. To ensure that everyone gets a chance to enjoy the party for at least some of the time, we have broken each station into two time slots, and we need one volunteer for each – feel free to volunteer for two events if you can work both time slots.
  - Rabbit Down the hole (cornhole game) 8:30-9:15 & 9:15-10:00
  - Croquet 8:30-9:15 & 9:15-10:00
  - Pin the mouth on the cat 8:30-9:15 & 9:15-10:00
  - sachet making craft 8:30-9:30
- If anyone has leftover balloons, crepe paper streamers, or "Happy Birthday" signs, we would gladly take them for decorations.

Here is the verbiage to go out to all participants in their info packet. Marie R. is typing up a version to go to the unit hostesses for Friday night:

Hello Mountain Magic participants!

We have some information for you on behalf of the Entertainment Committee. We would like to make you aware of the Saturday night entertainment program, since some of it involves

(optional) preparations. On Saturday night, we will kick off the festivities with our annual costume contest, based on this year's theme - Alice in Wonderland. Participation in the costume contest is voluntary, and prizes will be awarded for the following categories:

- Best Alice Costume (we may award two depending on the costume varieties present- Best Disney-style Alice and best classic Lewis Carroll- style Alice)
- Best hat
- Best Homemade costume
- Audience Favorite
- Best Overall (Judges' Favorite)

Committee members are excluded from consideration for prizes, but are encouraged to dress up anyway!

In addition to the costume contest, we will have a cabin competition this year for the best rally sign. Each cabin will be provided with a white foam board sign bordered in that cabin's theme color, and the cabin mates will have all day Saturday to prepare a sign to carry with them around the room during the costume parade. We will be providing the foam board sign, scissors, paper, markers, glue sticks, colored and/or scrapbook paper. Feel free to bring pictures, images, logos from home to coordinate with your cabin's theme. Your costume does not have to relate to the cabin's theme. The theme is only applicable to the rally sign you will be making. The cabin themes have been assigned as follows:

- Echo Hill - The Queen of Hearts (red border)
- Bluegill Bay - the caterpillar (blue border)
- Shellcracker Cove - Cheshire Cat (pinkish purple)
- Chestnut Gait *(or whichever Rose is hostess in)*- the Tweedles (yellow)
- Trotters Ridge *(or whichever Amber is hostess in)* - the White Rabbit (black & white)

After the costume judging and sign contest, all participants are invited to attend our Un-Birthday party in the lower dining Hall. There will be games & crafts to participate in, and an Un-birthday cake. *(Marie/ Lianne- is the cake being served at the party or as dessert at dinner? I know the acquisition was moved to the menu folks, but I wasn't sure of serving details. If we have cake, we will likely also need something to drink, I would assume?)*

We hope to see everyone Saturday night for some fun!

**Historian** – waiting on scans of the 2017 scrapbook to be completed so we can make sample book and have sample books printed to share at the event.

**Meals/Snacks** – Melonie will purchase water closer to the event; otherwise, she's ready to go with soft drinks, meals, etc.

**Participant Check-In, Guest Services** – Cheryl sent copies of all the handouts to Marie R for copies. Do we need to add someone at check-in to handle shirts/tote bags? If so, Amber is willing to help with that. We may include that with their packet (separate orders Thursday night and hand out with folder).

Because Kathy is not going to be there Friday, Jeanenne and Kim Elmore will be the Guest Services hostesses in the aprons Friday night.

**Publicity & Philanthropy** – no update.

**Registration** – We currently have 125 successful registrations (includes training only). Marie has ordered the patch (will be a teacup shape).

**Website/Technology** – Shirts/Tote Bags not ordered by 12/15 will be ordered/delivered after camp. We had 53 shirts/bags pre-ordered. Lianne to place order with Local Motive Tees.

**Workshops/Trainers** – no update.

Upcoming meetings:

Our next meeting will be **via conference call** on Tuesday 1/9

1. Dial Into the Conference:

Dial-in Number: (563) 999-1145

Access Code: 294674

International Dial-in Numbers:

<https://www.freeconferencecall.com/wall/liannegriffin/#international>

2. Join the Online Meeting:

Online Meeting Link: <https://join.freeconferencecall.com/liannegriffin>

Online Meeting ID: liannegriffin