

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
January 9, 2018 Committee Meeting

2018 Planning Committee

Amber Ackerman	Jessie Napier	Marie Wright
Carol Townley	Karen McFadden	Melonie Luxbacher
Cheryl Marko	Lianne Griffin	Rebecca Wright
Frances Parks	Marie Lott	Rose Lowe
Genny Welday	Marie Ross	Sheila Mills

Guests/Sub-Committee Members

Jeanenne Adams	Rhiyana Pineau	Brenda Carswell
Kim Elmore	Robin Antzoulatos	
Kathy Stephan	Anthony Ross	

Timeline Review

- 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; we are using 2017 budget for this year's budget.**
- ALL – review budget for your committee and send preliminary budget needs to Lianne (due 7/15) **we are using 2017 budget (with updates from Committee members) for 2018.**
- 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 **past due. Lianne to take over this job from Genny and get script out this week.**
- Genny – make Welcome signs to post in units (put in 8.5x11 acrylic frames) introducing Unit Hostess **past due. Rose to make Welcome signs for the units.**
- Marie R/Amber – provide Genny script for what's happening re: entertainment for inclusion in Unit Hostess packet – **done – Amber sent email 12/19**
- Lianne - develop transportation plan for mobility impaired folks and transportation plan for getting participant stuff from parking lot to EH (cannot drive to EH) **done; see minutes**
- Amber/Marie R - send supply list for entertainment buckets to committee for possible donations **Done - Amber sent email 12/19**
- Lianne - confirm we can have committee members set up/sleep in their units Thursday night. **Done. (YES, per Tori "it will be no problem at all for early arrivals to move right into their buildings")**

- 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 - yes**

New Action Items

- Karen/Marie L – Karen to make sign at check-in re: self-administering first aid using unit kits or she will be available at the DH or via Walkie-Talkie throughout the weekend. Marie L to add blurb to our website.
- Genny – confirm you are working on the updated Kaper Charts and kaper sign-ups.
- Melonie/Lianne- is the cake being served at the party or as dessert at dinner? If we have cake, we will likely also need something to drink, I would assume?
- Marie/Amber - did you get enough volunteers/supplies for unit competition or Saturday evening entertainment? What is still needed?
- Rose - update the scrapbook order form
- Jessie – confirm that Silent Auction bidding forms are completed
- ALL – If there are any critical updates that need to be added to the attendee info page, let Marie know. She will update until 10AM Friday 1/19.

Agenda Items/Committee Reports

Admin/Financials/First Aid – Lianne hosted the Welcome Conference Call on 1/4/18. Six people were on the call, and several more have listened to the recorded call since then. Lianne covered items on the Attendee Info/FAQ page (weather, packing lists, directions to camp, overall agenda, SWAPS, etc.) and made sure everyone knew about our Facebook page. She also fielded questions from attendees. Call was ~45 minutes long.

Lianne has ordered the t-shirts/tote bags and they are being printed this week/next week and will be ready for pickup on 1/18. Order included 5 extra tote bags (in case someone wants to purchase at the weekend). Lianne will update the t-shirt order form so that anyone who wants to order at the weekend can complete the order form and pay via cash/check/credit card/PayPal invoice.

This year, council sent invoices prior to camp for meals, camp classes, and lodging. All of these have been paid in advance. (New this year – previously we were invoiced after camp for all but the units).

Lianne has worked with Mason Tractor and is getting a 4-seater RTV to use at the weekend (no cost!) - Lianne is working on a trailer to transport it (Mason Tractor may be able to help or we may need to rent one from U-Haul for \$36/day). Anthony will drive the RTV to help transport anyone with mobility issues to/from classes. Lianne & Anthony talked 1/11 and we agreed that there will be a sign up at Lianne's station for anyone needing transportation assistance.

Margaret Paschal asked if she could bring a display about our council's Global Action Committee and related events (a tri-fold with a few items displayed – she is the Global Action Volunteer for Greater Atlanta, and is always looking for ways to spread the word!) Lianne agreed, she will put it in the resource corner.

Karen McF reported that all of the first aid kits are ready for each of the units (basic kits include Band-Aids, Neosporin, gloves, tweezers, Motrin/Tylenol, first aid instructions). She is going to have a sign at check-in that minor first aid may be self-administered from these kits and that anything more significant should be handled by Karen, who will be available at the DH or via Walkie-Talkie throughout the weekend. **Marie L to add blurb to our website, and Lianne to include in Unit Hostess script Friday night.**

Karen also reported that she had completed the 130 lanyards and will bring them with her.

Camp/Unit Set-up & DH Takedown – Cheryl sent the DH layout to the Tori and the camp rangers, and Rebecca sent an email to the Camp Director and the rangers letting them know what she wants re: Misty. NOTE: some of the positions at camp have changed – see below.

Tori Barrett
Camp Director
TBarrett@gsgatl.org

Jason Henson
Camp Ranger
JHenson@gsgatl.org

Wren Steffek
Equine Specialist
WSteffek@gsgatl.org

MaryEllen Waiting and Lisa Boswell
Camp Registration Team
Camp@gsgatl.org

Ranger James Warren is still with our council, but he has moved over to take the role of Ranger at Camp Meriwether. :)

Participant and Unit Check-Out – no update; Lianne to help Genny by developing the “script” for the Unit Hostesses for Friday night. Lianne to host conference call with the Unit Hostesses to ensure they know what is expected for Friday and to answer questions. We want a consistent message across all units. Genny is still working on the updated Kaper Charts and kaper sign-ups (*Genny, please confirm!*)

Decorations – No update.

Entertainment – Amber provided this verbiage on 12/19 to go out to all participants in their info packet (Lianne to work with Unit Hostesses on this).

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 - the Tweedles (yellow)
- Trotters Ridge - 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!

Amber sent an email on 1/1/18 to everyone on the planning committee (Subject: Entertainment Committee requests) asking for donations of supplies to use in the cabins for sign-making and requesting volunteers to assist at the Un-Birthday Party. *Marie/Amber - did you get enough volunteers/supplies? What is still needed?*

Historian – The 2017 scrapbook was scanned during the Forever 15% off sale; we got the digital images in late December. Lianne made the digital book and ordered the 12x12 sample, plus 5 softbound 8x8 books (currently a 20% off sale through the end of January). This year, it was 47 pages (vs 24-36 pages in previous years), so it was a bit more expensive. The 8x8 softbound books are \$47 (including tax/shipping at 20% off). Rose is updating the scrapbook order form to reflect the new prices and giving folks an option to wait for a 40% off sale later in the year. The five 8x8 softbound scrapbooks will be sold for \$40 each to ensure all are purchased (Lianne to donate her commissions to make up the difference).

Meals/Snacks – no update

Participant Check-In, Guest Services – Cheryl sent the DH layout to the Tori and the camp rangers.

Publicity & Philanthropy – Jessie is done with advertising and is ready for the weekend. Lianne has scheduled posts on our Facebook page for every other day noting items of interest such as weather, cancellation policy, what to bring/where to find general info on our website, our philanthropy project, etc. Jessie asked if we could add a reminder on FB a couple of days before the event about bringing Health History Forms. Lianne to add scheduled post for 1/17. *Done.*

Jessie – are the Silent Auction bidding forms completed?

Jessie has a 4' table available if anyone needs it. Please let her know if you want her to bring it (she won't if she doesn't hear from anyone).

Registration – We have 124 registered campers including those that are training only. Kathy Stephan will be arriving mid-morning Saturday. Her 2 classes are the 2 following lunch Saturday. She will only be coming for her classes. The patches should be here this Friday. Rebecca and Marie will be up Thursday to camp. Marie sent the final class counts to instructors on January 2; she sent the food allergies and meal count reports to Tori on January 3; and she sent the final confirmation packets to all participants on January 3.

Website/Technology – Marie reported that the web attendee info page has been updated to move weather updates up to the top and include the recording info for the Welcome Conference call. If there

are any critical updates that need to be added to the attendee info page, let Marie know. She will continue to update the website until 10AM on Friday (that's when she's coming up to camp).

Workshops/Trainers – Sheila sent out final instructions (and update) to all trainers on January 6th.