

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
April 24, 2018 Committee Meeting

2019 Planning Committee

Amber Ackerman
Carol Townley
Cheryl Marko
Christina Donellan
Frances Parks
Genny Welday
Jan Verderose

Jeanenne Adams
Jessie Napier
Kellie Haley
Kippy Penney
Karen McFadden
Lianne Griffin
Marie Lott

Marie Ross
Marie Wright
Melonie Luxbacher
Rebecca Wright
Rose Lowe
Sheila Mills

Guests/Sub-Committee Members

Kim Elmore
Kathy Stephan

Rhiana Pineau
Robin Antzoulatos

Anthony Ross
Brenda Carswell

Timeline Review

- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. Submit "Beyond the Troop Event" form to council office. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit for approval (must be done before event can be advertised by council). Provide save the date (Jan. 25-27, 2019) info to council POC (Jan Verderose) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units. Create Google Docs form for instructor input of class details and pictures (this will create xls spreadsheet for direct import into database and website) by end of April. Review class evaluations. Confirm menu options with camp director; Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at June Planning committee meeting.) Committee chairs to update "operations manual" for their committee's work activities (activities prior to and during the weekend). Invite trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers.
- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Instructors define class descriptions, supplies, and class cost needed and enter into database. Council staff to verify all planning committee volunteers (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been >=3 years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend). Develop preliminary t-shirt concept and cost. Discuss philanthropy project options for current year. Entertainment committee to develop high-level framework for weekend events.

Previous Action Items

- Lianne – call council re: refund for lower level DH **complete - has been applied to 2019 fees.**
- ALL – email Sheila if there are any classes you particularly want to teach this year **done.**
- Lianne – on 4/1, apply for Committee retreat campout for weekend of 10/5. **Complete – unable to get first 3 choices; committee retreat will be Sept. 7-9.**
- Karen – on 4/1, submit "Beyond the Troop Event Application" (includes SU Event Emergency Plan) to council. **Done.**

New Action Items

- Lianne – create Google Docs form for instructor input of class details and pictures by end of April.
- Marie R – provide financial report for decorations auction.
- Marie W - send email to 2018 participants thanking them for attending and giving “Save the Date” info. Will also let them know if they want to be members of the planning committee to let Lianne know.

Discussion Items

Lianne has created the 2nd draft of the planning committee descriptions reflecting additional sub-committees in Admin Committee (Financials, Unit Hostesses, and Opening/Closing Ceremonies) and updates to Unit checkout. Please review and let Lianne know if there are any additional updates to be made. As committee members are finalized for your committee, please let Lianne know so we can update the committee roster.

REMINDER - the Volunteer Leadership Conference (VLC) has been moved back to August! This year it will be held on August 11th, 9am – 5pm at the Gwinnett Infinite Energy Center (on Sugarloaf Pkwy, off I-85, north of Hwy 316).

Committee Reports

Admin/Financials/First Aid/Unit Hostesses (Lianne, Jeanenne, Karen, Christina, Kellie)

I would like the committee to do this at our Fall retreat - which BTW is going to be at Misty Mountain, September 7-9 (my FOURTH choice - agh!) Register for retreat NLT 7/24 (Frances/Carol will be teaching floating tea cups and will need final count for that class NLT 7/24)



Financials (Jeanenne)

We reviewed job description; Lianne and Jeanenne to meet May 9th to handoff. Jeanenne has started making notes of supplies committees will need for budget items.

First Aid (Karen)

Karen submitted the “Beyond the Troop Event Application” on 4/1. May need to refresh the unit first aid supplies this year.

Unit Hostesses (Christina)

Nothing to report yet.

Opening/Closing (Kellie)

Nothing to report yet.

Camp/Unit Set-up & DH Takedown (Rebecca/Genny)

Will be getting rubber mallet/hammer and railroad spike/stake for 2019 (does anyone have anything to donate?). Committee will be okay for 2019 for solar lights, but will probably need to be replaced in a year or two.

Participant and Unit Check-Out (Kippy Penney)

Emailed Genny to get check-out supplies. If Genny can get supplies to Rose in the next week or so, Rose will see Kippy next Thursday.

Decorations (Frances/Carol)

Got with Mary Scannavino to coordinate swap necklaces. Frances' granddaughter has painted some pictures for us again this year. Frances got some books at an estate sale. Jesse will chair silent auction again this year.

Entertainment (Amber/Marie)

No update from last meeting

Historian (Rose)

Getting together next weekend to start (and hopefully finish) scrapbook. Photos are all printed; gathering materials/designs and character clipart. Jeanenne has artwork she will share with Rose.

Meals/Snacks (Melonie)

Menu emailed to Joanna and Tori. Agreed to menu as proposed and \$8/meal price point. We will use their tea/coffee supplies (supplemented with what we have). They will continue to provide sodas and microwave; we will continue to stock bottled water.

Participant Check-In, Guest Services (Cheryl)

Lianne and Cheryl will work out neck wallet order. Cheryl will see if they will waive setup fee if we use words only (no artwork). Will select "stock" name badge ribbons and will combine with neck wallet order.

Publicity & Philanthropy (Jessie)

- Public Relations: I am waiting on a call back from Tamar Truett about advertising at the service unit team training conference. *Jan: at June 9th SU Team training at Chattahoochee Technical Center in Acworth, Jessie will present short (5-7 minutes) about MMLW during lunch hour; they will also hand out save-the-date fliers if we provide them.* I'm going to contact Jan Verderose about Volunteer Leadership Conference and putting something in the participant bag. Postcard, or a flyer. thinking a postcard b/c people can stick it on their fridge as a reminder. I also talked to Leaders at Camp Gwinnett and an advertisement that went in their packets.
- Phil: Am open to ideas. Thinking book donations, or we can see if Fire department needs stuffed animals. It might be time to do local donation for the county.
- Also am starting to work on the booth design for Volunteer leadership Conference. We got a donation of a stand up ring toss game from Troop 1544 in Grayson Service Unit! I am redoing the graphics to a Dr. Seuss Theme. If I do this right we will be able to customize it every year to fit the weekend theme.
- Jan can put something in e-news (blasts go out every 2 weeks; our "ad" can run every 2 weeks until the end of registration. Jessie to get with Jan.

Registration (Marie W)

Will send email to 2018 participants thanking them for attending and giving "Save the Date" info. Will also let them know if they want to be members of the planning committee to let Lianne know.

Website/Technology (Marie L)

Melonie's 2019 menu has been added to the web site. A "Reviews" page has also been added, featuring quotes from our FB page as well as evaluation form comments from previous years. Marie moved the MMLW retreat on our Google calendar to Sept 7-9.

Workshops/Trainers (Sheila)

- Almost all committee members have spoken with Sheila about any class(es) you want to teach.
Reminder - Committee chairs should plan to teach a max of 3 hours. Limit classes for 1.5 or 3 hours only. Very limited ability to have 3 hour classes.
- New trainers have started reaching out to Sheila.
- Email blast will be sent to all trainers that taught last year in the next few days (will follow up with personal phone calls).
- Also looking at ways to use our own instructors for archery/riflery.
- Advertise at the training meeting this coming Sunday.

Our next meeting will be VIA CONFERENCE CALL on Tuesday, May 22nd at 7:00 PM.