

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Jun 26, 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
Rhiyana Pineau

Robin Antzoulatos
Anthony Ross
Brenda Carswell

Donna Andrews
Jennifer Chancey

Timeline Review

- JUN - Determine preliminary high-level committee budgets. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2019, including automatic feeds to database and class changes. Committee chairs finalize "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website. Classes/trainers finalized by 6/30.
- JUL – Finalize high-level committee budgets. FINAL Classes/trainers (stragglers) by 7/9. 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 7/27. 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 VLC and 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 registration packet/participant confirmation letters/packing list.

Previous Action Items

- ALL – review lessons learned and implement (review high points at next meeting)
- ALL – review committee roster and let Lianne know if there are any updates. Add Jeanenne to Instructors (gifts)
- Lianne – send Jan how many classes and attendees in those classes at the mountain magic for 2018. preliminary sent 5/22; final sent 6/25
- Marie W – send Lianne & Jan final class counts/rosters for all classes. Done – 6/2

New Action Items

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Discussion Items

Committee Reports

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

Attached is the updated Committee Roster; please let me know if there are updates/corrections.

Financials (Jeanenne)

We have a \$30 per person increase in budget as it stands now. Increases are due to surpluses (\$2K) from last year not this year, additional committee chairs, increased costs at camp units/DH, etc. In the past, committee chairs went free, Trainer discount \$10, committee members discount \$10 (discretionary), scholarships typically 50%. Do we want to make changes to this? Could also consider shortening early bird registration discounts (so fewer people get the discount), committee members paying a portion of the registration fee, committee paying for fall camporee, others? This year, scholarships will be "self-funded" from water sales, class overages, and decorations sell-off vs. a line item in the budget. Asking all committees to go back and look at expenses and see where we can trim costs. Marie W noted that 75 of 125 attendees registered by 10/1 last year. Committee agreed to shorten early bird registration window to 9/15 – 9/30, with "regular" registration (+\$10) to run 10/1 – 11/30.

First Aid (Karen)

No update.

Unit Hostesses (Christina)

Plan is to have non-committee members as unit hostesses but have a committee member be of help to the unit hostess (kind of like her assistant). Currently 3 unit hostesses confirmed, working on 2 additional. High level plan for Friday in place – working on names/themes for each cabin based on one of the books. Ex. Horton's Crew, Pocket Wockets. Get to know you games in unit (scavenger hunt). Confirmed there will still be a parade/costume contest Saturday.

Opening/Closing (Kellie)

Nothing new to report. Waiting to finalize opening ceremony to hear what other Friday night activities will be included. Opening will be 15 minutes or less.

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

Nothing new to report.

Participant and Unit Check-Out (Kippy Penney)

No budget needs this year. Inventoried supplies – we are good. Don't need anything larger than ledger size posters. Coordinating with Christina to have committee member work with her new hostesses. Committee member will work with them to ensure kapers are completed.

Decorations (Frances/Carol)

No update.

Entertainment (Amber/Marie)

Using Sheila's idea for skit in a bag. Will include book plus other items. 20 minutes on Saturday night to develop skit (5-10 minutes for skit). Want everything to be random – could combine with unit activities Christina is working on. Marie/Amber/Christina to get together offline. Friday night, planning to put skit bags in units. Saturday, will have costume contest (no awards presented to committee members). Will pull in people NOT on planning committee as judges. Skits/cabin contest, will then break out into self-directed activity. Variety of games, free-form crafts/swaps (not a class), and work on projects (knitting, etc.) in EH. Will NOT tie in food – this year, will be more about play, adventure, etc. Will present skit in a bag Friday night, but will be given 20 minutes to plan skit Saturday night (gives them time to think about it). Graces – will choose 25 graces, 5 for each cabin. Will have girls perform each of the 25 graces and record it to share with campers. Graces will be led, not repeated, and will have traditional, religious,

fun/silly, etc. Silk-screening will be part of the fun activities after folks are released after the contests (will need row of tables for this).

Historian (Rose)

Ordered scan box from Forever, will be sent by the end of the month.

Meals/Snacks (Melonie)

No update.

Participant Check-In, Guest Services (Cheryl)

Ordered the neck wallets and participant ribbons. We used large white envelopes to put pre-ordered shirts in. If anyone has 9x11 or larger envelopes to donate, we would be happy to take. Otherwise, we will roll shirts with receipt and put rubber band around. Anthony has hundreds of oversized Ziploc bags that can be donated. Would like 2 pocket folders during back-to-school sales (with or without brads, but prefer without).

Publicity & Philanthropy (Jessie)

- Publicity – email from council inviting folks to reserve tables for the VLC submitted today. Working on updating the tri-fold board and a flyer. Will put flyer in the goody bag (bookmark?) – have asked council process to do this. Jeanenne is making a large stand-up Cat-in-the-Hat.
- Philanthropy – Jessie is contacting fire/police to see they can use stuffed animals or books.

Registration (Marie W)

Send link to Google docs response forms. (DONE) We only have 7 places we can hold classes, so we need to ensure that we have the correct # of classes for slots.

Website/Technology (Marie L)

Melonie send updated document for meals committee manual. Committee descriptions document needs “soft drinks” removed (change has been made online). Has been receiving photos from instructors and will report next week who have submitted/what’s outstanding. Need link to google docs class forms.

Workshops/Trainers (Sheila)

We have enough classes scheduled at this time to fill all location slots. There are a few classes that need a few changes; instructor may change at this time. Once frozen, changes will need to go through Sheila so she can share with Marie, Marie, and Lianne so updates can be made in all database locations. Google docs form will be locked July 2nd.

Council POC (Jan)

No update.

Our next meeting will be IN PERSON on Tuesday, July 24th at 7:00 PM.