

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
July 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

Rhiyana Pineau

Robin Antzoulatos

Anthony Ross

Brenda Carswell

Donna Andrews

Jennifer Chancey

Timeline Review

- 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.
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt design and cost for inclusion in registration flyer. Get online store up/running. Finalize detailed overall weekend schedule. Publicity committee to share event information at Volunteer Leadership Conference (August 11, 2018 @ Gwinnett Infinite Energy Center \*\*NOTE CHANGE) promoting event.

Previous Action Items

- N/A

New Action Items

- Amber/Marie R - Entertainment committee to provide details of supplies needed for registration packet/participant confirmation letters/packing list.
- Sheila – ask Genny if she can lead Sing-Along Saturday night? Possibly EH fire ring? Or lower level DH?
- ALL – let Lianne know if you will NOT be attending the MMLW Planning Committee retreat Sep 7-9
- ALL - Please review weekend agenda and registration packet and provide updates by Friday 7/27 if possible.

### **Discussion Items**

MMLW Planning Committee Retreat is scheduled for Sept 7-9 at Camp Misty Mountain. Please let Lianne know if you are NOT attending: Marie Lott (maybe?). Updates/schedules will be covered via email around mid-August with final details disclosed at August meeting.

### **Committee Reports**

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

Lianne reviewed the registration packet and the overall schedule (attached). Please review and provide updates by Friday 7/27 if possible.

#### **Financials** (Jeanenne)

Jeanenne reviewed the budget shortfalls. Lianne reported that we currently have ~2100 in the checking account and \$112 in PayPal. We have already paid ~\$350 to Marco Promotions for neck wallets and ribbons. Committee decided to implement the following changes:

1. Committee will cover \$250 cost for the committee retreat in September (cost will be ~\$15 - \$20 per person)
2. Committee can contribute \$500 "surplus" to reduce amount weekend pass will need to go up
3. Weekend retreat costs will be set as follows: \$85 early bird, \$95 regular registration, \$75 trainers

#### **First Aid** (Karen)

No first aid kits needed. Got recertified in CPR/First Aid (good for 3 years).

#### **Unit Hostesses** (Christina)

No update

#### **Opening/Closing** (Kellie)

Call scheduled with subcommittee, but had to reschedule. No update.

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

Nothing new to report

#### **Participant and Unit Check-Out** (Kippy Penney)

No update

#### **Decorations** (Frances/Carol)

5½' tall Cat in the Hat has been finished; it will be taken to the VLC, working on swap necklaces.

#### **Entertainment** (Amber/Marie)

Looked over activity grid that goes on the website. Some of the evening activities were posted, some were not. Saturday program – we are keeping costume contest. Categories – Best Character from Book, Best Seussian creation (original costume worthy of being in Seuss book), Team Costume award, Audience Favorite, Audience Choice for Committee Members. Paper Bag Skits will be done by cabins. Each cabin selects a paper bag with anonymous contents (no advance knowledge of what's inside). That will address last year's complaint that some folks knew/worked on activity in advance of weekend. After skit is presented, will have screen printing, games in DH, crafting in EH, Dr Seuss jigsaw puzzle (meet new people). Can we schedule in Sing-Along? Possibly EH fire ring? Or lower level DH? Maybe Genny can lead (Sheila to ask Genny)

#### **Historian** (Rose)

No update

**Meals/Snacks (Melonie)**

DH Kaper Chart has been completed and put on website.

**Participant Check-In, Guest Services (Cheryl)**

Badge holders and ribbons have been purchased. Keep looking for folders (<\$ .10 each). Do we want to purchase something sturdier than the green envelopes? (Cheryl can get regular green envelopes at same price as previously purchased). We determined that we have enough for this year. Table that discussion until next year.

**Publicity & Philanthropy (Jessie)**

Philanthropy – will be Mountain Crisis Network. They need stuffed animals, blankets, toiletries. Jennifer Clark on Jessie's committee will take collection to MCN. Jessie to provide write-up for the registration packet.

Publicity – gearing up for VLC. Tri-fold board almost complete – adding class list and photos of some of the classes. There will be a SUD breakfast at 8AM – unsure if there will be time to say anything or not. Jessie has enough volunteers to help her with our display. Almost done with clipart to go on Ring Toss game (will be used at VLC, but may also be used in newbie activities?) We store Misty at MM, maybe they can store ring toss game at camp going forward?

**Registration (Marie W)**

Downloaded info for instructors and currently working on missing info. Sorted by how many classroom hours we have available. There are 49 - 1.5 hour class spots available (3 hour classes take 2 slots). Still working on entering classes into slots to ensure we have enough spots for all participants in all slots. Need Saturday PM activities as "class" so they show up on schedules.

**Website/Technology (Marie L)**

Classes webpage website is up - <http://www.3leaves.org/mm2019/classes2019.html>. There are 146 beds (increased size due to additional bunk beds in EH).

**Workshops/Trainers (Sheila)**

Horseback Trail ride is \$25; Archery & Riflery have gone up to \$10. Sheila sent out class listing to be proofed by instructors; they have until Wednesday (tomorrow) to make any changes to class listings or pricing. We were not able to fit in cowl knitting class, but Marie R is teaching 2 sewing classes.

**Council POC (Jan)**

No update.

Our next meeting will be IN PERSON on Tuesday, August 28<sup>th</sup> at 7:00 PM.