

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
Nov. 27, 2018 Committee Meeting

2019 Planning Committee

Amber Ackerman	Genny Welday	Kippy Penney	Marie Wright
Carol Townley	Jan Verderose	Karen McFadden	Melonie Luxbacher
Cheryl Marko	Jeanenne Adams	Lianne Griffin	Rebecca Wright
Christina Donellan	Jessie Napier	Marie Lott	Rose Lowe
Frances Parks	Kellie Haley	Marie Ross	Sheila Mills

Guests/Sub-Committee Members

Kim Elmore	Rhiyana Pineau	Anthony Ross	Donna Andrews
Kathy Stephan	Robin Antzoulatos	Brenda Carswell	Jennifer Chancey

Timeline Review

- NOV – “Regular Registration” continues (space available); registration cutoff 11/30. Final council class list provided to Keith Vann/training department. Finalize patch design and get price quote from patch vendor. Draft email confirmation packets ready. Email class instructors preliminary class counts those classes WITH LOW ENROLLMENT by 11/15 (may cancel classes at this time).
- DEC – Order patches by Dec 5th. **FIRST** email to all 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 12/7. Email participant confirmation packets sent NLT 12/10 – participants must request class corrections NLT 12/17. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).

Previous Action Items

- ALL – If you would be willing to be a Unit Hostess mentor (coordinate with the Unit Hostesses for Friday night and do check-out kapers Sunday), let Christina or Kippy know.
- ALL – If you have games you will loan for game time Saturday night, EMAIL Amber and Marie R NLT 1/1 so we don’t have duplicates.
- Lianne - print page with the shirt design for scrapbook. **Done**
- ALL - If anyone has any **caffeine free** teas to donate, bring them to the weekend.
- **Marie W** will make unique/identifying nametags for Unit Hostesses. **Due in Jan**
- **Cheryl** – create new feedback form. **Due in Jan**
  - I want to be on the planning committee
  - I want to be a unit hostess/instructor next year
- **Marie W** - provide list of mobility impaired folks to Marie R/Anthony ahead of the weekend so a ride schedule can be developed.
- ALL – email Lianne if you want to take Robin’s Strawberry Jam class on Thursday 1/24/19 (7:00 – 8:30 PM). **Added Rose to class; anyone else?!?**
- Sheila - bring extra extension cord
- Kippy - bring hammer to donate to setup Committee.

New Action Items

- Last day to send items to Jeanenne to be embroidered – 12/10

### Discussion Items

Robin has agreed to teach her Strawberry Jam class on Thursday 1/24/19 (7:00 – 8:30 PM). Cost is \$4. Jam Class Attendees as of now – Sheila Mills, Lianne Griffin, Cheryl Marko, Jessie Napier, Rose Lowe.

**Anyone else? (Last call!)**

Mountain Magic team shirts/garments – if you want embroidered, send your pre-washed garment to Jeanenne Adams with \$10 and she will embroider. If you want printed, pick a shirt style from what's in our store and let Lianne know (it will be ordered with the store shirts and available at the leader weekend). LAST DAY TO SEND ITEMS TO JEANENNE IS 12/10.

### Committee Reports

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

Orders are coming in for shirts/tote bags. If you want to order, be sure to visit our store!

<http://www.3leaves.org/mm-common/store/MMLWstore.html> Store closes on 12/15 for you to be able to get orders by event. Lianne will send Marie W. so that she can include a reminder about the store with notification that goes to participants on 12/10.

Robin has agreed to teach her Strawberry Jam class on Thursday 1/24/19 (7:00 – 8:30 PM). Cost is \$4. Jam Class Attendees as of now – Sheila Mills, Lianne Griffin, Cheryl Marko, Jessie Napier, Rose Lowe.

**Anyone else? (Last call!)**

Last date to cancel registration is 12/15 at 5:00pm. Last class changes is 12/17.

Mountain Magic team shirts/garments – if you want embroidered, send your pre-washed garment to Jeanenne Adams with \$10 and she will embroider. If you want printed, pick a shirt style from what's in our store and let Lianne know (it will be ordered with the store shirts and available at the leader weekend).

**Financials** (Jeanenne)

Nothing new report

Marie will provide a list of all instructors and their email addresses to Jeanenne so that she can send out a note letting them know what their budget will be. This note will be sent by Jeanenne separate of anything that Marie and Sheila will send. Jeanenne's goal is to send out the 1<sup>st</sup> week, no later than the 2<sup>nd</sup> week of Dec.

**First Aid** (Karen)

Karen has let us know some bad news...her uncle, dad's brother, called and informed her that their hometown was opening a food pantry in her dad's name on January 26th. She said yes before she looked at the calendar. So, she will be in South Carolina that weekend and we are looking for a new First Aid person! She will need to coordinate with her replacement to transfer all her supplies.

Karen has health forms, First Aid kits for units, and the main first aid kit for the dining hall ready. Suggestion for Amber's husband, Jeremy, to be our First Aider for the weekend. Kathy Stephan also offered to help and is first aid certified. Karen will get the first aid supplies to Marie Lott to bring to camp.

**Unit Hostesses** (Christina)

Unit Hostesses are Nicole Sapp, Kellie Haley, Shelly Calico, Jincy Bufford and Christina. Working on Unit Hostess scripts and will be completed in December. Games are the same – roll the dice/break the ice (opening activity) and Mad Lib activity before folks to get the creative juices flowing before they start working on the skits and find out what's in the mystery bags. There will be a conference call for Unit Hostesses in December.

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

Opening - I am finalizing slides now for the opening. Is there a certain PowerPoint design we are using? I just picked one that looked good with the coloring of the images from the internet, but can adjust if needed.

Opening script is done but I'm going to run through it again once the slides are complete to confirm timing and adjust if needed. I also included a "Welcome" slide and Friday "Schedule" slide so we have the option of using this set for all Friday evening and having that up as people arrive:



### **Friday – January 25, 2019**

#### **Friday Dinner (bring your own) & Check-in**

4:00 – 7:00 PM

Location: the Dining Hall

#### **Opening Welcome**

7:00 – 7:15 PM

Location: the Dining Hall

#### **Session 1: Friday Evening Mini Classes**

7:30 – 8:30 PM

Location: see class details

#### **Unit Socials**

9:00 – 10:30/11 PM

Location: Your unit

Closing - still struggling a bit on this one, I think because we want something unique and everyone feels the ideas they know of (like closing circle) is "overdone." We are settled on incorporating "Oh the Places You'll Go" since that has good 'send-off' style messaging. Our plan is to have an idea or ideas to get feedback on for Dec call.

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

Nothing new to report. Rebecca plans to compile supply list from each Committee Member into one request to send to the Ranger so that he will have one point of contact. Rebecca will need committee list by 1/7.

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

No update

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

No update

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

No update

### **Historian (Rose)**

Lianne reported that the Digital version of scrapbook is finished. We have a 12 x 12 for the Planning Committee's use. Lianne and Melonie ordered one for personal use. There is a gift certificate special Forever is offering now where you purchase a gift certificate for \$100 and you will get a 40% coupon good on product for one time use in 2019. This is a good deal and we could use this for printing, scanning, etc.

#### **Meals/Snacks (Melonie)**

Nothing new to report

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

Send her an email with any special needs/requirements for the dining hall. Otherwise, it will be same set-up as last year.

#### **Publicity & Philanthropy (Jessie)**

117 current registrations. 4 cancelations within the last 2 weeks.

Jessie will get on Facebook tomorrow and send notice about registration closing on 11/30. Suggestion for Jessie to add a note for information contact Marie Wright with MM email.

After registration closes, Jessie will post reminders on Facebook about philanthropy project. She will also post info about the store after registration closes – deadline is 12/15 to purchase and have items at camp.

#### **Registration (Marie W)**

Class cancelations: Marie will contact people tomorrow about class canceling.

- Seuss Stamps (Sat afternoon) has 4 people;
- Sat Afternoon Mechanics has 2 people.
- Daisy Round Table (Sun) has 1.

First Archery Class has 3 people w/ 4 paid. One of the registration cancelations is the 4<sup>th</sup> person. If someone fills her spot, she will get her money back; if not, we will have 4 people paid and 3 in class. Rather not cancel this class.

Classes w/ low attendance numbers: Sheila will contact instructor to see if they want to teach it and let Marie know.

- Brownie Round Table, Instructor Kippy – 4 participants
- Ceremonies, Instructor Margaret P. - 4 participants
- Cabin Camping (Sat Morning), Instructor Kathy – 3 participants
- Green Pants, Instructor Lianne Griffin - 5 participants
- Costumes from Dr. Seuss, Instructor Kelly Calico – 4 participants
- Tea Dueling, Instructor Laurie B. - 4 participants

Full Classes – Marie Lott is keeping the wait list on Full Classes up-to-date on website.

We had more cancelations in November than people who register. Only one person registered. We do not have the money to refund them based on the calendar month restrictions. Cancelations are charged a \$15.00 processing fee. One person canceled had massage and archery. She will only get a refund on those two things if someone fills the spot. Marie L. says we can send them a PayPal refund. Marie L. will help Marie W. with processing these refunds through Pay Pal. One of the cancelations was a Financial Aid person.

Two people contacted Marie W. yesterday and said they would registered but have not done so yet.

Have not assigned class locations yet; not done until registration is complete.

Marie needs names of Unit Hostess hostesses and mentors for cabin assignments.

Patch done. It is round with Misty and Horton w/ the Whos. She has contacted the vendor for a quote. Order needs to be in by Dec. 5. Marie will get MM Credit Card info Lianne to order.

Marie will send email to Jan V. and cc: Keith at Council after registration ends on 11/30 with list of people to verify GS registration.

Classes participants will go out to Teachers after 12/30.

**Website/Technology** (Marie L)

Working with Marie Wright on the cancelations which opened up a couple of class spots, one in jewelry and one in alcohol ink. There will be more classes open due to cancelations today.

**Workshops/Trainers** (Sheila)

One Trainer cancelation – Sue Nunn. Jeremy will do her class on Lashing.

**Council POC** (Jan)

No update.

Our next meeting will be VIA CONFERENCE CALL on Tuesday, Dec, 18th at 7:00 PM.