

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
Dec. 18, 2018 Committee Meeting

2019 Planning Committee

Amber Ackerman	Genny Welday	Kippy Penney	Marie Wright
Carol Townley	Jan Verderose	<del>Karen McFadden</del>	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

- 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 1/5 (class reimbursement max budget will be based on this number).
- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. 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 (**Jan. 11**). 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

- 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. **Done**
- 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.
- 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
- **Cheryl** – create new feedback form
  - 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.
- **Sheila** - bring extra extension cord
- **Kippy** - bring hammer to donate to setup Committee.
- ALL - Last day to send items to Jeanenne to be embroidered – 12/10

### New Action Items

- **Lianne** – print 6 copies of weekend agenda on 12x18 (or 13x19) paper and bring to camp for units and DH
- **Marie W** – send participant final email on 1/9
- **Lianne** – hold newbie conference call on 1/10
- **Christina** – contact unit hostesses and have them send headshot to Rose for Welcome poster in units
- **Christina** – send final draft of Unit Hostess Script to planning committee ASAP for review and host conference call with Unit Hostesses after Christmas
- **Rose** – create welcome signs introducing Unit Hostesses and Committee Mentors for placement in units.
- **Lianne/Sheila** – confirm with Megan Matthews if committee can go ahead and move into units on Thursday night vs. everyone in Echo Hill so we don't have to move our stuff (NOTE: Robin has requested that we not move her and allow her to hold Thursday Jam class where she'll be staying/holding all of her classes – will help with mobility issues).
- **Lianne/Kathy** - bring cameras with spare batteries and charger.
- **Lianne/Rose** - Form for sale of scrapbooks to be updated.

### Discussion Items

No updates.

### Committee Reports

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

Orders are closed for shirts/tote bags that will be delivered at camp. If you still want to order, visit our store at <http://www.3leaves.org/mm-common/store/MMLWstore.html>. NOTE: Store is open, but shipping has been added to order form. Long sleeve shirts have been removed. Items will be shipped AFTER camp.

We will have our newbie conference call on January 10<sup>th</sup> at 8PM. **Here is the information regarding the call to go in the final participant email and on the website:**

*We will have a Welcome Conference Call on Thursday, January 10, 2019 at 8 pm. This call is especially helpful for newbies as we'll go over things you need to know and be available to answer questions. The call should last less than 30 minutes. You may join the call via the internet or via telephone.*

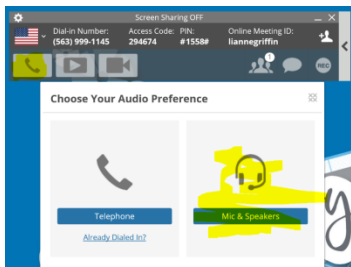
*To join the online meeting from your computer: Click on the meeting link listed below and follow the prompts to join the meeting. If you have never used the free conference call service via your computer, plan to connect 5-10 minutes before the meeting, as you may be prompted to download the application before proceeding.*

*Join the Online Meeting:*

*Online Meeting Link: <https://join.freeconferencecall.com/liannegriffin>*

*Online Meeting ID: **liannegriffin***

*Once you are in the meeting, a communication bar will appear at the top of your screen. Click on the phone icon at the upper left:*



*You can dial in using your phone if you wish, but most computers have a microphone and speakers and I recommend connecting that way.*

*Here are the instructions to dial in using your telephone:*

*Dial Into the Conference:*

*Dial-in Number: (563) 999-1145*

*Access Code: 294674*

*(NOTE: long distance charges may apply; use internet calling above if you don't have free long distance).*

*If you are unable to join the call live, it will be recorded and you will be given instructions for listening to the call at <http://www.3leaves.org/mm2019/attendeeinfo.html> after its conclusion.*

### **Financials (Jeanenne)**

Units are paid in full. We should be getting invoices for camp classes (horseback riding, riflery, archery) and meals soon.

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

Jeremy Ackerman will be First Aider; Marie Lott will get First Aid supplies from Karen and will bring to camp. Robin will help with check-in (collecting Health History Forms).

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

Unit Hostess scripts almost complete; she will send to the committee via email for review and then there will be a conference call set up after Christmas to review. Shelly Callico – BGB, Nicole Sapp – CG, Kellie Haley – EH, Christina Donellen – TR, Jincy Bufford – SCC. Rose will help with the introduction signs in each of the units (pictures of both UH and Mentors doing kaper check-out will be on the poster). Kippy has sign holders.

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

See Power Point file "Mountain Magic Opening Slides" - slides for Friday night for opening [emailed to committee]

Word files "Closing Poem" and "Seuss song" - for consideration on the closing/scouts own is a thoughtful/reflective poem with a bit of Seuss flair, and an upbeat (slightly silly?) song to send folks off with a smile.

Lianne has Weekend Agenda posters – will print one for each unit plus one backup for DH (the agenda will be on the TV screen – see sample on Kellie's power point.

Kellie will print poem & song 2-up per page front/back and have enough copies so each person can take one home.

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

Started charging batteries for solar lights. Purchased blow-up Unicorn to go with solar lights (~\$15). Minutes from the meeting with Megan Matthews, new 3 season program specialist and assistant camp director, on 12/13 follow:

- Thursday meeting with Megan Matthews - Phone conference with Sheila Mills, Rebecca Wright and Marie Wright at 2 pm 12/13/18.

- Purpose: to go over what we need during the event and the timeline.
- Rebecca brought up: Committee to arrive Thursday, will stay in Echo Hill for that night
- Heat in units and dining hall to be turned on Thursday.
- Need Misty taken out to road Friday and taken into dining hall Saturday morning.
- Will be putting out lights, hopefully Thursday, setting temp and putting up signs and bed labels on Friday.
- Megan requested contact info for Melanie, committee roster (Marie got a copy and sent to her)
- Discussed info to be sent to her
  - Number of chairs and tables in each unit will be sent in by Sheila
  - Set up plan for dining hall to be sent in by Cheryl
  - Any special requests such as ladders to be sent in by Rebecca
  - Marie will send in count for every meal and special dietary needs as soon as possible
  - Gave her current event count including men staying at Trotters Ridge
  - Gave her time and numbers for camp classes so she could provide instructors for riflery and horse trail ride.
  - She is going to verify use of golf cart. We told her it had been approved. Golf cart to be used to transport special needs only not for transport of luggage.
- Megan asked what areas we would be using. She was told, 5 units, dining hall, parking pavilion, riflery and archery range and barn. I forgot to mention we would be holding 1 class (Jan's class) in office on Sunday morning. **Note: we have not paid for parking pavilion (we'll use it for Games and Orienteering classes)**
- We discussed parking. Ground very wet this year. No driving to Echo Hill except to take car into basement for mechanics class. All equipment for dining hall and Echo Hill to be taken to back of dining hall and taken up elevators or uphill in carts. People could drive their supplies to other units but must move all cars back to parking lot right away. No cars overnight in units. (She really was not in favor of cars driving to units.) No parking on grass.
- No new camp director at this time, so she is program coordinator for weekends also at this time.

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

Robin – BGB, Rose – CG, Kathy Stephan – EH, Christina - TR, Kippy Penney – SCC,  
Amber will help with checkout and Mary Scannavino will help Unit Hostess – help Christina.  
Kippy will get folks to send photos to Rose and will bring frames for welcome posters.

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

No update.

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

No update.

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

Lianne and Kathy Stephan to bring cameras with spare batteries and charger. (Put masking tape with name on all parts). Form for sale of scrapbooks to be updated. Marie W requested that we review cost vs. sales for past few years to ensure this is breakeven or money maker. If not, she suggested we should reevaluate benefit of doing this going forward.

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

No Update.

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

Working on new form (planning committee and unit hostess/instructor), separate from feedback form.

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

No update.

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

We have 130 registered, but 7 cancellations so 123 total. 3 Saturday night only, 1 Training only, and 119 weekend pass. Submitted list of participants to council (Jan and Keith) for verification (Keith on vacation through the end of the year). Sent instructor class counts on 12/17 (had a possibility of a late registration, so held off on email). Sent participant confirmations on 12/16 (removed blurb about 1<sup>st</sup> timer conference call). \$640 in financial aid (16 people) was awarded this year. Camp Helper rosters – 2 open slots (Sat PM after lunch and Sat 4:30 PM) – looking for committee volunteers to be either camp

helper or in charge of camp helpers when Lianne has class. Marie Lott can cover 3 of those slots; Kathy can help (in charge, but not as runner). Kippy can cover Sun AM. Class location assignments complete this AM. Final email to participants will be sent on **January 9<sup>th</sup>**.

**Website/Technology** (Marie L)

Added shipping to store, long sleeve shirts removed. Regonline updated to Admin only changes.

**Workshops/Trainers** (Sheila)

2<sup>nd</sup> Outdoor badge class is 2<sup>nd</sup> class period Sat AM (10 – 11:30) – Jeanenne & Dee could use an extra pair of hands – who can help? (Kippy cannot – taking a massage).

**Council POC** (Jan)

No update.

The recording for our meeting tonight is at <https://fccdl.in/2TK3nmEjWs>. You may also listen to the recording at (319) 527-2892 (Enter Access code 294674#, Meeting Reference Code 12).

Our next meeting will be **VIA CONFERENCE CALL on Tuesday, January 8<sup>th</sup>** at 7:00 PM.

- Join the Online Meeting:  
Online Meeting Link: <https://join.freeconferencecall.com/liannegriffin>  
Online Meeting ID: liannegriffin
- Dial Into the Conference:  
Dial-in Number: (563) 999-1145  
Access Code: 294674