

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
January 8, 2019 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

- 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. 9**). Have first-timer conference call (recorded) on **January 10** (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.
- FEB - Wrap-up and next year Pre-Planning. Review overall feedback forms and create Lessons Learned. Define tagline. Establish meeting dates/locations for planning year. Reserve meeting rooms/locations for planning committee meetings. Establish basic website for next year. Send thank-you notes and class evaluations to instructors. Classes/workshops committee summarizes class evaluations and prepares report to review. Finalize finances from previous year. All invoices paid, planning committee survey review, & celebration!

Previous Action Items

- 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 **done**
 - 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.
- 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 **done**
- Lianne** – hold newbie conference call on 1/10
- Christina** – contact unit hostesses and have them send headshot to Rose for Welcome poster in units **done**

- **Christina** – send final draft of Unit Hostess Script to planning committee ASAP for review and host conference call with Unit Hostesses 1/14
- **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; also, Anthony Ross will be in camp beginning Thursday – will help with sleeping arrangements); Megan Matthews @ Misty Mountain camp office phone #.
- **Lianne/Kathy** - bring cameras with spare batteries and charger.
- **Lianne/Rose** - Form for sale of scrapbooks to be updated. **Done.**

New Action Items

- **Jessie** – bring hard copies of scrapbooks to the weekend.
- **Christina** - print out summaries (or the text) for each of the 5 books to share with the Unit Hostesses
- **Marie W** - add information about costume contest to Attendee Info page
- **Marie W** - make stickers for outside of folders "SEE ANTHONY" for walking mobility impaired folks and also pull report for Robin to check at health history turn-in
- **ALL** – let Lianne know your planned arrival date/time

Discussion Items

Please let Lianne know your planned arrival date/time! She'll put this into one document to share (helpful if you forget to bring something to camp, and so we'll know when to be on the lookout for you!)

Committee Reports

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

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.

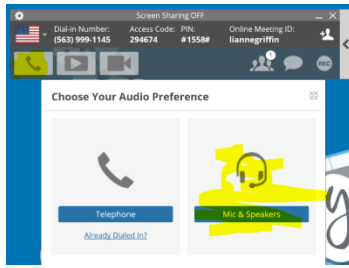
To join the online meeting from your computer: Click on the meeting link listed below and follow the prompts to join the meeting. If you have never used the free conference call service via your computer, plan to connect 5-10 minutes before the meeting, as you may be prompted to download the application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

Orders were placed for shirts/tote bags that will be delivered at camp. A total of 20 items were pre-sold this year (down from 51 pre-ordered last year). Lianne will pick them up before 1/22. The order form is ready for on-site sales. No “extra” items were preordered. (At camp, we will accept orders for bags and short sleeve shirts. We will have a second run of printing done immediately after camp. Shipping will be added at \$4 per item for items ordered in the second run. Items will be mailed directly to participants about three weeks after camp.) Order form is available at <http://www.3leaves.org/mm-common/store/StoreOrderForm2019.pdf>

Financials (Jeanenne)

Checks and balances thus far are looking good. As soon as receipts come in, we'll have a better picture.

First Aid (Jeremy)

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

Unit Hostesses (Christina)

Unit Hostess scripts almost complete (will be updated based on input from tonight's meeting). Conference call with unit hostesses is scheduled for 1/14. Christina is bringing snacks to be served in units. Rose is getting photos from the Unit Hostesses. Kippy confirmed that the sign holders are 8x10. Unit Hostesses need to arrive BEFORE opening ceremony which starts at 7PM.

Opening/Closing (Kellie)

Opening – Sheila had a few wording suggestions that will be incorporated into opening powerpoint. Finalizing agenda slides; will include kapers/graces for each meal. Final headcount is 124 (includes 2 training only). Lianne has Weekend Agenda posters – will print one for each unit plus one backup for DH.

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

Email was sent to committee with anything needed; responses were compiled and sent to Megan Matthews. Batteries are charging on solar lights.

Participant and Unit Check-Out (Kippy Penney)

Kippy would like a copy of the final script for the Unit Hostesses so she can share with the checkout folks. On track.

Decorations (Frances/Carol)

Almost finished, wrapping up final decorations. Patches arrived yesterday. Thing 1 and Thing 2 door prizes – “gum machine” will be filled with goldfish. Cheryl has tickets we can use for door prizes (will staple one in each folder during stuffing Thursday night).

Entertainment (Amber/Marie)

Meeting held 1.5 weeks ago. Entertainment info was provided to Christina for Hostess scripts. 5 stories are *Horton Hears a Who*, *Yertl the Turtle*, *Green Eggs and Ham*, *Sneetches*, and *The Lorax*. Units will prepare skit following the moral of the story (NOT necessarily the story). Will need 3-4 non-committee judges to watch for what’s in the package (how many of the items they’ve used). Audience will vote for winners. All bags will be the same for each unit. Unit Hostess will pick bag for her unit at check-in. Cheryl has ordered “award winner” ribbons and she has plenty for all cabin winners. There will be 4 costume awards. Cheryl also has “well done” ribbons for costume winners. COSTUMES - All winners will get a certificate and ribbon. Attendees will choose the winners by applause. Committee members are not considered for the attendee awards, just for the committee award. The categories are:

- Homemade
- Character - General
- Character - Iconic (Cat in the Hat, etc.)
- Committee members

After the costume contest, they’ll get snack from the snack table and then participate in the evening activities.

Historian (Rose)

Jessie to bring hard copies of scrapbooks to camp. Order forms for the scrapbooks are complete; we have a 40% off printing coupon for the scrapbooks so they are much more affordable this year.

<http://www.3leaves.org/mm-common/store/ScrapbookOrderForm2019.pdf>

Meals/Snacks (Melonie)

No Update.

Participant Check-In, Guest Services (Cheryl)

Finalized all forms, but haven’t made copies yet (council copier no longer available for volunteer use). Cheryl can go into council office on Friday or Saturday to run copier, or she can send docs to Jan Verderose to see if council will make copies for us. Keith Vann may also be able to help.

Publicity & Philanthropy (Jessie)

Jessie will be updating Facebook page with updates about philanthropy project. Collection boxes are decorated. Jessie will monitor the freebie table again this year.

Registration (Marie W)

We have 124 registrations total. 3 Saturday night only, 2 training only, and 119 weekend pass. Phariba Violette will be coming Saturday before lunch, will be camp helper in afternoon and will take pictures for us (registered as “training only”). Instructor final class count emailed 1/3/19. Marie will send final participant email later tonight or tomorrow. Camp Helper slots are all filled now. Anthony will be arriving Thursday PM with Marie; need sleeping arrangements for Anthony. Can we use office for class? Still waiting on Megan to get back with Sheila. Mobility impaired list is ready for Anthony. Marie to print stickers to put on the front of the folders of the walking mobility impaired folks to “SEE ANTHONY”. Marie to also pull report for Robin to check at health history turn-in so she can verbally let walking mobility impaired folks know that they need to see Anthony once they get their personalized schedules to confirm rides that are needed for the weekend. Patch arrived yesterday, very nice. Meal count #s and allergies/special needs have been sent to Megan.

Website/Technology (Marie L)

Marie to add information about costume contest to Attendee Info page. No other updates at this time.

Workshops/Trainers (Sheila)

Sheila sent committee members a list of class locations. Also sent email to all VIP instructors with reminders about class setup/take-down and table clothes, etc. Do NOT take any tables/chairs from the location the rangers are setting up.

Council POC (Jan)

No update.

The recording for our meeting tonight is at <https://fccdl.in/Tiw6CW7PMm>. You may also listen to the recording at (319) 527-2892 (Enter Access code 294674#, Meeting Reference Code **13**).

Our next meeting will be **VIA CONFERENCE CALL on Tuesday, February 26th** 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