

2019 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
February 26, 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

- 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!
- MAR (tentative) - Planning team kickoff! Wrap up finances from previous year. Discuss changes needed for next event (changes to classes, timeline, committee organization, etc.). Plan preliminary timeline. Establish preliminary planning committees and start filling slots.

Previous Action Items

New Action Items

- **Lianne** – set up meeting location for in person March meeting. **Done – Corner Bakery, 2963 Cobb Pkwy Suite 100, Atlanta, GA 30339**
- **Sheila** – confirm with Claire Marie that we will be able to use Misty Mountain Jan 24-26, 2020. **Lianne – done. Per Claire Marie 3/20/19 construction won't begin until Oct. 2020 and will last until May 2021 (possibly an issue for our 2021 event....)**
- **Sheila** – investigate cost of mic/karaoke machine for announcements.

Discussion Items

A HUGE thank-you to all the committee chairs and committee members for a wonderfully successful event! Without all of your hard work throughout the year and during the event, it would not run as smoothly or be as well received as it was!! THANK YOU!



Committee Reports

Admin (Lianne)

The shirts/tote bags that were ordered at the event were picked up today (Tuesday 2/26) and will be mailed out tomorrow. We got price quotes for 50 items (but sold <25 in preorders), so the actual order came in somewhat higher (<\$6) than what we collected. The price was adjusted on the in-person orders, so we should break even or even come out in the black for the shirts. Not sure why we didn't sell as many as in previous years (maybe the design wasn't as well received?). The digital links to the scrapbooks and the order for the books (Sheila) will be completed this week. Lianne will be reaching out to everyone on the committee over the next month to discuss committee roles and committee duties (we may be making some changes to committee organization, based on feedback and workflow). Our meeting in March will be in person – Lianne will call and get room reserved – watch for updates. The date for next year's event is January 24-26, 2020 – MARK YOUR CALENDARS NOW!

Financials (Jeanenne)

Jeanenne provided preliminary financial reports (see attached for details). Receipts have been received for all the classes at this point. High level #s are as follows:

\$8400 were in registration fees through regonline

\$1000 – regonline fees

\$1550 – facility rental (will go up next year since we had a credit for DH lower level this year)

\$4832 – meals

\$879.50 – class fees overage (receipts less than collected; Next year, may want to consider giving class refunds for overage? Think on implications of this....)

Net \$1215 profit

\$369.50 – received in decorations sales

\$211 collected for scrapbooks

\$30.83 – profit from water sales

\$2335 – discounts awarded (committee member & trainer subsidies, etc.)

The committee discussed if class receipts are less than the amount budgeted, should we consider class refunds? Table discussion for now.

First Aid (Jeremy)

No update. Worked well to have Jeremy as designated first aider for weekend, but that is not all of the duties of this job and we don't see Jeremy taking on the additional duties.

Unit Hostesses (Christina)

No update.

Opening/Closing (Kellie)

Feedback on having the agenda slides on the big TV monitor was great. It was suggested that if we knew the graces chosen by the different units Friday evening at the social, it would be very helpful to have that projected for folks who don't know the words. We could make it work by formatting all the graces ahead of time and just needing to pull the slide for the one chosen at the time. Kellie got good feedback on the Scouts Own, but timing seemed to affect attendance. Lunch was ready and available earlier than on the agenda so many people ate and left to go pack and do their cabin kapers. Most everyone who attended stayed at the dining hall specifically for the Scout's Own. A few asked about starting early since they were waiting for it but she stuck to the schedule in case people came back for it. She also got the same suggestion of having a microphone of some sort.

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

Rebecca again raised concern for the condition of some of the cabins – seemed run down.

Participant and Unit Check-Out (Kippy)

Thanks to everyone who participated in the participant check-out process. We need to get the updated kaper charts for the units (this year, previous kaper charts were transferred from Genny and Kippy needs to get the updated charts). Participant checkout can be responsible for lost and found going forward. Also, check-out is willing to collect the unit first aid kits and will return to the First Aid folks at the March meeting.

Decorations (Frances/Carol)

Frances and Carol are excited about the silent auction results (we raised \$369.50 this year). They will be changing the chaotic end of bidding for next year. They also liked the ability to arrive on Thursday to begin setup.

Entertainment (Amber/Marie)

Marie thought everyone liked the variety of activities following the costume contest and the judge panel. A mic is needed for announcements – Sheila to investigate cost. Marie stated that new committee members should be allowed to do their job and not told how to do it. Entertainment is open to suggestions for next year.

Historian (Rose)

Rose will be collecting all of the pictures within the next month and will begin sorting and culling through them to determine which pictures will be used in the scrapbook. Work on the scrapbook will begin at the National Scrapbook Day weekend event (May).

Meals/Snacks (Melonie)

Thanks to everyone for bringing the teas to camp. Next year, we will only offer water (camp won't supply the sodas, and we are opting not to bring that part back as it was not a good money maker for the effort required).

Participant Check-In, Guest Services (Cheryl)

Cheryl is hoping that we will continue to be allowed to check in on Thursday night, even if we have to pay extra for the units. This time works very well for packing the check-in packets. Next year, we may want to do theme ballots with more input from committee beforehand. Also, need to determine if we will move DH cleanup to another committee – maybe review committee roles? Camp setup went very smoothly this year.

Publicity & Philanthropy (Jessie)

Jessie needs a helper next year to help with the count of donations. We collected 351 pairs of socks, 276 undies, 140 rolls of toilet paper. Miscellaneous items included: 7 Bras, 2 pairs shoes, assortment of make-up, 4 pairs of gloves, and 4 onesies. Publicity will be working with the training department better to get the word out.

Registration (Marie W)

Total Attended: 117, including 112-Weekend Pass, 3-Saturday night only, 2-training only

Total Registered: 132

Instructors registered: 45 (2 cancellations)

Special registrations: 1 (Saturday afternoon photographer and camp helper)

Participants registered: 86 (13 cancellations)

Total Cancellations: 15 (6 of these had received some form of financial aid)

- 6 before deadline who got partial refunds

- 1 committee member

- 3 cancelled after refund deadline

- 5 no-shows at camp

Financial Aid Assigned: \$682.50 (\$42.50 of this reassigned from early cancellation)

\$482.50 was used by attending participants and instructors.
5 people who received requested financial aid cancelled. (\$200)
17 people requested and were assigned financial aid
2 people requested and did not receive financial aid due to maximum met in budget.
Budget was for 14 - ½ off fees or approximately \$650
2 received 100% financial aid

Website/Technology (Marie L)

The new template for the website is up – www.3leaves.org/mm2020. The store is officially offline. Marie suggested we consider delaying the start of registration since most people register early and it's a lot of work all in August to get everything ready and tested for a September registration open date. Marie has posted upcoming meeting dates to the website (may change if we vote to change meeting dates from 4th Tuesday March-Oct, 3rd Tuesday Nov-Dec).

Workshops/Trainers (Sheila)

Overall evaluations were mostly good. She did not highlight 4s and 5s. Negative comments included the following:

- Camp seemed to be in rundown condition (NOTE: is camp going to be available for us next year? May be during the planned renovations – Sheila to confirm with Claire Marie that we will be able to use Misty Mountain)
- Many wanted us to use a mic for announcements (Should we consider investing in a karaoke machine? Sheila to investigate cost)
- Other feedback
 - Some disliked skits, liked Friday socials
 - Some felt talked down to by committee members
 - Some didn't like housing/bed assignments
 - Some thought the freebie table was a mess
 - Some thought there were too many committee members in Echo Hill
 - Most thought the instructors and theme were great!

Council POC (Jan)

No update.

Our next meeting will be **IN PERSON on Tuesday, March 26th** at 7:00 PM (**Corner Bakery, 2963 Cobb Pkwy Suite 100, Atlanta, GA 30339**).