

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Nov 21, 2019 Committee Meeting

2020 Planning Committee

Amber Ackerman	Jessie Napier	Marie Lott	Sheila Mills
Carol Townley	Kellie Haley	Marie Wright	Tiffany Edwards
Cheryl Marko	Kim Elmore	Melonie Luxbacher	Joanna Biggers
Frances Parks	Kippy Penney	Rebecca Wright	
Jeanenne Adams	Lianne Griffin	Rose Lowe	

Guests/Sub-Committee Members

Anthony Ross	Jan Verderose	Karen McFadden	Robin Antzoulatos
Brenda Carswell	Jennifer Chancey	Marie Ross	
Clare-Marie Hannon	Jessica Preble	Rebekah Rogers	
Donna Andrews	Kathy Stephan	Rhiyana Pineau	

Timeline Review

- NOV – Website to be updated at midnight 11/1 to reflect new pricing (“Early Bird Registration” ends 10/31 for discount) “Regular Registration” continues (space available) starting 11/01; registration cutoff 11/30. Regular Registration 11/01 – 11/30 includes + \$10 fee. 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

- **Kippy** - reach out to Christina to get unit hostess script from last year. **done**
- **ALL** – does anyone have Wicked soundtrack, or The Wizard of Oz Movie soundtrack for Jessie? **None available**
- **ALL** – Cheryl needs some volunteers to help with check-in – see report for list. **Still open, revised list included in minutes.**
- **ALL** – Send Cheryl feedback on theme for 2021 event (Cheryl, maybe do a poll?) **done**

New Action Items

- **Kellie** – confirm sound system in dining hall with camp director
- **ALL** – provide Rebecca special setup needs for Ranger
- **Lianne** – send Kippy picture of embroidered shirt **done**
- **ALL** – give Marie L updates to attendee info page
- **ALL** – let Jessie know if you can help out with any of the stations at the Saturday evening entertainment
- **ALL** – Kippy found someone that can do embroidery for MMLW committee shirts – send shirts and \$ ASAP if you need a shirt for the weekend (we wear these Friday night)

Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/8YKbU08Ka9> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code **34**.

Committee Reports

Admin (Lianne)

The MMLW Online Store is now up and running! Visit <http://www.3leaves.org/mm-common/store/MMLWstore.html> to preorder your shirts/tote bags for pickup at camp. Pre-orders will be accepted through 12/21 (orders placed after 12/21 will be placed with the shirt vendor AFTER camp and will incur a \$4/item shipping charge to mail after camp). The Facebook page (and 2020 event) have been updated to indicate that the store is now open. Two orders have been received so far.

Welcome conference call for newbies will be Thursday Jan 9th at 8PM EST.

1. Dial Into the Conference:

Dial-in Number: (563) 999-1145

Access Code: 294674

OR

2. Join the Online Meeting:

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

Online Meeting ID: liannegriffin

Instructions:

At the scheduled date and time of the meeting, dial in to the conference line. When prompted, enter the access code followed by hash (#). To join the online meeting, click on the meeting link listed above and follow the prompts to join the meeting.

Financials (Jeanenne)

The registration form seems to be working well.

We had a couple of glitches in the beginning that have been corrected.

Marie has been able to download and import the information for her registration process.

There are a few things that work a little different than we understood so will talk about that after the MMLW in January for next year.

Jeanenne is getting freer to working on decorations and they will be done well in advance for MMLW.

First Aid (Kim Elmore)

No Report. Marie Lott advised that Health History forms can be downloaded (via ZIP file) from Cognito – Marie L will help Kim with that. After registration is complete, Marie will download it and share with Kim to be printed. Kim will review forms before camp and will have blank forms in case folks don't bring theirs (she is planning to bring a printer to print blanks?). Reminder – Kim needs to bring incident report form blanks also in case first aid needs to be administered.

Opening/Closing (Kellie)

Agenda slides for TV screens are in progress!

Opening/Closing - ideas in discussion, final decisions to come soon

Biggest concern right now: the audio issue. Can we get confirmation from CMM that they did indeed install a new microphone/sound system? Sheila had started investigating getting our own early in the year when we heard this was not necessary because the camp was installing a new system. Would love to confirm this! (Kellie to reach out to camp director and/or Clare-Marie Hannon to confirm).

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

Please provide Rebecca special requests for camp ranger (ladders needed, specific setup, etc.) from committee. Email will be sent to ranger late Dec./early Jan. with our requests.

Unit Activities/Checkout (Kippy)

Kippy may need 1 more hostess (Rose (Chestnut Gait); Jeanenne (Echo Hill); Kippy (Blue Gill Bay); **Christina (not registered?)** (Shellcracker Cove); and Jessica Preble (Trotter's Ridge) are confirmed hostesses). Still need 1 more person for checkout for Trotter's Ridge (Jessica P only wants to be hostess). Suggestions: Laurie Besmertnik, Karen Brooks-Kent, Kelly Clute, Shelley Callico, Karen Vis, Mary Scannavino? Waiting on Jessie Napier to give final entertainment report so Kippy can finalize script for unit hostesses for review.

Kippy has found someone that can do embroidery for MMLW committee shirts (you provide your own purple garment):

Contact person is Jennifer Coleman

Charge is \$15 PLUS postage

her address is ~ 115 New Cut Road, Winder, GA 30680

770-827-6211

jenncoleman29@gmail.com

paypal or venmo

Please send directly to Jennifer or call her that you will be sending your shirt.

Decorations (Frances/Carol)

Moving along with decorations. Changed times for silent auction – shorter time to bid, Frances and Carol will combine orders to be taken to check out (reflected in the registration packet).

Entertainment (Jessie)

Jessie bought a cd of the Wicked Soundtrack, but she's still trying to find Wizard of Oz. She will need help with the following Stations:

- Tissue Paper Flower Poppies: helping people fold flowers
- Ice Cream: No scooping, just wiping up spilled sprinkles, restocking cherries
- Corn Hole: teaching people to play
- Story Cubes: helping people with making the cubes
- Free Color: Handing out color sheets, keeping coloring supplies off the floor

Please let Jessie know if you are able to help me with any of these stations. She tried to keep everything easy and fun! (Jessie is not on the call tonight because she is attending a workshop on Graduating Seniors and 1 Semester Final Exams. Jessie says "It's exciting to have a child graduating high school!! Happy Thanksgiving Everyone!!")

Historian (Rose)

Delay by Forever to scan the scrapbooks due to high volume of orders submitted in September. Rose is following up with them until scanning complete. Lianne is on alert so as soon as scanning is complete, Lianne can create digital scrapbooks for printing. Sheila and Melonie have asked to pre-order book. Rose will have earlier deadline to complete book next year (started in May, completed in September this year). Rose needs someone to take photos at closing ceremony; Amber volunteered Jeremy.

Meals/Snacks (Melonie)

Nothing new to report.

Participant Check-In, Guest Services (Cheryl)

Cheryl recovering from pneumonia!

Still needs commitments for staffing some of the stations:

2020 Mountain Magic Weekend Station Staffing

Station & Description	Friday 4:00 – 9:00 p.m.	Saturday Morning 7:30-9:00 a.m.
1. Health Forms	Kim Elmore	Kim Elmore
2. Instructor Check In	Shelia Mills	Shelia Mills
3. Participant Check In (two people)	a. Cheryl Marko b.	a. b. -----
4. Registration	Marie Wright	Marie Wright
5. Check-Out Kaper Sign Up	Kippy Penney	Kippy Penney
6. Ribbons	Kippy Penney	Kippy Penney
7. Camp Helper	Lianne Griffin	Lianne Griffin
8. Collect Fees	Lianne Griffin	Lianne Griffin
9. Newbies & Welcome (three people)	a. Karen Vis b. Kathy Stephan c.	Not Required
10. Free Table		
11. Snack Table & drinks	Melonie Luxbacher	Melonie Luxbacher
12. Floater		

Publicity & Philanthropy (Amber)

Publicity – can't get list of SUD contacts from council; they have advertised twice for us and don't want to advertise again. Amber is pulling contacts she's previously had and is posting on FB, but we're short on remaining time.

Philanthropy – will reach out to organization we are donating to to ensure adequate volunteers available to help with unloading Sunday

Registration (Marie W)

We have 116 registered at this time (about the same as last year) – 108 full, 4 Saturday night only, 2 Saturday day only, 2 training only. 13 financial aid requested totaling \$501.25. Classes – we have a number of full classes. Camping Basics only has 1 signed up so far. Tin Man has only 1 registration so far (Melonie agreed it could be canceled). A couple classes are just 1 or 2 short of minimum class sizes (so they will likely make). Classes that are full can be found at

<http://www.3leaves.org/mm2020/classes2020-WL.html>. Sunrise Hike has almost 25 registered!

Working on the patch.

Email will be sent to instructors with preliminary class counts 11/22.

Only 4 new registrants since early bird registration ended. There are about 12 incomplete registrations – need to send email to remind them registration ends in just over a week.

Cabin assignments haven't been done yet.

Website/Technology (Marie L)

Registration and online store already reported. Marie rearranged the home page to make online store more prominent. Let Marie know if there will be changes needed to the attendee info page -

<http://www.3leaves.org/mm2020/attendeeinfo.html>. Lianne advised that the Volunteer Essentials link is the same, but it is the 2018-2019 edition, and men in camp is now on page 198. Also, Welcome Conference call will be Jan. 9th (see information above).

Workshops/Trainers (Sheila)

No update

Council POC (Joanna Biggers, Meagan Mathis)

Tiffany no longer with council; Joanna Biggers has been helping us.

Our next meeting will be **via conference call on THURSDAY, Dec. 19th at 7PM.**

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