

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
April 23, 2019 Committee Meeting

2020 Planning Committee

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

Guests/Sub-Committee Members

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

Timeline Review

- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. Submit "Beyond the Troop Event" form to council office. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit for approval (must be done before event can be advertised by council). Provide save the date (Jan. 25-27, 2019) info to council POC (Tiffany Edwards) for inclusion in area newsletters. 4/1 – submit Troop Camping form to council to reserve units. Create Google Docs form for instructor input of class details and pictures (this will create xls spreadsheet for direct import into database and website) by April 20th. Review class evaluations. Confirm menu options with camp director; Finalize meal costs w/ Misty Mountain staff. (Menu will be finalized at May Planning committee meeting.) Committee chairs begin to update "operations manual" for their committee's work activities (activities prior to and during the weekend). Invite committee trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers.
- MAY - Finalize timeline. Finalize committees; committee chairs to provide list of all committee members to Lianne and Lianne to update team roster. Re-review lessons learned and distribute to appropriate committee for handling. Begin sub-committee meetings/planning & hold kick-off meetings. Invite non-committee trainers from previous year to participate again this year; begin to secure classes and trainers; define class descriptions, supplies, and class cost needed from trainers. Council staff to verify all planning committee volunteers (chairs and members) are registered GS. NOTE: a lapse in service of one year or more will require a new background check. Also, if it has been >=3 years, a new background check is required. Council to identify those individuals that need new background check. Finalize menus with camp staff. Committee chairs update "operations manual" for their committee's work activities (activities prior to and during the weekend). Develop preliminary t-shirt concept and cost. Discuss philanthropy project options for current year. Entertainment committee to develop high-level framework for weekend events.

Previous Action Items

- **Kippy and Marie W** - make calls to other locations to determine if we might move Mountain Magic to another location for 2020 or beyond. **done**
- **Tiffany** - check alternate dates for committee retreat.
 - Here are some options that do not interfere with VLC:
 - Sept 6 – 8 = Is a camporee but with their numbers we can put you in Echo Hill (please note that there is a camporee with 100 people coming so camp will be super busy) An

option with the camporee is we could (for 20 a person) provide all your meals. They would be what the camporee was eating. Just an option you could also bring your own stuff.

- The next 3 weekends after your scheduled retreat is Mtn Jubilee and we have no space.
- Other troop camping weekends in the fall are as follows: Aug 9 -11, Aug 16 – 18, Aug 23 – 25 and Oct 11 – 13

New Action Items

- **Lianne** – send out poll for new planning committee retreat date. **Done.**
- **ALL** – Send Jeanenne your preliminary committee budget numbers for 2020.
- **Jeanenne** - send out 2019 committee budgets/actuals for comparison.
- **ALL** – send Sheila information regarding classes you'd like to teach in 2020 – see below for details. Due May 5th.

Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/n14TfVLkNZ> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code 22.

Committee Reports

Admin (Lianne)

The committee retreat is currently scheduled for Sept 13-15 (same as VLC this year) – need to move to alternate date. Discussed alternate dates – Lianne to send poll – please vote ASAP!

Lianne shared that there have been a few personnel changes for the upcoming year.

- Marie Ross will be unable to attend MMLW in 2020 and has stepped down as co-chair of Entertainment. She will remain on the committee, and Entertainment will be chaired by Jessie Napier.
- Christina Donellan has resigned as a committee chair due to work and personal commitments. She will still attend the weekend and is willing to be a unit hostess.
- Karen McFadden has resigned as the First Aid committee chair but is willing to help with the planning (capacity unknown at this time). The First Aid chair position is currently OPEN.
- Dena Norris has decided not to be on the committee this year due to school and work travel requirements but would like to possibly be on the committee in the future.

Financials (Jeanenne)

Jeanenne needs committee budgets from committee chairs to ensure that costs can be covered. She will send out 2019 committee budgets/actuals for comparison. Jeanenne to get with Lianne to finalize financials for 2019 in the next two weeks.

First Aid (VACANT)

Lianne is looking for new first aid chair. Lianne is talking with a few folks, but if you are interested (or know someone who is), please let Lianne know ASAP.

Opening/Closing (Kellie)

No update.

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

No update.

Unit Activities (Kippy)

Christina has resigned as a committee chair for 2020 due to work/personal commitments but is willing to be a unit hostess for Friday night. Kippy researched several alternate camps, but found that everything she investigated was either too small, not open during winter, or more expensive than our council units (she researched Twin Lakes, multiple Georgia State Parks, Camp Barney, Ft. Yargo, and others). Marie R asked if Historic Georgia was an option? Jessie asked if she researched Camp Toccoa? Kippy suggested if anyone else would like to do some checking, please do so ASAP and let us know if there is an alternative (note: we will still need an alternative in 2022 during construction!)

Decorations (Frances/Carol)

Carol is collecting ideas on her Pinterest board.

Entertainment (Jessie)

Jessie to get with Marie R. to discuss possible activities. If you have ideas, share with Jessie.

Historian (Rose)

Rose is gathering/sorting photos from the event. Sent email over weekend to committee members asking for some additional pictures from some "missing" classes. Still need pictures from Jeremy Ackerman. In 2 weeks, committee will be working on the scrapbook, so if you have any extra pictures, send to Rose ASAP.

Meals/Snacks (Melonie)

Sent preliminary menu to committee; adding baked beans to Sat. dinner. Will have BBQ sandwiches on Saturday. Will be forwarding menu to Tiffany.

Participant Check-In, Guest Services (Cheryl)

No update.

Publicity & Philanthropy (Amber)

No update.

Registration (Marie W)

No update.

Website/Technology (Marie L)

The new template for the website is up – www.3leaves.org/mm2020. Planning committee page has been updated with the new meeting dates, and she has also updated the google calendar (let Marie know if you want to be added to google calendar). Regonline will cease to exist in Dec. (Cvent is a new package that will be replacing it). Technology/finance committee will need to discuss. Marie will see if we can download data from our previous events.

Workshops/Trainers (Sheila)

If committee members will send me by email: smills@mindspring.com, the class (no more than 1 - 3 hr or 2 - 1.5 hr classes) for committee members by Sunday, May 5th, I will send you the "official google doc" from Lianne with instructions and dates of when this is do. While I've talked to many of you about classes, the paper trail will be the final documentation of when things come in. On the initial email, I need name (yours and classes), short description of what you want to do, length of class (still getting lots of requests for 2 hr. classes, just saying), and projected cost, and minimum/max participants. This will make it easier for you to fill out the Google Doc with descriptions, more accurate prices, etc.

As a chair and/or sub-committee member, please know that the above info is so that we can have enough hands doing all the "stuff" that always needs doing at the beginning and during the weekend. If you are teaching the whole time, it is really hard to be available to help each other. We really don't have

a lot of sub-committee members and lots of stuff needs to be done at the same time, both during Friday and Sunday. We should all be present and available at those times. Also, if you need a co-teacher, please list this and who you think that it will be. Also, list any helpers that you need in your classes (for large classes only, 15 or more). This will simplify putting together the packet so much. Even though I'm not the one who does this, I'm asked to provide this info and don't mind doing so. Remember, we need participant #s, teacher #s and Helper #s. Then a total on your google doc so Marie W. can have an idea of the space you need.

I've already heard from the majority of teachers from last year that they want to teach again, and I really think that last year's teachers were the best group ever. We have had some not so positive comments about "repeat classes" and hopefully we can put something in the packet about when you see a repeat class, it means that it has been requested again by 10 - 12 or more participants. This is also the case with our beloved teachers who participants look forward to taking classes again.

Council POC (Tiffany)

No update.

Our next meeting will be **via conference call on THURSDAY, May 16th at 7PM.**

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.