

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
May 16, 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	Rhiyana Pineau
Brenda Carswell	Jennifer Chancey	Kim Elmore	Robin Antzoulatos
Clare-Marie Hannon	Jessica Preble	Marie Ross	
Donna Andrews	Kathy Stephan	Rebekah Rogers	

Timeline Review

- 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.
- JUN - Determine preliminary high-level committee budgets. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2020, including automatic feeds to database and class changes. Committee chairs finalize "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website. Continue work on classes/trainers.

Previous 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. Only 3 people sent class info to Sheila; now, send on google docs form, link below.

New Action Items

- ALL – send Jeanenne committee budget amounts - needed as soon as possible.
- ALL – send Sheila classes you want to teach by 6/1 via Google Docs form - <https://forms.gle/pDk7CZsYa84gsVu99>.

Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/kJEMCZr4Ob> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code 24.

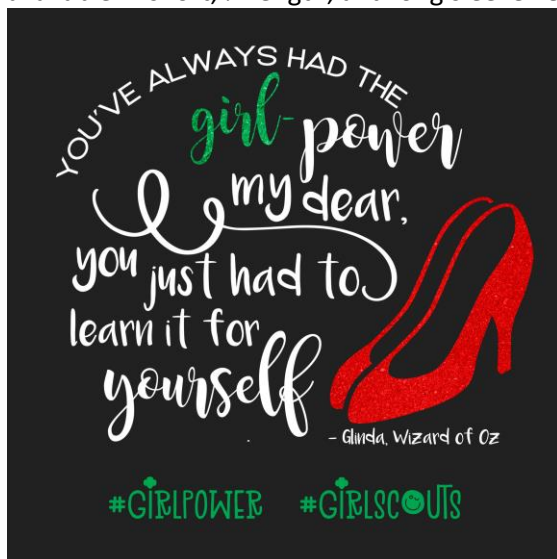
Committee Reports

Admin (Lianne)

The committee retreat was currently scheduled for Sept 13-15 (same as VLC this year) – need to move to alternate date. Lianne sent poll (THANKS to everyone who voted!) and we are changing the committee retreat to **Sept. 6-8** (we'll be in Echo Hill). Only 2 people couldn't do this date, and the next closest date had 6 or more less that could attend. So, we have gone ahead and changed the date to Sept. 6-8 and we'll start sharing more information about that in early June.

Also, last month we got feedback from Kippy about several alternate locations that we were considering for MMLW, considering the large price increase we are getting from GSGATL to use Misty Mountain. Unfortunately, there aren't any other suitable places so for at least 2020, we'll be back at Misty Mountain, but keep in mind that the prices are going up significantly. The "camporee price" we've been quoted is \$75 per person. That includes the units, all the meeting spaces including the dining hall, our 5 meals, and coffee/tea service but nothing else. Total for 140 people will be \$10,500 (and this is before we add on any of our committee expenses!!). We were asked to pay a \$2600+ deposit now, with full payment by 10/1. I said we don't have the money for the deposit now, and they agreed we can pay 10% deposit now and the balance of the deposit on 10/1/2019 (which they have subsequently agreed to the balance on 10/15/19). If we notify council 4 weeks before the event of our total numbers then they can reduce our numbers which will reduce our fees. I have reached out to council for additional clarification on some items in the contract and will continue to work that over the next week. The minimum fee is for 90 people (\$6,750), but that shouldn't be a problem for us.

UPDATE: In May, I am to develop the preliminary t-shirt concept and cost. The design is now final; I am currently working with printer to determine pricing. It will be printed on a black shirt – hoping I can get something glittery for the "girl" and the shoes, but that may be price prohibitive. The shirts will again be available in short, ¾ length, and long sleeve versions, plus a tote bag.



Financials (Jeanenne)

Jeanenne wants to request everyone's budget for next year and stressed the accuracy of the guesstimate. She sent out last year's expenses vs budget to give you an idea. It is going to be really important to be as accurate as we can as the prices are already going up a lot. We did well in saving money last year, so keep that in mind, but try to be as accurate as possible. Best way to reach Jeanenne is by telephone.

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)

Still in brainstorm mode. Will plan to add blessings to the monitor for 2020.

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

No update.

Unit Activities (Kippy)

Kippy reached out to Christina to determine who has already reached out to be a unit hostess. She will be evaluating supplies needed and working on budget.

Decorations (Frances/Carol)

Working on ideas for table decorations, have begun work on swap necklaces. Deciding on what will be included in the main photo op area.

Entertainment (Jessie)

Emailed report: There's not much to report at this time. I am looking at a few cabin contest decorating ideas, and working on costume contest. I am also going to call Amber to help her with some public relations stuff. I will not be on the phone call tonight as I am helping my son with his last project for school, and studying for his final exams!

Historian (Rose)

Committee has begun work on scrapbook. Hoping to complete by mid-July. In good shape, moving forward. Rose has submitted her budget info to Jeanenne. The best pictures for the scrapbook are the ones at the end of class (group shots, finished product).

Meals/Snacks (Melonie)

No update.

Participant Check-In, Guest Services (Cheryl)

No update.

Publicity & Philanthropy (Amber)

Emailed report: Lianne- Are you designing the promotional postcard? I thought that perhaps you do that each year, or is there someone else who does that? **Lianne can do that, but has not done so consistently in the past. Let's talk and see what you need.**

Committee notes:

Philanthropy- I have a couple of ideas I was thinking of, but would also be interested in hearing anything that Jessie had come up with in the past and wasn't able to do yet. If the folks on the conference call want to choose one of these options, I am fine with that.

- Rome-Floyd Community Kitchen – Serving hot meals to individuals and families in need in Floyd County
 - Needs: coffee, sugar, powdered coffee cream, canned vegetables, 12oz bowls, 8oz cups, dried pinto beans (list will likely be edited closer to event)
- Hospitality House for Women. Serving the needs of domestic violence victims with emergency food, clothing and shelter, and relocation services

- Needs: underwear, socks, diapers, diaper cream, household items for setting up house, kitchenware, pillows, sheets, pillowcases, towels
- Voluntary Action Center of Calhoun - serving families in need in Gordon County through a food pantry, community kitchen, and emergency services for victims of domestic violence or eviction.
 - Needs: pantry items, paper goods

Publicity: We need a postcard design and/or flyer to advertise starting July 13. July 13 is the SU Team training date for this summer. I will be out of town, but Sheila is able to attend. We will coordinate with Jan Verderose to find out if we can send home flyers with everyone and/or speak with SUDs/ trainers about the event.

September 14 is the VLC and we will plan to have a booth there again. Has publicity ever compiled/ utilized a list of our committee members' & regular attendees' Service Units? It would make sense to utilize the folks who know the event best to advertise it in their local Service Units. If a list exists, can I get a copy please? If it doesn't exist, can we make one?
That is all that has been done at this time.

Registration (Marie W)

No update.

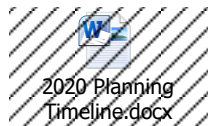
Website/Technology (Marie L)

Melonie sent updated committee manual for the meals/snacks committee and Marie has updated that online.

Marie spoke with a customer support agent at Regonline/Cvent about our account, and just today she attended an online WebEx about the cvent platform.

- It looks like they will transfer the underlying information from our Regonline database (attendees, etc.).
- They will honor our current pricing.
- We will have to start anew to enter upcoming events (including all of our classes and schedules).
- The registration process appears to be more streamlined in that they will be able to send different categories of registrants through different customized pipelines. (I'm thinking trainers, early birds, regular, and scholarship).
- They are to let me know this week whether or not we will be able to access our past Regonline layouts once we request the transition to the cvent platform. I don't want to start the process until I know if we can continue to access our past events. If our old regonline disappear once we transition, I'd like to take a lot of screenshots of the event page builds and make sure that you & Jeanenne download backups of the critical information before we move to cvent.
- We can create a trial cvent site to play around with ("... create a trial account today and start building new events to get familiar with the product")

Given this info, Marie would like to move our registration start to October this year. (She has already broached this idea to Lianne.) Given our registration history, a later date shouldn't affect anything since most everyone usually registers in the first 3 weeks anyway. Also, Marie will be away (Russian waterways river cruise) Aug 1 -16, so this later date would be really help on that front, too. Sheila confirmed that we agreed to that last meeting. This will make our registration much more concise (2 months) instead of the previous 3+ months. **(NOTE: it was updated in our committee timeline, but was not stated as such in last month's minutes).** Updated timeline is attached:



Workshops/Trainers (Sheila)

Sheila sent out evaluations to the committee. Comments were color coded:

red: everything except classes and meals

blue: involving classes, Either new classes or info I need to remind teachers about.

green: food, meals

General observations: most things that were complained about a lot can be handled thru our registration catalogue. Many areas are already covered; the participants just need to click a button. Meals took a beating. However, I noticed that the biggest complaints seemed to be from first timers. Seemed to be some big time publicity gripes, which just shows how the cluster meetings and whole set up served us well. Also in person trainings gave us a great platform for spreading the word. It may help that we will start registration later which will give a longer period of time to attend SU meetings.

Please send Sheila your class entries ASAP – she'd like to get our committee classes established first (she sent email with link to register classes).

NOTE: when you enter your classes on the worksheet, you will be emailed a copy of your responses. SAVE that email – it has a link in it in case you want to go back and update your saved information!!

Council POC (Tiffany)

No update.

Our next meeting will be **via conference call on THURSDAY, June 20th 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.