

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
July 11, 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	
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

- JUL – Finalize high-level committee budgets. FINAL Classes/trainers (stragglers) by 7/15. Publicity to provide save the date info to council for inclusion in area newsletters. Purchase check-in folders (usually 10/\$1 (or sometimes one cent) during Back to School sales) if they haven't been donated. Publicity committee to prepare information to be shared at July 13th training conference and the September VLC announcing when registration packets will be available online & promoting event. Review preliminary detailed overall weekend schedule with entire committee. Entertainment committee to provide details of supplies needed for registration packet/participant confirmation letters/packing list.
- AUG - Purchase check-in folders (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt design and cost for inclusion in registration flyer. Make final changes/complete registration flyers and information packet. Review final registration flyer at Aug Committee meeting. Complete class schedule by 8/15. Finalize detailed overall weekend schedule. Publicity to check council calendar for opportunities to promote event. Begin inputs for online registration late August.

Previous Action Items

- **Lianne** - send Kippy Christina's Unit Hostess script from 2019. **done**
- **Lianne** – send out questionnaire to committee re: committee retreat Sep. 6-8 **done**
- **Tiffany/Clare-Marie** - how will day only, single night, and training only campers be handled given that we are now being charged a flat \$75/pp – will we have to pay the \$75 for these other categories too? **PAST DUE. 2 EMAILS AND VOICE MAILS HAVE BEEN SENT TO CLARE-MARIE AND TIFFANY**
- **Amber** - send copies of the graces handouts from last year to Kellie and Marie L.
- **ALL** – review overall evaluation recommendations in Sheila's report and implement changes as needed.

New Action Items

- **ALL** – review timeline, committee rosters, and committee descriptions and send any changes/corrections to Lianne
- **ALL** – complete committee retreat questionnaire by 8/14
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Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/NcDNtbFeyg> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code **28**.

Committee Reports

Admin (Lianne)

I have updated the timeline, committee rosters, and committee descriptions with changes received after our last meeting. Please give a FINAL REVIEW and let me know if there are any updates/changes needed! Marie Lott will post to our planning committee page on the website.

Lianne started working on the new registration flier, but still lots of gaps. Will provide 1st draft later this month (hopefully, will be getting more details from other committees in tonight's meeting). Need weekend agenda, philanthropy, and budget info primarily.

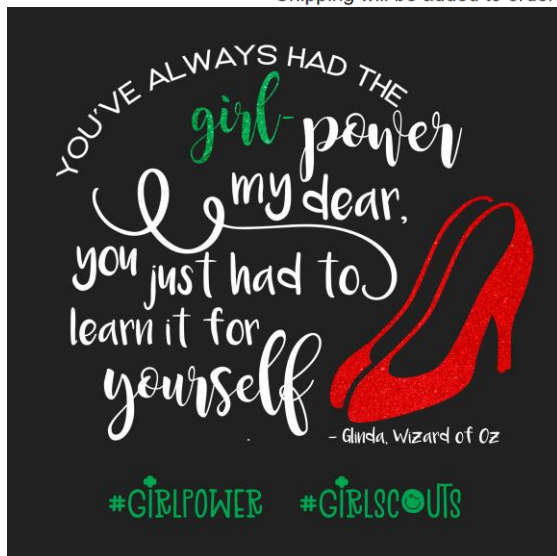
The committee retreat will be **Sep. 6-8** (we'll be in Echo Hill). Lianne sent out an email asking who will be attending and any classes that we would like to teach/take. Please complete the questionnaire by 8/14 (before our next meeting).

With all of the promotional events coming up, especially the VLC in September, it would be a good advertising tool for everyone working the event to wear one of the new t-shirts with the red slippers. Wearing red slippers that they make at the planning weekend would help too to unify the group. It would help them get noticed more. Is that doable and are committee members willing to buy a t-shirt? If interested, let Lianne know by the end of July so shirts can be ordered!

STYLE	Description	Sleeve Length	Neck	Sizing	S-XL	2X	3X
880	Anvil Women's Lightweight Tee, S-2XL	Short	Round	Semi-Fitted	\$14.00	\$16.50	-
980	Anvil Unisex Lightweight Tee, S-3XL	Short	Round	Semi-Fitted	\$14.00	\$16.50	\$18.50
3577	LAT Ladies' T-Shirt, S-2XL	3/4	V-Neck	Classic - Relaxed	\$17.50	\$19.75	-
3588	LAT Ladies' T-Shirt, S-2XL	Long	Round	Classic - Relaxed	\$17.50	\$19.75	-
TOB293	Cotton Tote Bag	-	-	-	\$9.50	-	-

*Prices Include Sales Tax

Shipping will be added to orders placed after the pre-camp delivery deadline.



Financials (Jeanenne)

Only outstanding budget items at this time – budget for trainer subsidies/meals for day only, financial aid discussion. Last year meals/lodging fees were \$56.50; this year, \$75. Admin \$22.77, this year, \$17.75. \$500 discount across the board (\$4.27/pp). Cvent will honor regonline pricing, so that stayed the same. So overall, costs are going up ~\$20/pp, which we have no control over. At this point, cost will be ~\$101 per person.

First Aid (Kim Elmore)

No update.

Opening/Closing (Kellie)

No update.

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

Nothing new to report.

Unit Activities (Kippy)

No update

Decorations (Frances/Carol)

Carol and Rebekah have a work party on the 22nd. Work has been divided between Frances/Carol/Rebekah. Rebekah working on banner. Committee is finishing table decorations.

Entertainment (Jessie)

I am in the process of getting price quotes for ice cream for the social, and checking prices for sugar cookies for decorating cookies. I am going to divide the basement into sections for people to come down to play games, socialize, and do some quick crafts. The plan is for the crafts to be quick, easy, and not require someone being there to teach how to do it. Rose suggested making a simply poppy paper flower for one craft, and decorating a tin can to look like the tin man. I figured out how to do a scarecrow's head, I am working on demo models for these ideas. I found the template for a wizard of oz themed tic tac toe board. I am collecting various quick and board games, and card games for the entertainment table for the weekend. That's about it for now. I do have a question that I'm not sure who to ask, Has anyone ever decorated the doors to the basement room for hosting Saturday night's entertainment?

Historian (Rose)

Committee is getting together the middle of July to finish up the 2019 scrapbook. Ordered the scanning box (on sale) from Forever for personal use and will be including MMLW pages with her personal pages (when there's a great sale). Will be ready to hand off to Lianne for digital work in July.

Meals/Snacks (Melonie)

Final

Participant Check-In, Guest Services (Cheryl)

Sent normal mail to Tiffany re: Dining Hall setup. She said it was all good except they didn't have that many standalone tables. Cheryl needs red, yellow and blue folders. Last month, reported that she has tablecloth for Melonie. It's white on the back, but subtle gold/silver design on front.

Publicity & Philanthropy (Amber)

No update

Registration (Marie W)

Need to establish guidelines for financial aid, recommending the following:

- Budget total equal to (12) 1/2 price scholarships. Prior was 14- 1/2 price scholarships (will need to determine registration cost before able to put in budget.)
- Limit of 1/2 off registration fee.
- If requested and received last year limit of 1/4 off registration fee.
- If received last year and cancelled registration, not eligible for financial aid this year (we had 5 of these).
- All extra aid subject to special circumstances to be handled on a case by case basis (not to be listed).
- Registration code must be requested and received before participant registers. No credit will be issued after registration.
- Specify that aid comes from our event and not council. If any additional aid needed please request from council, troop or service unit.
- All except special circumstance aid need to be listed on registration packet and with financial aid form.
- REMINDER – financial aid is only awarded to attendees from our council (may need to add a cover letter on financial aid application to determine that).

Committee decided to add Transportation Chair so we can clearly subsidize Anthony (or whoever the driver is) vs. giving that person financial aid.

Registration information needs to clearly state that we MUST know ahead of time about transportation needs and bottom bunk restriction.

Cannot offer 2 massage therapists this year unless we can figure out an alternate location for the 2nd therapist – too many complaints from people assigned to the cabin about not being able to access it.

Website/Technology (Marie L)

Received weekend menu from Melonie and will make live on website. Received committee manuals from Carol Townley, and has migrated data to Cvent from Regonline. Several features we previously used on Regonline won't be rolled out on Cvent (no class waitlist capability, advanced scripting to take us from Cvent to our website to see more info, etc.). They do have session groups (sessions = classes); we can put sessions in groups which means we keep classes in same time slots can be in sessions (preventing dup registration in the same time period). Need to have technology subcommittee meeting soon to review options.

Workshops/Trainers (Sheila)

We have space for 49 classes; we have 42 confirmed teacher spaces at this time. If anyone has additional class or instructor suggestions, let Sheila know. Classes confirmed so far:

# Classes	Class hours	Class Teacher	Class
1	3	Jeanenne	Cake Decorating
1	1.5	Rose	Daisy String Art
1	1.5	Francis/Carol	Zipper Flower Headband
1	1.5	Kippy	Essential Oil 101
2	1.5	Kathy/Linda	Wonderful World of Sea Glass Jewelry
	1.5		
1	3	Marie L/Jessie	Astro Scouts - Reach for the Stars (CA SR AMB)
Friday Night	not on room count	Marie L/Jessie	Stargazing Sampler
1	3.5	Kathy L/Kim Feanow	Cabin Camping (formerly Cabin Basics)
		(# 3 in Outdoor Progression)	(suggestion, start in last 1/2 hr of class after lunch to give xtra time)
1	1.5	Linda/Kathy S	Seaglass, Seashell & Pebble Art
1	1.5	Kim Elmore	I'm Melting (Soap)!
1	3	Lianne/Rose	Vinyl Fun

1	1.5	Lianne	Hike Before Lunch
2	1.5	Cheryl Marko	Treats for Toto and Eureka (Dogs and Cats)
	1.5		
2	1.5	Amber	The Wizard's Hat, create a fleece top hat
	1.5		
1	1.5	Cheryl/Genny	Friendship Blankets
		Friday Night	Dining Hall
1	3	Laurie B	Slight detour for bread baking and table
game			
2	1.5	Jeremy / Amber	Basic Camp Gadgets
	1.5		
1	3	Crystal/Stephanie	Crochet 101 and 102
1	1.5	Brenda C	An English Afternoon Tea from the British perspective
1	1.5	Marie W/Genny	Songs for Around the Campfire
1	3	Dee/Bonnie T.	Orienteering Fun
1	1.5	Dee/Jeanenne	Outdoor Survival Skills for Cad-Amb.& Leaders
1	1.5	Dee/Jeanenne	Messy Fun with Home Science Projects
1	1.5	Karen B-K/Beth McWilliams	Leave No Girl Inside (Council Class)
			(Friday night class in basement - #1 in outdoor Progression)
1	3	Beth McWilliams/Bonnie T.	Explore Out (council class)
			(#2 in Outdoor Progression series - Saturday AM?)
1	3	Melonie L	Tin Man
1	1.5	Barbara/Rebecca	The Wizard's Laboratory
1	3	Sheila/Margaret P	Effective Leader for J - Amb Council class
1	1.5	Sheila/Amber	Schmoozing with the OldTimers/
		All Welcome	(Friday night before socials in Echo Hill)

Not Rooms

2 Archery

1 Rifle

1 Horseback Trail Ride

Sat night stars

Silk Screening?

Massages

Council POC (Tiffany)

No update.

Our next meeting will be **via conference call on THURSDAY, August 15th 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.