

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Sept 19, 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

- SEP – Complete online registration entries. Publicity committee to share event information at Volunteer Leadership Conference (Sept 14, 2019 @ Gwinnett Infinite Energy Center **NOTE CHANGE) promoting event. Get online store up/running. Publicity to attend SU meetings to promote event (Sept/Oct). Hold fall planning committee retreat– Misty Mountain (Echo Hill), **9/6-9/8**** NOTE CHANGE.
- OCT – **Beta testing will begin 10/1; instructors/committee will begin registration 10/7 – 10/14 (10/7-10/8 for committee, 10/9-10/14 instructors).** (NOTE CHANGES) Early bird registration for all will begin 10/15 and end on 10/31. **(VLC Perk – can register on 10/14).** Regular registration 11/1 – 11/30. Prior attendees will receive email notification that registration packets are available and registration has begun on 10/15. Council requested class requisition forms submitted to council on 10/15 (wait until online registration is LIVE and confirm LARC sign-up procedures with council). Create preliminary patch designs.

Previous Action Items

- **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? **For those that are coming to teach for the day – will not be staying overnight and not participating outside of teaching then we will charge only if they eat and the fee per meal is \$8.00. For those coming up for the day to be participants will be \$35.00. Those coming up for a single overnight is \$55.00**
- **Amber** - send copies of the graces handouts from last year to Kellie and Marie L. **done**
- **ALL** – review overall evaluation recommendations in Sheila’s report and implement changes as needed.
- **ALL** – review timeline, committee rosters, and committee descriptions and send any changes/corrections to Lianne **no updates received. Update made to timeline to reflect new registration dates in Oct.**

New Action Items

- **Lianne** – send out poll if October 17th meeting should be via conference call or in person (if majority wants in person, Lianne will update minutes to reflect meeting location).
<https://forms.gle/kdpMvT6cKQBQicky7>

- **Lianne** – confirm if the \$55 single overnight is for Friday and Saturday single nights and which meal(s) are included.
- **Lianne/Jeanenne** - Need to confirm registration packets and final registration amounts.

Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/dDkaud6IML> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code **30**.

Committee Reports

Admin (Lianne)

- Lianne created a Square account for MMLW which can be used for collecting payments (in addition to PayPal). This sign-up will get us \$1000 in free credit card processing!
- Overheard by Cheryl Marko at VLC: Cheryl Waybright wants to pitch her own tent outside Echo Hill and not stay in a cabin. She has not asked us yet, and we would need to confirm that that would be okay with council office (we would still charge same weekend fee).
- We discussed if the October meeting could be in person instead of via conference call. Some folks wanted to meet as a group and join the call as a group if it was decided to keep the conference call. Lianne to send out a poll to the committee. Complete the poll at <https://forms.gle/kdpMvT6cKQBQicky7> no later than 9/26/19. Lianne will notify the committee whether the meeting will be via conference call or in person on 9/27.
- We discussed the committee retreat for 2020. Cost of the units at GS camps are high (\$500+) for the weekend – may need to look at state parks or other options. The committee voiced a preference for the retreat to be held in early September (before registration opens and before the VLC so we can do lots of planning/work at the retreat).

Financials (Jeanenne)

We have purchased the Team plan for Cognito (for 5 months) which is not in the budget. (Will be able to downgrade to the free account for the remaining 7 months of the year). Jeanenne thinks it will still be OK as Regonline was probably charging more than Cognito. It boils down to Cognito costing about \$1.60 - \$2.00 a person for registration functionality. We need to make sure [to] pay the PayPal fees from Cognito since we charged participants \$9 for the registration process. We can see how much it really comes out to be after this year's registration.

First Aid (Kim Elmore)

Kim got recertified in Red Cross First Aid/CPR through the Girl Scouts on August 17. She is still registered to take Wilderness First Aid from the Northeast Georgia Boy Scout Council on November 1 and 2. She has also learned that Gwinnett County Parks and Recreation is offering Wilderness First Aid on October 19 and 20. The cost is \$111, and you can register online at www.gwinnettparks.com. That is the Outdoor Trainers retreat weekend but she's passing it on for anyone who is interested.

When Kim reviewed the contents of our first aid kit, several items were out of date and will need to be replaced, but she will wait until December to purchase them so they will have longer expiration dates. She was also surprised to see that each of our cabin first aid kits only contained small bandages, a pair of gloves, and an ice pack. There was nothing for a serious, life-threatening condition. She discussed this briefly with Jeanenne (when we were discussing budget), who said she thought the idea was that anything more serious should come to the first aider. Last year, Kim took a class through Gwinnett Medical Center that emphasized immediate care for severe bleeding and other emergencies. Kim thought it seems incongruous that we ask our participants whether they are certified in CPR, but we do not provide them with any supplies when the first aid kit could take 10 or 15 minutes to get there from the dining hall. Jeanenne also stated that she did not think breathing barriers were necessary because many organizations now teach compression-only CPR. For that reason, Kim waited to address this until

she completed her recertification. Our council classes and the Red Cross DO include breaths in CPR, although they state that compression-only is an option if you cannot do the breaths. SO, Kim has purchased "trauma" supplies for each cabin, to be used in case of the kind of severe emergency we hope will never happen. The supplies include extra gloves, a small keychain-type breathing barrier, gauze pads and roller gauze, and bandage scissors (the kind that can also be used to cut away clothing). She will keep everything within the \$50 budget. The supplies will be placed in a Ziploc bag near the door of each cabin, with instructions that they are for emergency use only and the first aider must be called if they are used. She will also have some higher level supplies from her personal first aid kit (a better breathing mask and a tourniquet) with her. We will hope that we do not ever need them. The only action needed on anyone else's part for this is that she would like the location and purpose of the first aid supplies to be included in the information given out in the packets. (She thought about asking the unit hostesses to go over it, but not everyone is there on Friday night; however, not everyone reads their packet so maybe we could do both?) She can write something up and send it to Cheryl if that is what she needs to do.

Opening/Closing (Kellie)

No update.

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

Nothing to update.

Unit Activities (Kippy)

No update. (Sheila has extra rosettes with faces on them – would like to add Unit Hostess; Sheila to call Kippy).

Decorations (Frances/Carol)

Busy crafting – committee got to see corn stalks at the weekend retreat; currently working on yellow brick road for photo op area.

Entertainment (Jessie)

No update.

Historian (Rose)

No update.

Meals/Snacks (Melonie)

Nothing to add. Sent photos for her classes to Marie L.

Participant Check-In, Guest Services (Cheryl)

Got some folders at the retreat – bring any additional folders. Reviewed overall evaluations and ballot theme. We will not have a ballot this year - Committee will pick theme for 20th anniversary. Cheryl checked with council and no issue with girls making dog treats/selling. We made the electronic newsletter from the council! Great publicity for us! Cheryl will also write something up for the Trefoil Guild newsletter.

Publicity & Philanthropy (Amber)

- Thanks to Sheila, Jessie, Carol and all others who helped out at the VLC! Amber heard it was a success and photos were taken of fliers to email to their SU. (no postcards handed out).
- VLC was right next to Outdoor Blast. Carol Townley stepped up when Sheila and Jessie weren't in the booth. Collected names and emails to send notice of registration opening.
- Amber is trying to find out about Service Unit meetings to promote MMLW, and is having a tough time getting a response from the folks at Council. If anyone knows where we can locate a list of Service Unit Directors, it would be appreciated, so that we can at least send out digital

flyers. If any of you know of dates for SU meetings in your area, we would love to send representatives to as many Service Unit meetings as possible in the end of September and throughout October. (Jessie has 5 SU meetings booked in Gwinnett!) Need volunteers to help in Cobb County.

- The philanthropy project this year will be for Hospitality House for Women, a shelter for women and children who are escaping abusive relationships. They have a long list of wants, and the list should now be on the website.

Registration (Marie W)

Working on database to include class information and ensure all data is available to transfer from the registration. On vacation beginning 9/28 for a week, but will have internet access.

Website/Technology (Marie L)

- Class pages are now live. 65 individual class pages have been completed. Have a few classes that still need pictures, but otherwise all class photos are included. (You can send updated photos too – text to Marie Lott or email).
- We've been working on the new Cognito Forms that we're using for registration this year. The site is almost ready for testing. We opened a free Square account (could use Square, PayPal or one other account). Same fees as PayPal.
- Massages to be set up so that no one (including committee) can register "early" and take all the slots (may not be possible?). Marie noted that the system will not allow two slots to be picked in the same class session (so no back-to-back massages can be booked in the same session), so this will help with the perception that committee members and trainers were taking all the slots. There will be (13) 30-minute massages and (5) 45-minute massages this year.
- Should be ready to open registration for beta testing Oct. 1st. Need to confirm registration packets and final registration amounts (Lianne/Jeanne).

Workshops/Trainers (Sheila)

Mary Scannavino is going to be teaching Origami. Amber is teaching a global training (and only 1 hat training). Worked at the retreat and got a lot accomplished!

Council POC (Tiffany)

No update.

Our next meeting will be **via conference call on THURSDAY, Oct. 17th 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.