

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
Oct 17, 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

- 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.
- 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).

Previous Action Items

- **ALL** – review overall evaluation recommendations in Sheila’s report and implement changes as needed. **Ongoing – close action item.**
- **Lianne** – send out poll if October 17<sup>th</sup> 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> done. **Only 2 people voted for in-person meeting; next meeting will be on 10/17 via conference call.**
- **Lianne** – confirm if the \$55 single overnight is for Friday and Saturday single nights and which meal(s) are included. **Done.**
- **Lianne/Jeanenne** - Need to confirm registration packets and final registration amounts. **Done.**

New Action Items

- **Kippy** - reach out to Christina to get unit hostess script from last year.
- **ALL** – does anyone have Wicked soundtrack, or The Wizard of Oz Movie soundtrack for Jessie?
- **ALL** – Cheryl needs some volunteers to help with check-in – see report for list.
- **ALL** – Send Cheryl feedback on theme for 2021 event (Cheryl, maybe do a poll?)

## Discussion Items

The recording from tonight's call can be heard at <https://fccdl.in/g9JHEgVEFy> or Playback Number: (319) 527-2892, Enter Access code 294674#, Meeting Reference Code **32**.

## Committee Reports

### **Admin (Lianne)**

Lianne clarified several items that have come up recently:

- Committee member subsidies – In the past, we have had a budget of \$50 to award (in \$10 amounts) to committee members that have been major contributors to a committee throughout the year; this has been awarded at the discretion of the committee chair. In the past, we have awarded very little of this money. This year, given the increased costs for camp and our budgetary constraints, we reduced that budget item to \$20. The cost of the weekend is the actual cost of weekend amenities, excluding classes. So, the base cost represents the facility rental, food and program costs for entertainment, decorations, etc. Committee members will be taking advantage of all of those. Committee members would NOT pay for any class they are teaching (and they would automatically get the \$10 trainer discount – note, the class fee will show up in the payment detail but will show a reversed entry, netting 0). The only discount is if an instructor comes up for a day only and only trains. We are giving them a meal, but they do not stay overnight, nor take advantage of the entertainment, decorations, etc. Individuals needing additional subsidies should request financial aid.
- Massages – as of noon 10/15/19, we have 54 people registered, and we have 3 massages left. The Cognito system does not let folks book multiple massages in the same session, so it wasn't an issue (and didn't have to include anything about that in the registration packet). Committee members are signed up for only 4 separate massages of the 18 in the schedule. I asked Sheila if we could add a 2<sup>nd</sup> massage therapist. Marie W. expressed concern in using a 2<sup>nd</sup> sleeping cabin for the massages due to the complaints last year from attendees not being able to access their unit to get ready for the costume contest before dinner. Possible suggestions are as follows:
  - Put people scheduled for a massage in the room with the massage therapists
  - Do not schedule any massages for the period before dinner (last massage ends at 5:50 PM, dinner @ 6:30 PM, costume parade at 8PM)
  - Notify those people that are assigned to a massage cabin when the cabin will be available and have them take their costumes to the main cabin or dining hall if they need more time to get ready
  - Others?

Committee felt that we should let massages fill and not add 2<sup>nd</sup> class (just like running out of space in Tea Time or other classes). Re-evaluate next year – maybe if we can figure out how to schedule massages during class times only (breaks during class breaks) and/or find alternate locations for massages.

- Kosher Meals – we had one attendee inquire about reduced weekend cost because she is strictly kosher and will not eat meals in our dining hall. This individual will bring her already prepared meals to camp. Clare-Marie advised that cost of the meals is \$30 so we can reduce her registration by that amount. We will be handling this on a case-by-case basis as individuals.
- Banned Participants – As a committee, we MUST be inclusive and set a proper Girl Scout example. No one is “banned” from attending the weekend (unless they are violent, have threatened someone, or are caught stealing). We will not ban someone just because they have an obnoxious personality (or we'd have to ban a bunch of us on the committee too! LOL). With that being said, we do NOT have to accept bad behavior from anyone in a class. If someone is heckling an instructor or being disruptive, they should be asked to stop and should be dealt with on a case-by-case basis. In the past, we've had a certain individual who has been disruptive and annoying in class. IF she completes her registration (she has not, at this time), Lianne will reach out to her personally and let her know that while we are looking forward to her coming to the

weekend, we cannot tolerate rude, disruptive behavior in the classes, and if she cannot agree to that, we will refund her money. The committee should NOT do anything discriminatory against anyone, just because they are annoying. That could be reported to the council and could even result in a potential lawsuit, jeopardizing our non-profit status. The committee must be inclusive, and Lianne will be glad to discuss further with anyone offline.

#### **Financials** (Jeanenne)

Website went well, Cognito registration is going well. Registration money is being deposited in our checking account next day from Square (free processing is now used up).

#### **First Aid** (Kim Elmore)

Is anyone else on the committee a trainer who will be attending the All Trainers meeting on November 3? Kim found out that the Wilderness First Aid class that she is taking to be prepared for Mountain Magic is going to run over to Sunday, November 3, and is not scheduled to end until 3pm. (It was originally listed for November 1 and 2 only.) That WFA class is about 1-1/2 hours away from Timber Ridge, so even if she can leave early, she will probably miss most of the trainers meeting. She needs someone to please take notes for her and pick up any materials that are handed out. She can probably stop by toward the end of the meeting and get them.

#### **Opening/Closing** (Kellie)

No update.

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

In Nov., Rebecca will start collecting 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** (Kippy)

Marie found updated kaper charts for Chestnut Gait/Trotters Ridge and sent them to Kippy. Kippy needs to check with the ranger to determine if any kapers have changed since last year. Kippy will get with Marie W about cabin assignments (Kippy to assign hostesses). Unit Hostesses are still needed for Echo Hill and one more cabin (Rose, Jessica Preble, and Kippy are hostesses for other units). Sheila has rosettes for unit hostesses (can be worn on shirt or on swap necklace). Kippy will reach out to Christina to get unit hostess script from last year. Jeanenne volunteered to be unit hostess and help with unit check-out, so now Kippy needs one more unit hostess.

#### **Decorations** (Frances/Carol)

Jeanenne reported that they are busy with decorations! Jeanenne is working on backdrop. Frances made flying monkeys and Carol working on Oz decorations. Rebekah has made some wreaths for the DH.

#### **Entertainment** (Jessie)

Jessie is finalizing the various stations for the basement. She will need some volunteers to help her downstairs. Does anyone have a copy of the Wicked soundtrack, or The Wizard of Oz Movie soundtrack? She would like to use it for the costume parade, and in the basement. She will have a list of stations in November. She has also been busy visiting various service units in Gwinnett County. People are excited about the theme and new classes!

#### **Historian** (Rose)

Scrapbook is finished, it is 32 pages. Has been sent to Forever for scanning (\$1.25/page). Should have back by end of Oct. and will be watching for deals for printing. We are taking copies of past scrapbooks to VLC, SU meetings, and trainer meetings for advertising.

### Meals/Snacks (Melonie)

Nothing new to report.

### Participant Check-In, Guest Services (Cheryl)

1. Need commitments for staffing the stations:

#### 2020 Mountain Magic Leader 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<br>b.   | a. Cheryl Marko<br>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                       |                         |                                 |
| 8. Collect Fees                      | Lianne Griffin          | Lianne Griffin                  |
| 9. Newbies & Welcome                 | Not Required            | Not Required                    |
| 10. Free Table                       |                         |                                 |
| 11. Snack Table & drinks             | Melonie Luxbacher       | Melonie Luxbacher               |
| 12. Floater                          |                         |                                 |

2. Need final 2021 Theme to announce at the weekend – send comments to Cheryl.

- a. Roaring 20s and All That Jazz
- b. Misty Turns 20!
- c. ??

3. Incorporated comments on the Overall Evaluation. Send me any additional comments.



MMLW Overall  
Evaluation 2020.docx

Last year, there were very few committee members that were helping stuff folders. If you can help Thursday night stuffing packets, please do so.

### Publicity & Philanthropy (Amber)

Sheila reported that council is sending out blurbs to leaders letting them know our registration is now open.

### Registration (Marie W)

We have 66 people registered as of today. 10 were VLC, only 7 are first timers. We have some classes that are full already (sea glass/pebbles and camp gadgets were both full, but instructors are allowing increase in class sizes; soap class is full). A few additional classes are almost full, but the instructor isn't registered yet. There are 10 instructors not yet registered, all committee chairs are registered. There are several incomplete registrations. Ten people have applied for financial aid (5 have registered), one denied because she canceled last year. Three others applied last year so got ½ this year (2 of the 3 have now registered). We have 4 additional ½ slot financial aid still available to award. Still working to get information from Cognito into database (almost there).

### **Website/Technology** (Marie L)

As of 1 PM today we had 66 registered. We have 3 remaining massages out of 18 total available. Marie reported an interesting breakdown of the priority registration numbers (10/7-10/14). The early registration tally of registrations & massages is as follows:

#### REGISTRATIONS

- By midnight on 10/14 we had a total of 34 registrations.
- 16/17 chairs
- 8/13 non-chair instructors
- 1 non-instructor planning committee member
- 9/65 VLC attendees
  - 2 first timers
  - 7 returning participants (5 of whom booked massages)

#### MASSAGES

By midnight on 10/14 we had a total of 9/18 massages booked, leaving 9 available at opening 10/15.

- 3 chairs
- 1 instructor
- 5 VLC – all returning participants

(Note about the discussion at retreat to hold massages until 10/15: We did hold 4 of them. It has turned out to be challenging to edit registrations after submittal since Cognito freezes the transaction summary after payment.)

### **Workshops/Trainers** (Sheila)

Sheila has been sending emails to trainers not yet registered (classes are filling and we need to make sure a spot is available for the trainer to register too!) Early bird and trainer discounts expire 10/31! Sheila asked Rose to help contact Brenda Carswell about registering for the weekend.

### **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, Nov. 21<sup>st</sup> 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.