

2020 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Dec 19, 2019 Committee Meeting

2020 Planning Committee

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

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

- DEC – Order patches by Dec 5th. **FIRST** email to all class instructors with preliminary “final” class counts on 12/15. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all Planning Committee volunteers are registered GS. Close participant changes to class schedules 12/7. Email participant confirmation packets sent NLT 12/10 – participants must request class corrections NLT 12/17. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).
- JAN - Provide Camp Director # of vegetarian meals needed & food allergies & final meal counts. Trainer gifts purchased, all committee work finalized. Broadcast reminder email to all participants (ensure you have your class supplies, packing list, etc.) two weeks prior to the event (**Jan. 9**). Have first-timer conference call (recorded) on **January 10** (1-2 weeks prior to event) to answer last minute questions. Participant check-in stuffing AT CAMP (night before start of event). **SUCCESSFUL EVENT HELD!!** During event, tally votes for next year’s theme and announce winner. Prepare reimbursements for all trainers/committee members that submit receipts/reimbursement form by end of day Saturday night event. Develop verbiage to be sent in final email to participants. Confirm dates for next year’s event and provide to council for publication in council calendar.

Previous Action Items

- **ALL** – Cheryl needs some volunteers to help with check-in – see report for list. **Complete**
- **Kellie** – confirm sound system in dining hall with camp director **done**
- **ALL** – provide Rebecca special setup needs for Ranger **Done**
- **ALL** – give Marie L updates to attendee info page
- **ALL** – let Jessie know if you can help out with any of the stations at the Saturday evening entertainment **Done**
- **ALL** – Kippy found someone that can do embroidery for MMLW committee shirts – send shirts and \$ ASAP if you need a shirt for the weekend (we wear these Friday night) **Done**

New Action Items

- Wizard of Oz Collector Doll Fund Raiser
- **Marie L** - post Welcome Call details on Website.
- **Marie W** - include Welcome Call details in email going to participants
- **Amber, Jessie, Kippy, and Kellie** – Graces for each cabin unit will be put together by Amber and Jessie. Kippy will include in Host Package for Friday Night. Kellie will add to PowerPoint.

- **Rebecca, Sheila, and Cheryl** - Set-up request for Dining Hall and additional tables/chairs for cabin areas need to be sent to Joanna Biggers by Jan 3rd. **Done**
- **Sheila and Jessie** – Will bring 4 additional tables for the dining hall's use.
- **Frances** – Will send photo of Wizard of Oz Dolls for minutes.
- **Marie W.** – Send Vegetarian and Special Menu request to Joanna by Jan 3rd.
- **Marie W and Marie L** – Change Breakfast start time on Sunday to 7:30am on materials.
- **Melonie** – Send menu to Joanna. **Done**
- **Cheryl** – Order Ribbons
- **Marie W.** - Final Class Participation list to Instructions by EOY **Done**
- **Jessie** – Decorate boxes for Philanthropy and bring to camp.
- **Jessie** – Call Genny to ask her to do Songs on Saturday night.
- **Lianne** – Send out request info to Committee members for date and approximate arrival time to camp. Joanna would like list of those arriving on Thursday.

Discussion Items

Frances Parks purchased 10 Wizard of Oz Collector dolls at a Garage Sale for \$20.00. The dolls are in mint condition and in their boxes. This is a complete set. Value is probably around \$300.00. Discussion began on how to use these dolls as a fund raiser for Mountain Magic. Committee Members did not believe putting them in the auction at Camp would bring the most money for them. Some ideas: EBay, Raffle Tickets at Camp. Committee wanted Lianne's input and further discussion.

Committee Reports

Admin (Lianne)

Final chance to preorder your shirts/tote bags for pickup at camp - Visit <http://www.3leaves.org/mm-common/store/MMLWstore.html>. Pre-orders will be accepted through 12/21 (orders placed after 12/21 will be placed with the shirt vendor AFTER camp and will incur a \$4/item shipping charge to mail after camp). Lianne posted an update yesterday on our Facebook page, and has a final FB post scheduled for 12/21. Twenty-four people have ordered (34 items) so far. (The order will be placed with our shirt vendor on 12/22).

The welcome conference call for newbies will be on **Thursday Jan 9th at 8PM EST**.

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.

Financials (Jeanenne)

If you are in need of reimbursements for committee or class, you can send request to Jeanenne now. Otherwise, bring forms and receipts to weekend and turn in for reimbursements.

First Aid (Kim Elmore)

Marie Lott has sent Kim a download of the health forms that were submitted online. She still has a few supplies to buy at the last minute so they will be as fresh as possible. A lot of what we had was

outdated. Because so few people have turned in forms, she will bring 50 or so of the health forms, about 10 incident forms, plus she will be bringing her laptop and laser printer.

Opening/Closing (Kellie)

No Report

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

Deadline for set-up request items to be included in a list to go to the Ranger is today. Rebecca received request from Melonie for Microwave on Snack Table, Cooler for Water Bottles, and Hot Water station for Hot Chocolate. This is all that Rebecca will send to Joanna.

In addition, Joanna needs a list of table and chairs for each unit. Sheila will get that to Joanna by Jan. 3rd. Camp is closed now through EOY. Jan 3rd.

Cheryl will send a list of Dining Hall table needs and set-up directly to Joanna by Jan 3rd.

Sheila and Jessie will bring 4 additional tables to be used in the Dining Hall.

Unit Activities/Checkout (Kippy)

Called and emailed numerous people and no one is willing to help her. Christina is not coming to the event. Need volunteers or we will end up doing Friday night host activities in the Dining Hall.

The following people volunteered:

- Jeanenne – Shellcracker - Host and Checkout
- Rose – Chestnut Gait – Host and Checkout
- Sheila – Echo Hill – Host and Checkout
- Kippy – Blue Gill – Host and Checkout
- Jessie – Trotters Ridge – Checkout (Jessie will stay in Blue Gill)
- Jessica – Trotters Ridge – Host

Amber and Jessie will put together a set of graces for each cabin to choose from. The graces will be provided to Kippy to include in the Host package for Friday Night. Kippy will send the grace list to Kelly, so she can add to PowerPoint. Kippy will look at the Agenda to see grace time for each cabin to include in info.

Kippy got embroidered shirt back and it looked good.

Decorations (Frances/Carol)

Packed and ready to go. So far so good.

Frances purchased a set of Wizard of Oz Dolls (10) in mint condition from an Estate Sale for \$20.00. See above in minutes under Discussion Item. Frances is to send photo of dolls to include in minutes.

Entertainment (Jessie)

Still looking for sound track to Wizard of Oz.

Need help for the following areas on Saturday night:

- Ice Cream Station - Kippy
- Paper Flowers – Melonie

Historian (Rose)

Lianne created the digital scrapbooks for printing and we were able to order on a 60% off sale! The pre-ordered books (for MMLW, Lianne, Melonie, and Sheila) have arrived and will be brought to camp. They look great! Will take orders at camp for additional books.

Meals/Snacks (Melonie)

Will buy water close to the event. Melonie will be stepping down after this event. Committee Chair position will be open for next year. Marie Wright will be sending vegetarian/special needs report to Joanna by Jan 3rd. Joanna asked if breakfast can be pushed to 7:30am. Breakfast time is based on the class schedule start time. Answer: Saturday no; but Sunday we can change start for 7:30am. Joanna asked Melonie to send her menu for the weekend.

Participant Check-In, Guest Services (Cheryl)

Need help staffing tables for check in - Camp Helper and Free Table Monitor.

Participant check-in – Melonie
Newbie and Welcome – Kathy
Camp Helper – Lianne
Saturday morning Instructors – Kippy
Free Table Monitor - ?

Theme Options:

A Roaring 20's Weekend to Celebrate 20 years of MM – **Winner!**
Putting on the Ritz to celebrate 20 years
All Jazz up to Celebrate 20 years
Misty Turns 20. Let's celebrate w/ a 20's Gala.
Roaring 20's and all that Jazz

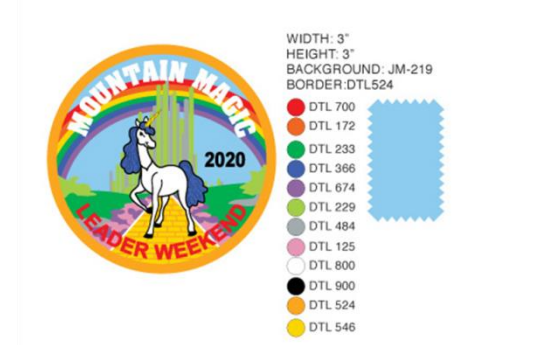
Cheryl needs to order ribbons.

Publicity & Philanthropy (Amber)

No Report. Jessie will decorate boxes for Philanthropy.

Registration (Marie W)

Ordered 128 patches for event- orders should be back to California by 12/30, then sent to Marie.



Received verification list back from council – 7 people not registered, according to council. Marie has emailed them to get registered. We have had 4 participant cancellations so far, 119 still attending. (Refunds have been given via Square – this is working well – refunds directly to their credit card, and we are refunded a piece of the transaction fee too).

Attendee Breakdown:

111- full weekend
4-Saturday night only
2-training only
2-Saturday Day only

Sent out participant emails with class lists on 12/13

Sent out preliminary class lists to instructors on 12/17.

Sent out preliminary list of council classes to Jan Verderose on 12/18

Sent new participant list to Kippy on 12/18.

Camp Helper – 5 spots available. Marie will be going through committee members to see who has free time and ask those to see if she can fill the spots.

The final class attendees report will be sent to instructors at the end of December.

Discussion between Marie and Jeanenne about allowing someone to add on in one of the cancel spots. After a certain date, it will take too much juggling to bring a person.

Preparing T-shirt pattern for Screen Printing.

Website/Technology (Marie L)

Attendee Info page updated, but would like committee members to review. Helping Marie W with registrations using Square systems. Refund process is working well with it. We are getting refunded the fees when we do the refund for the participants. Store is open for 2 more days if you want delivery at camp. We have 21 t-shirts and 6 totes sold. Orders are coming in since Lianne did a Facebook post earlier in week. On Sunday, shipping charges will be added to the store.

Workshops/Trainers (Sheila)

Done. Thanks to Jeanenne for taking on the gifts again and to Marie Wright and Marie Lott for help on the committee. Sheila is looking at places where instructors may need help, particularly helping with Screen Printing. Jessie is supposed to call Genny to ask her to do Songs on Saturday night. Jeremy is teaching riflery and archery. Camp staff is doing Horseback Riding.

Council POC (Joanna Biggers)

Joanna would like to make sure she starts collecting all necessary information so they are well prepared ahead of time. Please send her our schedule for Mountain Magic (weekend agenda here - <http://www.3leaves.org/mm2020/WeekendAgenda.html>) and the list of things we need done by their ranger at your earliest convenience.

Everyone should plan to arrive at camp on Thursday mid-afternoon or later. Joanna would like a count for Thursday night. Only one cabin will be open for sleeping on Thursday night. The Dining Hall and basement of Dining Hall will be open. New heating system for Dining Hall. All cabins will be open on Thursday night so that instructors can drop material off at cabins.

Our final committee meeting will be **via conference call on THURSDAY, Jan. 16th at 7PM.**

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