

2022 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES

April 20th 2021 Committee Meeting

2021 Planning Committee

Carol Townley	Jessie Napier	Lianne Griffin	Rebecca Wright
Cheryl Marko	Karen McFadden	Marie Lott	Rhiyana Pineau
Frances Parks	Kim Elmore	Marie Wright	Rose Lowe
Jeanenne Adams	Kippy Penney	Megan Matthews	Sheila Mills

Guests/Sub-Committee Members

Amber Ackerman	Faith Burke	Jessica Preble	Rebekah Rogers
Brenda Carswell	Genny Welday	Kathy Stephan	Marie Ross
Clare-Marie Hannon	Kellie Haley	Linda Selbach	Robin Antzoulatos
Desiree Salter	Jennifer Chancey	Nathalie Gregory	

Timeline Review

- APR - Review finances from previous year and begin current year budget planning. Finalize timeline. Establish committee chairs and begin to recruit volunteers for committees. Create Google Docs form for instructor input of class details and pictures (this will create Excel spreadsheet for direct import into database and website) by April 20th. Review class evaluations. Committee chairs begin to update "operations manual" for their committee's work activities (activities prior to and during the weekend). Invite 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. Submit application for committee fall retreat to council (or determine alternate retreat plan).
- MAY - Contingency and long-range planning discussions. 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 checks. 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. ~~Finalize scrapbook and send to Forever for scanning (wait for scanning sale in Jul/Aug/Sep). not applicable to 2022~~

Previous Action Items

- Lianne - resubmit application for SU event (copy last year's application) **done**
- Lianne - send out link with our zoom calls – will be the same link each month. **Done (posted in FB group also as pinned announcement). NOTE: Zoom links not included in these online minutes for security reasons.**
- Lianne – create private FB group for planning committee and invite all members to join **done**
- ALL - Reach out to Jeanenne if you need your budget or actuals numbers from last year.
- TBD – Send Clare-Marie or Carolyn Schroeder our event basic description and cost for inclusion in the council catalog. Due May/June.
- Lianne – complete Google Docs for class instructors and send to Sheila.

New Action Items

- Lianne – send Rhiyana Kellie Hayley's contact info **done**

- **ALL** – let Lianne know if you will not be continuing as committee chair beyond 2022 event and if you have a prospective replacement for your position **BY 4/27/21**
- **Jeanenne** – send budget/actuals from last year to all committee

Discussion Items

Meetings for the 2022 event will be on the 4th Tuesday except Nov/Dec/Jan which will be on the 3rd Tuesday from 7:30 – 9:00 PM ET.

Meeting dates are as follows:

May 25	Aug 24	Nov 16*
Jun 22	Sep 28	Dec 21*
Jul 27	Oct 26	Jan 18*

The SAME Zoom link will be used for all meetings.

Rhiyana has volunteered to chair Opening/Closing committee.

Long term planning – now is the time to be bringing in replacements if we are not planning to continue with MMLW after the 2022 event. See action item #2 – let Lianne know if you will be retiring following the 2022 event.

Committee Reports

Admin (Lianne) – Application for event has been submitted to council. Lianne to set up all zoom calls/meeting notices for remainder of year. We reviewed the timeline (posted to website). Send updates/changes to Lianne.

Please also review our committee roster and committee description documents and let Lianne know if there are any corrections/additions. Thanks.

Financials (Jeanenne) – one person contacted Jeanenne about last year’s budget. Jeanenne will assume that if she doesn’t hear from you, budget will be the same as last year. Jeanenne will resend budget amounts from last year. Final budget due 2 months before registration goes live.

First Aid (Kim Elmore)

Opening/Closing (Rhiyana)

Camp/Unit Set-up & Takedown (Rebecca)

Unit Hostess Activities/Checkout (Karen McFadden)

Decorations (Frances/Carol)

Entertainment (Jessie)

Historian (Rose)

Meals/Snacks (Kippy Penney)

Participant Check-In, Guest Services (Cheryl)

Publicity & Philanthropy (OPEN)

Let Lianne know if you have potential candidates for the Pub/Philanthropy committee chair position.

Council is renovating Famhouse and looking for donations. There may be other needs that we could “adopt” to support Misty Mountain. Atlanta council does have a wishlist (not necessarily camp related?) but that might be another option.

Registration (Marie W)

Website/Technology (Marie L) – anything to be added to the planning page, please send to Marie for posting.

Workshops/Trainers (Sheila)

Council POC (Vanessa Matravers/Clare-Marie Hannon)

The link to our recorded call (both audio only and video) are at https://www.forever.com/app/users/mountain-magic-leader-weekend/albums/2021_04_20-mmlw-meeting/de58g7xo9g8ih6ntsckjvj9ig.

Our next meeting will be via conference call/ZOOM on TUESDAY May 25th @ 7:30-9 PM.