

2022 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
May 25th, 2021 Committee Meeting

2021 Planning Committee

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

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

- 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~~
- JUN - Determine preliminary high-level committee budgets. Finalize philanthropy project details. Entertainment committee to finalize framework for weekend events. Develop 1st draft registration flyers. Continue establishing classes/trainers. Reconvene technology sub-committee to determine if we can offer an enhanced online registration for 2021, including automatic feeds to database and class changes. Committee chairs finalize "operations manual" for their committee's work activities (activities prior to and during the weekend) – this should be a "brain dump" of what goes on in each committee – submit to Marie L. to be posted on website. Continue work on classes/trainers.

Previous Action Items

- **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. **Done.**
- **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

New Action Items

Discussion Items

Lianne will be unable to attend the June planning committee meeting (camping with her grandsons in Florida that week). Is anyone willing to “chair” the meeting next month? Rhiyana

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 on web page). 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) – please send budget info ASAP.

First Aid (Kim Elmore) -

Opening/Closing (Rhiyana) – has reached out to Kellie (2 emails) but hasn’t heard back yet. Rose has Kellie’s power point from 2 years ago that she can send to Rhiyana.

Camp/Unit Set-up & Takedown (Rebecca) – Will likely not purchase new lights since this is the final year.

Unit Hostess Activities/Checkout (Karen McFadden) – no update.

Decorations (Frances/Carol) – no update

Entertainment (Jessie) – no update

Historian (Rose) – Rose has expenses from 2020 book that has not yet been reimbursed – it is to be included in the 2022 event. But, she’ll also have the budget for the 2022 book as well. We will be doing the book digitally and will do page prints for the traditional book.

Meals/Snacks (Kippy Penney) – no update. Meals were planned for last year, but will need to handle that in August this year.

Participant Check-In, Guest Services (Cheryl) – will be using folders she already has (will NOT be color coded). We should have enough neck wallets, but would like to encourage participants to bring them if they have them.

Publicity & Philanthropy (OPEN)

Council is renovating Farmhouse and looking for donations. There may be other needs that we could “adopt” to support Misty Mountain. Atlanta council does have a wish list (not necessarily camp related?) but that might be another option. Rhiyana suggested we may also find out if there is anything needed for summer campers (pool noodles, bicycle helmets, etc.) that we could donate.

Registration (Marie W) - nothing to report yet. Will likely need ink and printer paper. Should have enough labels to last through this year.

Website/Technology (Marie L) – Website is ready for content. She is current posting minutes and meeting dates. (has not posted

Workshops/Trainers (Sheila) – Sheila sent email on 5/15 to instructors with link to register.

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_05_25-mmlw-meeting/anwv9ix35rdubpctfpx15wd2a

Our next meeting will be via conference call/ZOOM on TUESDAY Jun 22 @ 7:30-9 PM.