

2022 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
August 24th, 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

- AUG - FINAL Classes/trainers (stragglers) by 8/15 (or 8 weeks before registration opens). Purchase check-in folders if needed (usually 10/\$1 during Back to School sales) if they haven't been donated or purchased. Finalize t-shirt/tote bag design and costs for inclusion in registration flyer. Complete class schedule by 8/15. Finalize detailed overall weekend schedule. Publicity to check council calendar for opportunities to promote event. Begin inputs for online registration late August.
- SEP – Make final changes/complete registration flyers and information packet. Review final registration flyer at Sep Committee meeting. Publicity to attend SU meetings to promote event (Sept/Oct). Hold fall planning committee retreat in Sep/Oct (date/location TBD). ~~Complete digital scrapbook and be ready to order committee copies during fall sales.~~ Not applicable for 2022. Confirm menu options with camp director. (Menu will be finalized at Oct. planning committee meeting.)

Previous Action Items

- All** - Committee members to update manuals. Especially for those retiring members
- Marie Ross** – Provide options for Fall Retreat. Committee will decide if we are having a retreat at the August meeting. **Options discussed, follow up next month.**
- Vanessa Matravers** - Find out from council if there are any other events we can advertise Mountain Magic Leader Weekend at (virtual meetings, council newsletter, etc.). **done**
- Kim Elmore** – will write communication for council and try to get it published in council newsletter. Contact Jessie Napier to get the last one so it can be edited.
- Jessie Napier** – Provide entertainment schedule to Marie Wright.
- Sheila Mills** – Send out an email to committee members that they can submit one more class to teach if they would like. **done**

New Action Items

Discussion Items

Covid guidelines from Council (Vanessa) – current guidelines in effect until **Oct 31**. These guidelines may change by our event in Jan! Currently, they have lowered ability to stay overnight. Only 1 household per cabin. Vaccinated adults can have 2 per room. (Outdoor Blast in Nov is expecting updated guidelines Oct 1? 5 vaccinated per cabin in Merriweather.) Under current guidelines: Trotters Ridge, Chestnut Gait – capacity 6 total per unit, Echo Hill – 6 total, Shellcracker Cove & Blue Gill Bay – 8 each. Grand total is 34 attendees. Classroom – maximum 15 participants, 5 trainers = 20 capacity, must be masked. 25 max in

any enclosed area. Outdoors & shelters is 50 capacity. Meals – would need to be boxed lunches, no eating indoors at this time. Limits for archery, riflery, horseback riding? We have our own instructors for archery and riflery; standard size limitations the same.

Will take a month to get online registration established/tested. Need registration subcommittee to meet and determine what is the drop dead date.

Potential ways to communicate/publicize event?

- Display board and fliers we can share at council
- Trainer meeting was changed to zoom event, so was not able to share handouts or display board there
- Can advertise in the GS news (3x/month)
- Badge & Sash
- Email to past participants
- Website and FB pages

Philanthropy – Camp Misty Mountain will be updating Amazon Wish List – will have that ready by Oct. 1st

Committee Reports

Admin (Lianne) – Report from Marie Ross - most meeting places and GS camp have tight restrictions in place at this time. May make more sense to have “celebration” after the weekend. Could possibly do a day event in an outdoor pavilion? Would need electricity. Rose suggested that the Tucker Rec is reopening and may be available for a day event (with fee)? Norcross Art Center also a possible option? Outdoor pavilions in parks may be a possibility, but would need to have bathrooms. Also consider subdivision clubhouse (available for \$100-\$200?). Marie will reply to the minutes with a survey to see if people would be interested in a weekend, which dates are available, and would you be able to come on those dates.

Financials (Jeanenne) – will be going with last year’s budget numbers if you have not submitted new numbers to Jeanenne at this time.

First Aid (Kim Elmore) - no update

Opening/Closing (Rhiyana) – no update

Camp/Unit Set-up & Takedown (Rebecca) – no update (at work tonight); she will be ready to go at last minute – most of the work is done in the 2 weeks before the event.

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

Decorations (Frances/Carol) – we will have decorations whether there’s no event, a day, or a weekend event!! Background will be black, white and gold, and pearls.

Entertainment (Jessie) – no update

Historian (Rose) – Rose has current expenses for 2020 scrapbook (go ahead and file those expenses for reimbursement now).

Meals/Snacks (Kippy Penney) – food options discussion in Sept, decision in Oct (but may push later than that if there’s no food service line).

Participant Check-In, Guest Services (Cheryl) – Cheryl has no monetary or timing constraints, can meet timeline with short interval.

Publicity & Philanthropy (OPEN) - John Smiles, Senior Director of Marketing said we can get Mountain Magic added to the GSGATL website but right now they are in transition. They are changing to a new calendar backend system and still in the testing stage. Once that is resolved (in August), he will make sure to get the information from the Girl Programming team. If it isn't up by the end of August, Kim Elmore to check in with him again.

Registration (Marie W) – Has access to online class signup form. Sheila to send her list to Marie. Marie L will update the website with the class list. Marie W to pull list for the signup form. Marie will get started on the schedule and will target Sept 15 to have it complete. Marie will pull class list from Google Docs.

Regarding online Registration - Cognito registration was good because it allowed conditional formatting (if you select this choice, these other choices are not available, etc.). Paper registration is always an option (although not the best, because they have to remember to select 1st, 2nd and 3rd choice). Last year was 1st year with online Cognito. We still have last year's structure, but will need 2+ weeks coding/changing, updating pricing and class names, plus testing period. The online registration build/testing can't start until schedule is completed. It will take 3-4 weeks for coding registration once schedule is complete.

Website/Technology (Marie L) – No additional updates other than what has already been discussed.

Workshops/Trainers (Sheila) – lots of fun workshops have been planned! All classes updated on the website are currently a GO. Almost all classes will be offered 1 time, but several could be offered more than once if needed.

Council POC (Vanessa Matravers/Clare-Marie Hannon) – see discussion items.

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_08_24-mmlw-meeting/2hy5ynxgs08vxjxiw2o6ckd4

Our next meeting will be via conference call/ZOOM on TUESDAY Sep 28th @ 7:30-9 PM.