

2022 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
 October 26th, 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	Genny Welday	Kathy Stephan	Marie Ross
Brenda Carswell	Kellie Haley	Linda Selbach	Robin Antzoulatos
Desiree Salter	Jennifer Chancey	Nathalie Gregory	
Faith Burke	Jessica Preble	Rebekah Rogers	

Key Decisions

- Committee to vote in the final poll to hold a day event 1/22/22, hold a day only event later in 2022, or cancel the event. **RESPONSES REQUIRED BY 10/18/21**
<https://forms.gle/12idKPLiJthAwRv8> - 18 people responded to the poll
- Committees to send updated budget numbers to Jeanenne THIS WEEK (the sooner the better) so she can update final budget. **complete**

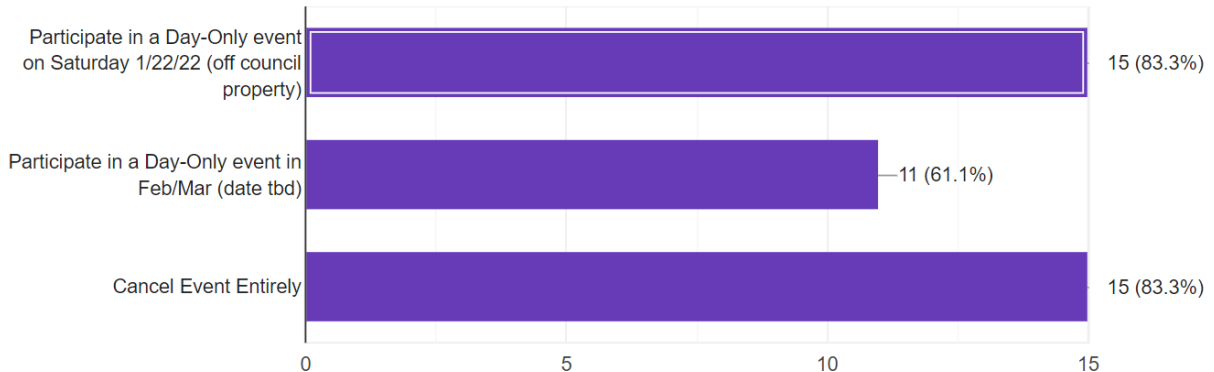
Discussion Items

We had 18 committee chairs/members vote in our final poll to determine who could support current options (hold day only event on 1/22/22 off council property, delay day-only event to later in Feb/Mar, or cancel event entirely). Votes were as follows:

I can support any of these options for the Mountain Magic Leader Event (please check all that apply!)



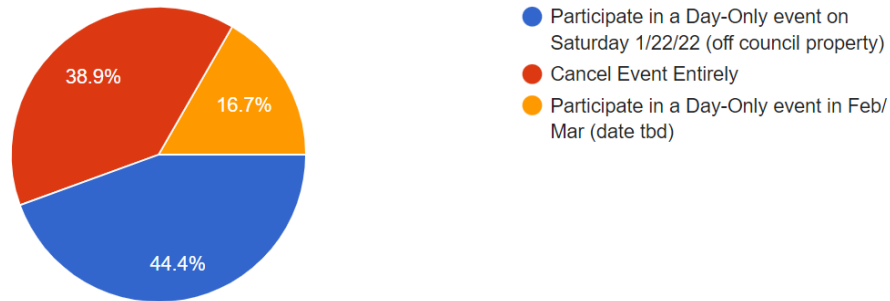
18 responses



(These 3 people indicated that they could not support a day only event in January - Rebecca Wright, Kathy Stephan, and Marie Wright).

My preferred event, given the current guidelines is as follows (select only one)

18 responses



Concerns listed by voters include:

- Do NOT want to postpone to later in 2022. Would rather cancel than delay.
- I would be unavailable in Feb/March as that is cookie booth season and our troop tends to have a booth almost every weekend. I was hoping that there would be an option for later in 2022 that would give more time to allow things to improve with this pandemic.
- I cannot participate in a day-only event. To short a time frame for me to take time off from work plus the long commute. If it is postponed to January of 2022 then I can probably participate again. Too far away to know.
- I do not think a Feb/Mar event will be a big draw as it's GS Cookie season and leaders are busy with booth sales. I can do it, just don't think it's a great time. We always avoided that time when planning SU events.
- My participation in Feb/Mar will depend on the specific weekend, since I already have things on my calendar for those months.
- I am pretty flexible on any choice.
- I do not feel that we have enough time to put an event together in a new facility in Jan. I do not think we will have enough participation for a day event given the current conditions and do not want us to go through all the extra work and planning just to have to cancel the event. I am still open to trying again in 2023.
- I couldn't remember if I'd answered yet, if this is a duplicate then choose one. ;)
- Fish or Cut Bait

A (small) majority voted to host a day-only event on 1/22/22 at an off-council site.

Marie Lott and Lianne had an opportunity to tour Holy Cross Catholic Church on 10/19/22. The good news is that the church has 11 standard classrooms and two double-sized classrooms in the education wing available for our use. We can also use the parking lot, grassy area next to the soccer fields, the grassy area next to the parking lot, and the courtyard. The Father indicated that because we are Girl Scouts, we would be able to use the space for a "Love Offering" (Lianne suggested minimum \$500; \$800+ is the "parishioner rate").

Photos of the church facilities were reviewed in the meeting and can be found at <https://www.forever.com/app/users/liannegriffin/albums/000-holy-cross-church/adv6lvotchj5ncjm9cld7g0x>. Also included in this album is a 3-minute video of the church grounds. PLEASE take the time to watch the video to get a feel for the layout of the church property!

Marie L. added that the church offered to let other committee members tour the facility as well. **Marie offered to coordinate a visit this Friday 10/29 for anyone interested.** There are 2 addresses for Holy Cross – the address on Chamblee-Tucker Rd. is the main entrance, but the address off Hathaway Ct. ****** (the mailing address) is better for us – it’s easier to get to the back of the church/office and the education building where our event will be held.

Driving address: 3773 Chamblee Tucker Rd, Atlanta, GA 30341

******Mailing address: 3175 Hathaway Court, Atlanta, GA 30341

The group decided to meet at the church at 1:00 PM on Friday; Marie will call the church to confirm our visit. **If you’d like to visit the church Friday, please let Marie L know via email.**

Marie also suggested that we change the name of our event from Mountain Magic Leader Weekend to **Mountain Magic Leader Celebration** this year (it will be a fun “party” day and celebration of our 20th year). May help draw a better crowd with this focus.

Lianne proposed that we move forward with a day-only event on 1/22/22. There will be some challenges with making this happen in our shortened timeframe, but if we pull together, we can make this happen.

Jeanenne provided an update on the budget for 2022. After conferring with committee chairs, the total Admin budget is \$1180. Assuming 50 people, that’s \$23/pp. That does not include the love offering for the church facility. Lianne said that we currently have over \$2700 in our checking account (including the refund we are getting from council from our Misty Mountain deposit). Lianne suggested that even with an \$800 love offering for the church, we would be at \$2000 and that could be covered using funds currently in hand. We discussed pricing for the event. We agreed that we don’t want to offer a free event (that would not offer an incentive for people to actually attend after they sign up and devalues our event). Also some concern about class fees being paid upfront.

Committee food (our lunch) is included in the admin costs, but food for participants is not included. Participants will have the option of bringing a sack lunch from home, leaving campus and eating elsewhere, or ordering a box lunch for an additional fee (\$10). If we offer the event for \$20 per person, we’d have a \$400 cushion (assuming 20 people attend) or \$1000 (if 50 people attend) which could be used as a buffer for class overages, for our end of year committee “celebration” event, or for donating to council/Misty Mountain. If we collect class fees in advance (like we’ve done in previous years with massages and council class fees), we’d be able to cover guaranteed class fee #s for instructors.

We discussed costs of using PayPal, Square or Stripe at the time of signup, as well as options of invoicing them after signup.

Sheila said we should be sure to offer as day event (not piece meal). We will still have our same theme, and we’ll be able to offer “free time” and have a classroom assigned for that. Marie W expressed concern that we don’t have enough time to get registration ready. Before she can do anything with class scheduling, she needs the list of classes from Sheila. She has most of the classes already finalized. There are no sinks except in bathrooms in hallways (so would be able to have classes with minimal water needs). There is no kitchen available to us. We may possibly be able to have a large pot of hot water for tea, etc. – we might be able to “borrow” that from the church. We discussed various class options that could be offered. We noted that we’d return the building as we found it (so would need to be able to clean up after everything).

We'll have access to the building the day before for setup, and the church will give us a key to the education building so we don't have to wait for anyone to show up Saturday to let us in. Marie suggested we should give them a reservation deposit to "hold" our spot (\$50-\$100?).

There are additional tables/chairs available for us. There are linoleum/tile floors. We don't necessarily want to use the fabric chairs/round tables. Sheila suggested we should measure rooms and note electrical outlets, etc. when we tour the facility. Marie will double-check how we'd need to reset the rooms at the end of our event.

Additional signage will be required to show people where to go. Setup will be easier because we won't need to go all over camp; everything will be on the same hallways. We won't need to drive people to classes, set up lights, etc. Kim offered to help with setup since Rebecca won't be able to attend a day-only event. Lianne will reach out to committee members to confirm who will still be able to participate in the event and if there are other jobs they'd like to help with (no entertainment, no unit hostesses, etc.)

There are (5) 1.5 hour class periods (2 in the morning, and 3 in the afternoon) in the event. It will still look like the Saturday schedule from previous events. Participants will arrive by 8 or 8:30 AM and go home at 6PM (full day event). Sunset in January is 5:10PM, but won't get dark until 7-7:30. Civil darkness at 6:30, nautical darkness at 7:00, astronomical darkness at 7:30 PM. Also need to consider rain plans. Can't have a closing inside, but we can have a closing under the portico in front of the church. Sheila to provide final list of classes to Marie W by 10/31 (Sheila to get with Lianne to confirm classes). Marie W will have class schedule completed by 11/6. Jeanenne thought she could complete the online registration in a week.

We discussed event pricing and thought it best to keep to \$25 max (could offer \$5 discount to trainers). We have 13 classrooms total that we can use for the event. We can have 23-24 participants per classroom. Could potentially offer classes multiple times or the same class in 2 classrooms.

We will work through details between now and the next meeting in our various committees. Our next meeting is 11/16 (3 weeks from now). Committees that are no longer applicable (entertainment, unit hostesses, others?) reach out to Lianne if you'd like to still participate on committee and how you'd like to help. Lianne will confirm with all committee members to see where we need to fill gaps.

Lianne to work on registration packet over the next 10 days to update (will work with Kippy for the menu verbiage).

Sheila asked if we were going to have a service project this year? We previously discussed something for the camp (Amazon wish list, cash donation to council/Misty Mountain, etc.) We can advertise the Amazon wish list in our registration packet and we can look at final monies in Feb. to determine how much we are going to donate to council.

Cheryl suggested we have cupcakes or some kind of celebration cupcake. Kippy will investigate pricing and prohibition theme (sparkling cider in champagne glass?) and come up with a proposal.

We've had people reaching out to us on our FB page, and we've let them know that the weekend event is off, but that we're trying to offer a fun day event. We all need to be promoting this with our GS friends, on FB, etc. Marie will update the website that we'll be doing a day event. She also suggested that we give the church a deposit this Friday when we go visit. Lianne & Marie will hook up Friday AM to get the deposit check.

Committee Reports

Committee reports are on hold until next meeting.

Admin (Lianne) –

Financials (Jeanenne) –

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) –

Registration (Marie W) –

Website/Technology (Marie L) –

Workshops/Trainers (Sheila) –

Council POC (Vanessa Matravers) –

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_10_26-mmlw-meeting/cdo5939a55c4en0a77e9ereuh

Our next full planning committee meeting will be on TUESDAY Nov. 16th (**NOTE 3rd TUESDAY** @ 7:30-9 PM.

The ZOOM link for our next meeting is:

<https://us02web.zoom.us/j/6763635412?pwd=UGZjRWttckE1NkwrduUllakF1RFRKUT09>

Meeting ID: 676 363 5412

Passcode: MMLW