

2022 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES  
November 16<sup>th</sup>, 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

- Registration build in Cognito is complete; Registration will be 11/16-17 for committee chairs, 11/18 for instructors & committee members, 11/20 for everyone.

Discussion Items

Lianne thanked the entire committee, but especially Jeanenne, Marie L, Marie W, and Sheila for pulling classes together as well as online registration.

Jeanenne provided status of online registration in Cognito – it’s ready to go! She has been primarily focused on functionality, but please check for any “pretty” stuff that might be amiss. STRIPE will be used for credit card processing. We will do a trainer discount this year – for every class taught, get a \$5 discount. Sign up for lunch (optional) during checkout. CHAIRFREE (or chairfree) is what committee chairs will use for discount. An email will be sent to all committee chairs (and subsequently trainers) with the registration link.

Marie L. needs registration info packet from Lianne. Sheila to send email to trainers to register a few days after the committee registers. Registration will be 11/16-17 for committee chairs, 11/18 for instructors and committee members, 11/20 for everyone. Lianne to post note on our FB page to let them know that registration will be opening on 11/20 and will only be open for 30 days.

We have all day reserved on Friday 1/21/22 for setup. We will set up a convenient time (9AM?) for us to access the building, and let trainers know they can drop off their class supplies in the afternoon (2-6PM). The church will give us a key. They are hosting Sunday School in the building on Sunday, so we do have to be completely cleared out of the building on Saturday night. After classes, trainers need to remove their supplies to their car (or to a “staging” room if they can’t take to their car).

We got a lot of “likes” and “shares” from our Facebook post announcing that registration would be opening shortly. Marie W to send email to past participants letting them know that registration is open. Cheryl asked if we could get a blurb in the council newsletter, and Vanessa said she’d get something sent out.

Kim to get setup supplies from Rebecca Wright before Christmas.

Marie W. will send schedule to everyone. Registration will start at 7:30 AM; the last class ends at 6, with closing ceremony at 6:15 PM. May need to order pizza for committee staying to breakdown everything and reset rooms. Rose suggested we take pictures of the room prior to moving anything so we can set it back up properly at the end of the day.

At the beginning of the lunch hour, we'll do a welcome ceremony (celebration assembly) and group picture. Encourage people to wear costumes.

### Committee Reports

**Admin** (Lianne) – Lianne working on information packet. Still have a few gaps (philanthropy). Will update and send to Marie L to post on website.

**Financials** (Jeanenne) – \$25 registration fee will cover all expenses. Marie has given a \$50 deposit to the church (not our love offering) to reserve our space. Haven't finalized love offering (\$500?) May want to delay until we know total number coming, or give \$500 and possibly additional after our final accounting is complete.

**First Aid** (Kim Elmore) – participants to bring Health History form with them (will include link to blank form in confirmation email and Kim will have blank forms at check-in). First Aid station sign in registration room (won't have kits in each room). We have plenty of supplies.

**Opening/Closing** (Rhiyana) – Will share finalized opening/closing plans at next meeting. Will keep everything short and simple. Currently, we can't sing. Opening ceremony/announcements/grace (maybe with sign language?) will be at the beginning of the lunch hour. We'll have group picture at lunchtime also.

**Camp/Unit Set-up & Takedown** (Kim Elmore) – need signage for registration and directions as people enter the property (from Hathaway Ct. and Chamblee Tucker Rd). Will post class schedules on class walls (Marie to provide printouts from database). May be able to repurpose some of our existing signs (Kim to pick up from Rebecca).

**Unit Hostess Activities/Checkout** (~~Karen McFadden~~) – not applicable

**Decorations** (Frances/Carol) – Lianne to get with Carol to return concrete posts for backdrops. Rhiyanna and Sheila to get Misty and Carol's pipes from CMM (Misty is in basement of dining hall). Do we have time for a decorations auction? Lianne spoke with Carol – they will have silent auction signup sheets (with photos) for people to sign up all day long in registration room. They will pick up decorations at end of day.

**Entertainment** (Jessie) – n/a (Jessie will be able to help before and after the event with setup/takedown. "Free Time" room can have games and entertainment. Kim has 1920s DVDs that could be playing in the background.

**Historian** (Rose) – Jessie has scrapbooks at her house (will bring to the event).

Meals/Snacks (Kippy Penney) – Participants have the option to purchase lunch from Chick-Fil-A for \$10. We'll supply water for all participants or they may purchase a Coke or Diet Coke for \$.50.

**Participant Check-In, Guest Services** (Cheryl) – Cheryl will manage freebie table, Jessie will help. We'll stuff check-in packets on Friday. Personalized schedule, nametag, nametag pouch, patch. Check-in stations – health history, instructor check-in, participant check-in, \$ table, Marie's registration spot. We will have freebie table (there's a spot for it in a hallway, or we can put in turtle time room?) Jessie will help Cheryl with freebie table.

**Publicity & Philanthropy** (OPEN) – Philanthropy project will be Amazon wishlist for CMM. Can also bring canned goods for the church food pantry. Lianne to write paragraph for the information packet.

**Registration** (Marie W) – Marie will send everyone on the committee a copy of the schedule.

**Website/Technology** (Marie L) – check the classes page to ensure they are as you want them to appear in Cognito (registration) as well as Marie W's database. Marie will post the information packet to the website when Lianne sends it, and will turn Marie W agenda into a printable schedule. Marie is traveling Sat/Sun, away for a week, then traveling again the following Sat/Sun.

**Workshops/Trainers** (Sheila) – Marie L will reach out to trainers directly were class pictures would be helpful.

**Council POC** (Vanessa Matravers) – Vanessa said she really appreciates all our hard work, and thanks us for continuing to put event on in challenging times.

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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\\_11\\_16-mmlw-meeting/a9yy8av6pvfg58ua3o8kyhigt](https://www.forever.com/app/users/mountain-magic-leader-weekend/albums/2021_11_16-mmlw-meeting/a9yy8av6pvfg58ua3o8kyhigt)

Our next full planning committee meeting will be on TUESDAY Dec. 21st (\*\*NOTE 3<sup>rd</sup> 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