

Agenda – Conference Call

Objective	2015 PETS Planning	
Date	December 11, 2014	
Time	From: 4:00 p.m. To: 5:15 p.m.	
Dial-in-Number	559-546-1000	
Pass code	778590	
Scribe	Kevin O’Connell, (Meeting may be recorded for future reference)	
Convener	Dan Himelspach	
Attendees	PETS Planning Committee Members:	
No.	Agenda Items	Discussion Leader
1	Review/Approve minutes from 11/3/2014	Dan
2	Update on Registration Materials	Karoline
3	Event Resource Team Items	Doug
4	Vendor Update	Kurt or Arlene
5	PE/PENs letter; PETS flyer (need Sat. Entertainment confirmed; room reservations Cancellation Insurance	Arlene
6	Update on Facilitators, Rotary 101; AG training session; PEN session	Chuck
7	Registration – update	Arlene
8	Assignment of Speaker Aids	
9	Next meeting date range	Dan
Assignments	<i>DGEs – Stay on schedule on sending letters & flyer to PEs and PENs about PETS/Booking their rooms in Block</i>	
To Do	Speaker Aides - Register Plenary Speakers Make sure Speakers fill out AV needs form and it is sent to Doug	

84 DAYS UNTIL PETS