

**High Country PETS Steering Committee
December 11, 2014 Meeting via Teleconference**

Meeting Notes

1. **Review/Approve Minutes/Notes from 11/3/14** – Bob Delavan moved to accept the minutes/notes as provided; Bill Spath seconded. Motion carried and minutes approved.
2. **Update on Registration Materials** – Karoline discussed how the DGE's were going to deliver the Club Officers Kits. Advised Karoline that since hardcopies were delivered to each of the five DGE's that we were going to go ahead with the hardcopies despite the fact that we had wanted to go with an electronic copy. Karoline was questioning the quantities for the second shipment of materials; each DGE decided that the quantity to order would be PE's and AG's. Karoline to confirm via e-mail. Karoline also needed to know what kind of folder we each wanted. All except 5470 decided to use the Translucent Portfolio with note pad and file folder. Karoline will also confirm this to each DGE via e-mail.
3. **Event Resource Team Items** – Doug walked through with the group a workaround (use of a prioritized access code) to ensure that we get the most out of our broadband connection with the same bandwidth that was utilized for 2014. PEs and other attendees will be reminded to try to download files and documents prior to attending PETS. It would seem that the contracted bandwidth will be sufficient for PETS 2015.
4. **Vendor Info (if available from Kurt)** – per Arlene – Kurt should be getting the letters out to vendors this weekend. Arlene also re-capped the change in vendor set-up that was discussed at our November 3, 2014 meeting.
5. **PE/PENs letter; PETS Flyer (need Saturday Entertainment confirmed); room reservations; Cancellation Insurance** – Arlene recapped the importance of the mailings to the PE/PENs and the need to register and make hotel reservations via the hotel link to ensure that they are booked into the designated room block. Arlene will send out the bi-weekly report from the hotel showing hotel rooms reserved. Kevin O'C is to work with D5450 PDG Jim Halderman regarding entertainment. 21 PEs and 2 PEN's have registered to date for PETS per Arlene. Arlene and Dan need to work on event cancellation insurance.
6. **Update on Facilitators, Rotary 101; AG Training session; PEN session** – Chuck provided an update on the status of facilitators; Facilitators Training is on track for January 17th. Chuck working with Mike Forney on AG Training. The DGEs voted on the call NOT to have a spouse session as part of 2015 PETS. PEN session will be the same as 2014. Arlene needs to know from Chuck who needs a room for the night of January 16th; 4 rooms are left as of today.

**High Country PETS Steering Committee
December 11, 2014 Meeting via Teleconference**

Meeting Notes (continued)

7. **Registration - update** - See # 5 above for update on registration as of this writing.
8. **Assignment of Speaker Aids** - Chair Elect DG Peter Ewing is responsible for assigning Speaker Aids. Speakers are RI Director Greg Podd, Debra Fine and Eva La. Peter will e-mail his DG peers to determine who will be the aid for each speaker. The Speaker Aids are responsible for registering the speaker, making their hotel reservation and ensuring that they complete the AV requirements form.
9. **Next meeting date range** - Arlene to send out a Meeting Wizard for several dates the week of January 12, 2015 (most likely January 14th, January 15th and January 16th).
10. **PETS Alliance:** Peter has determined that All Ohio PETS is a good candidate to exchange with; Peter is working out the details of this exchange. The All Ohio PETS is the week after High Country PETS. Peter will keep the Steering Committee apprised of the status/progress on this matter.
11. **2016 PETS Kick-Off Meeting** - Peter Ewing and Arlene Weber to work on establishing the date for the summer meeting to kick-off planning for 2016 PETS. Peter will engage the DGN's to work on this.

Respectfully submitted by:



Kevin W. O'Connell
Rotary District 5450
DG 2015-2016
DGEKevin@kevinwoconnell.com
(303) 999-6648 - Mobile
(303) 655-7484 - Home