

## Agenda – Conference Call

<b>Objective</b>	PETS Planning Meeting		
<b>Date</b>	January 15, 2015		
<b>Time</b>	<b>From:</b> [4:00 p.m.] <b>To:</b> [5:30 p.m. Mountain Time]		
<b>Dial-in-Number</b>	559-546-1000		
<b>Pass code</b>	778590		
<b>Note Taker</b>	Kevin O'Connell (Meeting will be recorded)		
<b>Convener</b>	Dan Himelspace		
<b>Attendees</b>			
<b>No.</b>	<b>Agenda Items</b>	<b>Action Points</b>	<b>Leader</b>
1	Review/Approve Minutes from December meeting		Dan
2	Promoting District Leadership Briefing: PDG, DG line, AGs, etc. Who, when, how.		
3	Hosting Assignments for visiting PEs, if any register.		Arlene
4	Review Plenary Speaker/VIP aide assignments & form for AV needs		Dan
5	District Room set-up – forms completion date		Doug/Arlene
6	Review Facilitator training for January 17 <sup>th</sup>		Chuck or Arlene
7	Vendor Update		Kurt or Arlene
8	Registration Update		Diana and Arlene
9	Saturday Entertainment Confirmation		
10	Date for First Planning Meeting for 2016 – Aug. 15 or 16	Denver face-to-face	DGNs
11	Schedule final planning meeting date or dates		Dan
<b>NOTES</b>	Registrations – get as many as possible to register by the end of January. Food count will be due on March 2nd. Room block guarantee must be met by February 5 <sup>th</sup> .		
	Break-even attendance is 360 paid-at-\$370 registrations		
	<b>RESEND the PETS FLYER to all PEs, PENS, AGs, District officers</b>		