

High Country PETS Steering Committee
November 3, 2014 Meeting via Teleconference

Meeting Notes

1. **Review/Approve Minutes from 10/2/14** – Peter Ewing motion to approve, Roy Beekman 2nd – motion carried and minutes accepted.
2. **Update on Registration Packet materials** – Karoline was not on the call.
3. **Event Resource Team Items** – Doug was not on the call.
4. **Vendor Info (if available from Kurt)** – Per Arlene, Kurt to get out invitations by the end of November. Ballroom layout – suggested to Kurt that displays are opposite from where the Vendors are set up and leave the registration area more wide open and allow for tables and chairs to be set up like a lounge. Discussed 2014 D5470 registration area and that it was near the breakout room. Bob Delevan indicated that he was fine with D5470 being included with the other five districts. Number of vendors – same number as 2014 – new Vendor that was at 2014 Zone; Vassar Graphics is not coming; total of 5-6 vendors for 2015. Locating the TRF booth in another location as compared to 2014. Too congested in 2014. Arlene spoke about some changes in set up for 2015 as compared to 2014 to help with congestion, sound issues, etc. Schedule for 2015 has been changed (especially on Saturday) to allow for more efficient turnovers of the rooms.
5. **Contact schedule for PE/PENs; PETS Flyer; room reservations** – Flyer is ready in draft form and available on the High Country PETS website; discussion about AG training – total currently scheduled is 2 hours. Need bio for Ava; Saturday entertainment still needs to be confirmed. DGEs should receive the flyer several times. Arlene to establish a link for room reservations at the Renaissance. Bob Delevan asked about the use of the Governor's Suite for D5470. Bob to discuss with Dan offline and negotiate use of the room for D5470 purposes. February 6th, 2015 is the current cutoff for reservation of rooms in the room block (per the hotel). Question on registration charge for spouses; was \$200 in 2014. \$195 for 2015 ? Discussion ensued and it was determined that the 2015 charge for spouses would be \$195. Discussion shifted to the idea of have a spouses' track/session. Pros and Cons of having a specific session for spouses was discussed. DGE's to weigh the Pros and Cons and interest of their spouses in terms of hosting a session for spouses.
6. **Update on Facilitators, Rotary 101; AG Training session; PEN session-** Chuck reported that he has 12 confirmed facilitators and 2 to be determined. Chuck asked for assistance from Karen Briggs to obtain several more from D5450. Saturday, January 17th is the date for Facilitator training. Chuck reported that everything is going according to plan. PETS Facilitators arrive at PETS on Thursday evening.

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7. Chuck to work with Mike Forney on the agenda for AG training and send to the DGE's .
8. **Registration – update about on-line format, Start Date-** Arlene reported that ClubRunner is to create a drop down menu for registrants to select their club name after selecting their District. Registration should be open by mid-November. Arlene gave a quick tour for those that were screen sharing while on the call. Future years dates for PETS are on the website; not the same weekend every year given the availability at the hotel. Arlene talked a bit about the cancellation process and that for 2015 there will be a fee associated with cancellations so that the program does not need to “eat” the credit card processing fees. NO individual check payments will be accepted for 2015. District registrars will be given more access in 2015 to modify registration records. Reports will be provided from the hotel regarding reservations in the room block. Room registrations outside of the room block can be detrimental. Discussion about a youth session at future PETS.
9. **Contract for Renaissance – review changes/costs/dates for 2016, 2017, 2018-** New contract includes a 10% discount on food and beverage; will help to offset 24% service charge. Room rate changes from \$112 to \$118 per night. Food and beverage minimum went from \$72,000 to \$80,000. Continue to use buffets for food service. Contract includes free internet access in the sleeping rooms, free parking and airport shuttle. Comps (suites) were comparable to existing contract. DGE rooms are “executive suites”; only able to do a small reception in the DGE rooms. Hospitality suites – food and beverages from outside are allowed to be brought in. Districts need to re-arrange rooms as needed.
10. **Next meeting date range-** Arlene to send out a Meeting Wizard with proposed dates for next call. Most likely will be the week of December 8th, 2014.
11. **Assignments – Obtain high resolution size for speaker photos for Plenary session programs and for PETS flyer (short bio as well); Speaker Aides; DGEs and DGNs: Stay on schedule for PE and PEN reminder messages-** High

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resolution picture files are needed so that when the event team projects to the large screens they do not become pixilated.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'K. W. O'Connell', with a stylized flourish at the end.

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