

MINUTES FROM PETS PLANNING COMMITTEE MEETING – December 14, 2015  
4:00 p.m.

Peter Ewing convened the Meeting and the following members were present: Lori Cummings, Bob Delavan, Teresa Anson, Paulette Church, Ken Small, Barb Redder, Phyllis Abt, Peter Ewing, Mary Kay Hasz, Bill Downes, Michael Brady, Tom Mortimer, Don Peterson, Arlene Weber, Diana Smith, Doug McLemore, Karen Briggs, Brandi Monger

**Review/Approval of the Minutes from November 9, 2015 meeting:** Karen Briggs had two corrections to the names of the facilitators. Bob Delavan moved to accept the minutes as corrected, Karen Briggs seconded the motion. Motion carried and the minutes were approved.

**Facilitators and required training update/Update on AG training segment, PE and PEN sessions –**

Karen will be in contact with the facilitators for rooms for facilitator training on January 30, 2016. She is still working on AG training, but has all the necessary facilitators. Doug has plan and equipment for Telluride room. **Karen will find out if there are any equipment needs for Rotary 101 and Foundation 101.**

Phyllis Abt and Chris Woodruff are working on PEN training. They are planning something like a mixer or something with a lighter focus for the session before the Saturday night dinner. They do not need anything for breakouts.

**Registration Update – Arlene** – Arlene had just looked at the numbers and they are not great. 5390 has 9, 5440 has 10, 5450 has 2, 5470 has 7, and 5630 has 0. We do have two visiting PEs, one from North Pole, Alaska. Districts 5440 and 5450 volunteered to take those two. Arlene will split up other visiting Rotarians into Districts as they register. **Need to work on getting PEs registered. We need a strong push after the holidays.** The DGEs reported on their progress in identifying PEs and PENS.

Tom Mortimer – finally has all the PEs identified. Not so many PENS.

Bill Downes – have about 1/2 to 1/3 of PEs identified, less so on PENS.

Barb Redder – have all but 4 or 5 PEs identified, working with AGs to get final names.

Teresa Anson – have about 40 out of 58 PEs identified, most of her clubs are just now selecting PENS.

**Review speakers/entertainment –**

Speakers and entertainment are pretty well lined up. The Past Presidents panel has been identified. Peter is trying to get the questions from the panel he saw. Peter suggested that questions should be answered based on club size. **Each DGE should send names,**

**contact information, club size, and any potential panel questions to Bob and he will take care of the rest.**

King N Trio is set for Saturday night. Arlene will get with group to outline of what PETS is providing, which includes lunch on Saturday, dinner Saturday night and breakfast Sunday and rooms. Teresa will provide Doug their contact information and he will get with them regarding their AV needs. Arlene has bio and picture.

President John Germ's folks have sent information for his visit, including a form that needs to be completed. We anticipate that he will go on at 7:05, with 25 minutes of speaking, a five minute introduction and ten minutes for questions. Peter will ask that his speech be the same speech he gave at Zone in San Antonio. They are expecting him to arrive at 1:00 p.m. on Friday, trying to get him earlier for District Leadership update.

**ERT Team** – Doug does not have much to report. As the scripts are developed and roles are defined Doug will need that information. **Doug would also like any preliminary power point presentations. Arlene will send photo of King N Trio.**

Arlene will assign the DGEs to each session. Arlene will likely rotate the districts and will let them know what session they are doing. The DGEs will then decide what people to have assigned to the tasks in that session. Doug will then need a name, photo, and district of the MC for each session. He does not need that information for the pledge leaders and others.

**District Leadership Update** – Trying to get President Germ there and Greg Podd will be available. **Peter will follow up with Bill Spath about status of Leadership Update.**

**Vendor Update** – Arlene will get with Kurt about vendors and other participants.

**PE/PEN email segments** – Chapter 5 should be going out. Bill stated they were a little behind with the holidays, but will be getting the emails out. Teresa stated that they are on the third letter, they have modified the schedule a little to get all the letters out.

**2019 PETS** – Need to decide if we are happy with the Renaissance Hotel or we need to find a new place now so we can get on the calendar for 2019. There is a new sales staff at the Renaissance and while they are fine, they are just not used to PETS. The problem is that there are only a couple of hotels with the requisite number of meeting rooms. **Peter will check on the hotel on the Sixteenth Street Mall and report back in January.**

The group also decided to try for the last weekend in February for the 2019 PETS.

**Other items** – Mary Kay had questions about regarding aide responsibilities. **All aides need to register their speakers and any spouse for the meals that speaker will be attending.** Arlene suggested the aides could use any address and their own email, so they would get the confirmation. We need the information for the count.

The following is a list of speakers and their aides:

President John Germ – Mary Kay Hasz

Greg Podd – Don Peterson

Tanis Roder – Ken Small

Past President's Panel – **not assigned** – maybe Bob Delavan since he is moderator?

King N Trio – **not assigned**

**Next meeting is a conference call on Monday, January 11 at 4:00 P.M. The number is 641-715-3276, access code 778590.**

**Dates for following conference calls as follows (all calls will be from 4-5:30 P.M):  
February 8, 2015**