

Agenda – Conference Call			
Objective	PETS Planning Meeting		
Date	February 8, 2016		
Time	From: [4:00 p.m.] To: [5:30 p.m. Mountain Time]		
Dial-in-Number	641-715-3276		
Pass code	778590		
Note Taker	Barb Redder (Meeting will be recorded)		
Convener	Peter Ewing		
Attendees			
S. No.	Agenda Items	Action Points	Leader
1	Review/Approve Minutes from January meeting		Peter
2	Vendors/Sergeants at Arms		Arlene
3	Registration Update		Diana Arlene
4	DGE Script – details needed, importance of timing		Arlene
5	AV – what is still needed from group. AV speaker practice.	Speakers/MCs must schedule a practice.	Doug
6	Update District Leadership Briefing		Bill
7	Review AG/101, Facilitator breakouts, etc.		Karen
8	Second mailing. Registration packets/Bags update When and how districts can pick up materials.		Brandi
9	District Registration tables – noon start on the 11th	District must staff table or post instructions.	Arlene
10	Hospitality Room use review		Arlene
11	PETS Survey: Paper or on-line		Arlene
12	Do we need one more conference call?		Peter
NOTES			
	Break Even attendance is 360 paid FULL PETS registrations		
	ROOM RESERVATIONS; As of Feb. 1, we had 583 room nights booked and 600 needed.		