

MINUTES FROM PETS PLANNING COMMITTEE MEETING – February 8, 2016 at 4:00 p.m.

Peter Ewing convened the Meeting and the following members were present: Bill Spath, Malinda Shafman, Bob Delavan, Teresa Anson, George Small, Barb Redder, William Emslie, Phylis Abt, Peter Ewing, Mary Kay Hasz, Bill Downes, Michael Brady, Don Peterson, Tom Mortimer, Dian Edwards, Lori Cummings, Diana Smith, Arlene Weber, Doug McLemore, and Brandi Monger

1 - Review/Approval of the Minutes from January 11, 2016 meeting: Bob Delavan moved to accept the minutes, Tom Mortimer seconded the motion. Motion carried and the minutes were approved.

2- Vendor Update – Arlene – There are currently three vendors and four displays. The vendors are Russell Hampton, National Awards 4 U and Club Runner. The displays are The Rotary Foundation, Operation Warm, Shelter Box, and the BBB Institute. There may be a display by District 5390. There are fewer vendors and displays than PETS has had in the past.

Sargent at Arms – After some discussion about getting additional Sargent at Arms, Mary Kay stated that last year they had a very good system and that Abbas needs to be contacted, so he knows this is his responsibility. **Bill Downes will contact Abbas to let him know his club is responsible for the Sargent at Arms. Abbas can contact Mary Kay for the check-in sheet and schedule.**

3- Registration Update – Arlene – Currently at 196 PEs, 55 PENs, and 71 AGs and extras, making us short 51 registrations. If our numbers stay where they are, then we would use all the cash reserves, so it is critical to get full registrations up. DGEs will continue to work on getting AGs, PEs and PENs registered. DGEs also need to look at the room list and make sure everyone has registered.

4- DGE Script – Arlene – DGEs need to look at the script and fill in any blanks. **Arlene needs names of Rotarians providing inspiration and pledge no later than two weeks in advance of PETS.** DGEs can add to the script, but don't add too much. The inspirations need to be short, want to provide enough time for primary speakers. Peter got information to announce DGEs and spouses. **Bob Delavan will provide Arlene with the names, clubs and year of presidency for the Past Presidents Panel.**

5- AV- Doug – Doug needs a picture for any person that is presenting that was not involved last year, including Tanis' name and title. He has noted special needs for the Aspen and Telluride Rooms.

Arlene will get a schedule for practice, but people should show up 15 minutes before the doors of their session open to come in for a sound check, people are welcome to come

to an earlier session if it is more convenient. Doug will work with President Germ and VP Greg Podd. Please let Doug or Arlene know if you are going to have wifi needs. There will not be meeting wide internet availability, only in the residence tower.

6 - District Leadership Briefing – Bill Spath – Planning on President Elect John Germ, Carl Tintzman on Polio and Larry Dimmit/Sean Allen on the Foundation. Bill is having a little difficulty coordinating with President Elect Germ, since his staff would prefer to have a single contact person. Megan McPeak is willing to do something, so Bill mentioned that he might have five speakers. **Bill will get this firmed up so that it can be put into a program and sent to the DGEs to get to their AGs and district leadership.**

7- Review AG/101, Facilitator – Peter/Arlene – Everything is set for the AG and 101 sessions.

8. Second Mailing, Registration Packets – Brandi – The PETS2 mailings were inadvertently sent to the DGEs, rather than Brandi. Malinda, Teresa and Barb have either sent or arranged to get the materials to Brandi. Bill and Tom are not sure if they have received the materials. Brandi will have the packets ready for pick-up early Thursday afternoon.

9. District Registration Tables – Arlene – **Districts must have someone at registrations tables or post instructions starting at noon on March 11th.**

10. Hospitality Room use – Arlene – Each district has a hospitality room, but remember that these rooms are also used for breakout sessions. Districts can have food and alcohol in these rooms, but they will need to be reset for breakout sessions. DGEs need to have a few people that can put these rooms back together, since the hotel will not do it. There is also no water in these rooms, but there will be water stations outside the rooms. Tables can be stored in Grey's Peak or on the balconies.

11. PETS Survey – Paper or on-line – Arlene - Karen would like to have paper evaluation for facilitators, so that people can fill it out right then, otherwise they forget who their facilitators were if they wait too long. Karen will provide evaluations electronically to Brandi for printing and to put into the packets.

Others agreed that they do like the online survey.

12 – Other items – Arlene is in discussion with two other hotels for July planning meeting. The DGEs may meet for a short meeting on Thursday night of PETS.

Please contact Arlene with any questions that come up as we start getting closer to PETS.