

Agenda – Conference Call

Objective	PETS Planning Meeting		
Date	January 11, 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			
No.	Agenda Items	Action Points	Leader
1	Review/Approve Minutes from December meeting		Arlene
2	Promoting District Leadership Briefing: PDG, DG line, AGs, etc. Who, when, how.		Bill Spath
3	Hosting Assignments for visiting PEs.		Arlene
4	Review Plenary Speaker/VIP aide assignments & registration		Arlene
5	Plenary AV – photos needed, Script update		Doug/Arlene
6	Review Facilitator training for January 30 th		Karen
7	Vendor Update		Arlene
8	Registration Update		Diana and Arlene
9	Sergeant a Arms – Who will organize and how many		Arlene
10	Date for First Planning Meeting for 2017 (Zone Meeting Date?)	Denver face-to-face	DGNs/Arlene
11	Need to replace Kurt Bartley as On-site Support Task Leader		Arlene
NOTES	Registrations – get as many as possible to register by the end of January. Food count will be due on March 7 th .		
	Room block guarantee must be met by February 7 th . Anything less than 90% of our contracted room block numbers will be owed to hotel.		
	RESEND the PETS FLYER to all PEs, PENS, AGs, District officers		