

MINUTES FROM PETS PLANNING COMMITTEE MEETING – January 11, 2016 at 4:00 p.m.

Peter Ewing convened the Meeting and the following members were present: Bill Spath, Malinda Shafman, Joe McBride, Bob Delavan, Teresa Anson, George Small, Paulette Church, Ken Small, Barb Redder, Phyllis Abt, Peter Ewing, Mary Kay Hasz, Bill Downes, Arlene Weber, Brandi Monger

1 - Review/Approval of the Minutes from December 14, 2015 meeting: Malinda Shafman moved to accept the minutes, Teresa Anson seconded the motion. Motion carried and the minutes were approved.

2 - Promoting District Leadership Briefing – Bill Spath – Greg Podd is planning to attend the District Leadership Briefing. Peter is working with President Elect John Germ's folks to see if he will be in town in time to attend. Carl Tinstman will hopefully be attending to give a Polio update. Carl's attendance should be confirmed by early February. Larry Dimmit will also be there, but will not be a major speaker.

Bill will draw up a program with John Germ, Greg Podd and Carl Tinstman to send to the DGEs. The DGEs can then send out the program to the necessary people in their district.

3 - Hosting assignments for visiting PEs – Arlene - There are currently two visiting PEs that will be hosted by 5450 and 5440. Arlene has sent Barb and Bill the information on these visiting PEs. Paulette had a visiting PE from New York sign up under 5470's registration. **Paulette will get with this person to make sure they are really intending to come to our PETS, so Arlene can arrange for payment and get this person properly registered.**

It is important for the hosting districts to reach out to the visiting PEs. Peter suggested that districts hosting visiting PEs designate someone from their district to help the PEs while they are at PETS.

4- Review Plenary Speaker/VIP aide assignments & registration – Arlene – The PETS program is generally set. **REMINDER - Aides need to remember to register their speakers under the staff registration link.** Arlene will handle the King N Trio. Mary Kay has registered John Germ and his wife. Greg Podd and Tanis Roeder still need to be registered. Don Peterson is Greg Podd's aide and Ken Small is Tanis Roeder's aide.

In addition to registering their speakers, aides need to get information on the speakers' needs, such as special mic needs, and also need to make sure Doug has a good high quality picture of the speaker. Aides should also find out if the speaker has

a specific topic they will be speaking on, so Arlene can include that information in the program.

The Past President's panel is almost complete. Bob has received the names of four of the five panelists. District 5630 has failed to respond to requests for this information. Bob will provide Arlene the panelists' names, club names, and year they were president.

Peter will reach out to Tom Mortimer about the panelist and also about registration.

5- Plenary AV – photos needed, script update – Arlene - Arlene needs to know if the district session assignments are acceptable before finalizing the script. There was some discussion of the presentation of the Rotary International Award on Friday night and whether District 5440 should have the Friday night spot. **Malinda and Barb will discuss and get back to Arlene.** Otherwise the assignments are fine.

For each session, the DGE assigned to that session will choose the pledge leader (if there is a pledge) and the leader for the inspiration. Arlene will need the names of these people by the end of February, so she can complete the program in time for copying. Doug does not need photos for pledge leaders and people giving the inspiration.

Materials – After San Diego the Presidential theme and Foundation materials will be mailed to Brandi. RI provides a copy of the materials for each club, but if Districts would like to include these materials in the packets for satellite clubs, PENs and AGs, they will need to pay for those materials. Brandi will reach out to the DGEs with the cost of these materials and to see what each district wants to do.

The current list of items for the file folios are the speaker and activity bio, hotel map, PETS program, and Presidential Theme and Foundation materials. **Brandi will get with Karen about the AG case studies and will also get with the 101 facilitators to see if there are additional materials they would like to include.**

Any district that would like Brandi to stuff their district specific materials must have those materials to her by March 4, 2016. Otherwise, the packets will be available Thursday evening for districts to stuff their own materials.

7- 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 Operation Warm, Shelter Box, Rotary Foundation and BBB Institute. There will also likely be a Polio display. There are fewer vendors and displays than PETS has had in the past. Arlene will be talking to the hotel about the setup.

8- Registration Update – Arlene – Registration numbers are way down. Currently there are only 90 PEs registered and there are 19 PENs registered. There are 45 AGs

registered. Currently we have only met 34% of our room block requirement. If we do not meet 90% of our room block by February 7, then we will have significant penalties. Arlene suggests the DGEs utilize their registrars to help get the message out that we need people to sign up and reserve hotel rooms.

5450 – Bill has identified all but 15 PEs, he just sent out a new mail reminder to his AGs.
5440 – Barb has identified 47 out of 54 PEs and has 25 registered. Arlene is double checking PETS registrations against hotel registrations. Kellie Tovar is sending an email to remind people to register and book hotel rooms.

5390-Malinda has identified 35 of 40 PEs. She has 4 PEs that are second time presidents and will not be attending. She has an AG conference call on Wednesday and will ask them to follow up.

5470 – Teresa reports that it is slow going, but she has letters going out and has set the date for registration at January 30, 2016. She has also sent an email to her AGs, but the holidays have caused a lot of people to be out and they are just getting back.

Arlene pointed out that usually there is a lot of activity at the end of January. **Peter and the other DGEs will reach out to Tom Mortimer to stress the importance of getting his PEs registered.** Arlene will also check the date on the flyer that has a misprint of February 12, 2016 as the deadline for booking the hotel.

6- Facilitator training for January 30, 2016 – Karen reported to Peter that everything is in good shape and ready to go. Arlene and Karen are set up for training on January 30, 2016 and are expecting about 19 people.

9- Sergeant at Arms – Peter explained that the Sergeant at Arms are traditionally organized by 5450's DGN. Therefore, Abbas' club is responsible for getting sufficient Sergeant at Arms for PETS. 5440 may also provide some folks, but Abbas will be the primary point of contact. Arlene stated that they need around 20 people total, for peak times there should be about 10 people. Mary Kay can help Abbas figure out what needs to be done.

Bill Downes will let Abbas know he is responsible for coordinating the Sergeant at Arms.

10- Date for First Planning Meeting for 2017 – Arlene would like the DGNs to start thinking about a date for the in-person planning meeting for PETS 2017. We are really looking at last two weekends in July or early August. **Arlene and Bill Spath will get with DGNs to find a date that works.**

11- Need to replace Kurt Bartley as Onsite Support Task Leader – This position generally contacts the vendors we have had in the past and is usually onsite to help vendors and presenter get set up. **Peter will think of someone and get back to Arlene.**

12 – Other items - Malinda had a question about when she needed to get Arlene her request to change the district room setup. Arlene stated that any requests should be provided to her as soon as possible, so that she can let the hotel know. It is a large fee to change the setup after the conference has started.

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

Malinda Shafman moved and Joe McBride seconded to adjourn. Meeting was adjourned.

Next meeting is a conference call on Monday, February 8 at 4:00 P.M. The number is 641-715-3276, access code 778590.

This is the last scheduled conference call before PETS!