

MINUTES FROM PETS PLANNING COMMITTEE MEETING – November 9, 2015

4:00 p.m.

Peter Ewing convened the Meeting and the following members were present: Malinda Shafman, Joe McBride, Lori Cummings, Bob Delavan, Teresa Anson, George Small, Paulette Church, Peter Ewing, Mary Kay Hasz, Bill Downes, Michael Brady, Don Peterson, Tom Mortimer, Arlene Weber, Karen Briggs, Brandi Monger

- 1) **Review/Approval of the Minutes from October 12, 2015 meeting:** Joe McBride moved to approve the minutes, Lori Cummings seconded the motion, motion carried and minutes were approved.
- 2) **Event Resource Team Items:** No report since Doug McLemore was not on the call. Malinda requested that Don confirm with Greg Podd what type of microphone he wants to use for his District presentations and let Doug know.
- 3) **Vendor Info:** Arlene reported that an updated invitation letter is going out to 4 vendors (Perry White, Russell Hampton, Club Runner, National Awards). A fifth vendor wants to participate but will only be included if one of the first four cannot make it, due to space restrictions. The Polio display will be put with The Rotary Foundation table.
- 4) **Contact Schedule for PEs/PENs, PETS flyer, room reservations:** Arlene reported that the current version of the PETS flyer is on the High Country PETS website. She asked us to remember to send it out monthly (always retrieving it each time from the website in case there are updates to it). She also reminded the DGEs to keep on schedule with the letters that need to be sent out and suggested CCing the PENs on all the letters. Peter encouraged DGEs to keep on top of identifying all their PEs. Arlene noted that the room reservation link is up and running on the High Country website. She stress that all attendees must make a room reservation, she then tells the hotel which rooms are compensated by PETS. Everyone must also register for PETS, with Steering Committee and Facilitators doing so through the special link on High Country PETS website – all others, including partners, spouses and guests do so through the appropriate District link or as such on the HC PETS site.
- 5) **Materials, questions and updates:** Brandi thanked Peter for providing an inventory of prior PETS materials. She requested that all District specific materials that the DGEs want put in their portfolios be given to her by Friday, March 4. She will also place the following general materials in the portfolio: hotel map, PETS program, paper tablet, speaker bios, and RI materials. There was discussion regarding the type of name badges desired. There are 30 clip-on style badges and 222 elastic necklace style badges in inventory. Some Districts will bring their own. Teresa asked if we could have different color badges for each District. Arlene will see if there is a way to distinguish between Districts.
- 6) **Update on Facilitators, Rotary 101, AG Training, PEN session:** Karen reported she has 14 facilitators so far. She needs 15 plus 4-5 subs. Rotary 101 will be facilitated by Jim Halderman and Julie Phares. Foundation 101 will be facilitated by Scott McLaughlin. If DGEs would like the content of either of these sessions, please let Karen know. Phylis Abt and Chris Woodruff are working on the PEN session content and have no concerns with adding the 4th PEN session. AG training will include 4 sessions: #1 – Goal Setting, #2 – Case Study, #3 – Case Study, #4 – Rotary Club Central. DGEs are to send Karen ideas of what we want her to cover for AGs on Rotary Central. Karen has prior case studies provided by Mike Forney that she'll distribute. All new case studies that a District wants to submit should be sent to her by December 1.
- 7) **Leadership Update Session, what's new & PETS Exchange:** Peter reported in Bill Spath's absence that Bill is aware of what he is to do regarding both of these.
- 8) **Registration update:** Arlene reported that if each District registrar has checked their District registration link and it works, she can turn make it live November 10. Peter asked how Satellite club members were to register and Arlene indicated it is handled on the registration links.

- 9) Saturday Entertainment:** Teresa reported that the DGEs prefer entertainment over a game or other activity for Saturday evening. She reported that King N Trio has reserved the date, just waiting on the final invitation from us if all approve. They require no compensation except: mileage costs, 3 rooms and food while in attendance. They will only eat with the PETS attendees on Saturday night. All other meals (Saturday lunch and Sunday breakfast) will be in the hotel restaurant, which reduces our cost. All DGEs approved them for the Saturday entertainment so Teresa will finalize arrangements with them. Approximate total cost will be around \$1000. Arlene indicated we have enough in the budget to spend up to \$2000 on entertainment.
- 10) Past President Panel:** DGEs reported that Bob Delavan will be the moderator. Julie Johnson Haffner will represent District 5440. Heather Howlett will represent District 5390. Adair Reese will represent District 5630. Mark Garfinkel will represent District 5450. David Crane will represent District 5470. The DGEs are to secure a 3-4 sentence bio from each panelist to be used for their introduction on Saturday and send it to Arlene and Bob.
- 11) The next conference call meeting is December 14 at 4 p.m.**

The meeting was adjourned at 5:10 p.m.