

## Agenda – Conference Call

<b>Objective</b>	2016 PETS Planning
<b>Date</b>	October 12, 2015
<b>Time</b>	<b>From:</b> 4:00 p.m. <b>To:</b> 5:30 p.m.
<b>Dial-in-Number</b>	641-715-3276
<b>Pass code</b>	778590
<b>Scribe</b>	Barb Redder, (Meeting will be recorded for future reference)
<b>Convener</b>	Peter Ewing
<b>Attendees</b>	PETS Planning Committee Members:

No.	Agenda Items	Discussion Leader
1	Review/Approve minutes from 9/21/15	Peter
2	Review Speakers/entertainment	DGEs
3	Registration Packets – contents	DGEs /Brandi
4	Event Resource Team Items (prelim on Speaker needs, Dist. Room AV)	Doug
6	Facilitators and required training	Karen & Dist. Trainers
7	AG training segment	
8	PEN Session	
9	Registration – categories and available date	Arlene
10	Beginning PR, Flyer	Peter & Arlene
11	Photos –district responsibility	Arlene
12	PE/PEN e-mail segments – do we still need? If yes, schedule to send.	
13	Next meeting date November	Peter

To Do List: