

MINUTES FROM PETS PLANNING COMMITTEE MEETING – October 12, 2015
4:00 p.m.

Peter Ewing convened the Meeting and the following members were present: Bill Spath, Joe McBride, Lori Cummings, Teresa Anson, George Small, Paulette Church, Ken Small, Barb Redder, Bill Emslie, Peter Ewing, Mary Kay Hasz, Bill Downes, Abbas Rajabi, Michael Brady, Don Peterson, Tom Mortimer, Arlene Weber, Doug McLemore, Karen Briggs, Brandi Monger

Review/Approval of the Minutes from September 21, 2015 meeting: Joe McBride moved to approve the minutes, Bill Downes seconded the motion, motion carried and minutes were approved.

Review speakers/entertainment –

Barb Redder reported the DGEs had selected a speaker for Sunday morning, Tanis Roeder from the Fort Collins Rotary Club. She is a professional speaker, but has been engaged with Rotary from a young age. She was a member of Interact, then Rotaract. Tanis will be out of the country until October 25, 2015, but Barb will get her bio and information to Arlene as soon as she can. Ken Small will be Tanis' aide.

Arlene does not have information on what topics President John Germ or Greg Podd are speaking on. Mary Kay Hasz is John Germ's aid and Don Peterson is Greg Podd's aide. **The aides need to get with the speakers and get them the speaker information sheet to fill out and return to Arlene and Doug, so they have the necessary information.**

Peter mentioned that Greg Podd will be at Rotary International training on March 10, so he will not get into PETS until either Thursday night or Friday morning. Peter will let him know that he will need to be ready to go at 10:00 a.m. on Friday for meeting with District 5390 at 10:00 and District 5630 at 10:45 a.m.

Saturday night entertainment has not been decided yet. There are some problems because of the budget. Paulette suggested that rather than having performers, the time could be used for more district time or more networking time. Arlene suggested some sort of get-to-know-you event. Either a scavenger hunt or a member bingo, then we could save door prizes for awards on Saturday night.

*** Arlene will get with Paulette and DGEs to come up with logistics for event sometime in next three weeks.**

Registration Packets and contents - Discussion of whether to continue with the portfolios. There will be less material because the officer kits will be electronic. The packets will contain the speaker bios, hotel map, and program, the second mailing from

Rotary International and any other items the DGEs would like. Brandi will get with Michael Brady about district specific materials. Peter will find out how many portfolios are left and let Arlene know.

ERT Team – Doug reported that each breakout room will have a screen and audio system. Each district will need to bring its own computer and projector. Let Doug know what you need for microphones. They have a collection of microphone. The aides should also remind speakers about the helpful hints sheet that is available on the PETS website. The aides should provide Doug with information on the speaker's needs, including the type of microphone they prefer. The aides can help the speakers be more prepared.

Facilitators – Karen – Karen worked with the district trainers and they decided the module for the district training session on Sunday will be Planning Your Year. The modules they will cover on Friday and Saturday are Running Your Meetings, Engaging Club Members, Leading Rotarians, and Running Your Club.

Reminder – Karen needs 2 case studies from each DGE for the AGs to deal with in Saturday training. It is more important that the case studies represent real life issues than represent the different club sizes. Please get those to her as soon as possible.

Karen reported that Bill Downes had provided the names of a couple of Rotarians from District 5450 who would be good facilitators for the AG sessions. Karen asked the DGEs to provide names and contact information of other people they thought would be good.

There was some discussion on whether to mix the PEs and PENs on Sunday morning. **The DGEs will need to discuss with Karen and decide how they want to break folks out on Sunday.** Karen does not have anything specific for the PEN session at this time.

Registration – Aides should register the speakers for the conference. PETS will handle the hotel reservations, but need to know the lodging needs for the speakers. Arlene will need room information for Tanis in the next couple of months.

Arlene is setting up the registration a little differently this time. Each registrar will have access and a different link for each district for PEs and PENs, so they will be registered by district. Then the registrars can put that link on their website. Hopefully, this will cut back on people registering in the wrong district. AGs, spouses and committee members will all be together. Will go live with registration on November 15, 2015 at the latest, but would like to be earlier.

Arlene got all the names for the district registrars.

Beginning PR/Flyer – Need bio and information for Tanis and information for Saturday night event. DGEs need to get flyer out to all clubs as soon as it is ready. Send out the flyer three or four times.

Arlene checked to see if the schedule was correct. Reminded people that it is important that they let their folks know what they are expected to be there.

District 5630 and 5690 had Friday morning meetings for PEs and PENs – they will get time information to Arlene.

District 5440 is having AG training on 8:30 to 11:00 on Friday.

The group also decided to finish the Rotary 101 and Foundation 101 and District Leadership sessions at 4:00 p.m. on Friday, so that folks can have a little downtime before evening activities.

The group also decided to push back the start time on Sunday to 8:00 a.m. Each district will decide when they want to adjourn on Sunday.

There was some discussion of whether to include closing of the hospitality suites at 10:00 p.m. on Saturday night. It was decided that Arlene would include information that hospitality suites go from 9:30 to 10:30 p.m. on Friday and should close at 10:00 p.m. on Saturday.

Photos- Reminder that each district is responsible for getting its own photos for directories if they want them. The districts will not be able to use the PETS office, but there are several rooms on the ballroom level that could be used. Please get with Arlene regarding your room needs for photos. DGEs need to make it clear who is taking photos and where.

PE and PEN letters – Arlene sent out draft letters for PEs and PENs. The DGEs should revise these letters as necessary before sending them out. Group decided it was better to just have full manual, rather than parts broken out by section on the website.

DGEs need to start working to find out names of PEs and PENs. The letters to PENs will start going out November 1, 2015.

Abbas Rajabi moved to adjourn, seconded by Teresa Anson and motion carried.

Next meeting is a conference call on Monday, November 9, 2015 at 4:00 P.M. The number is 641-715-3276, access code 778590.

Dates for following conference calls as follows (all calls will be from 4-5:30 P.M):

December 14, 2015

January 11, 2015

February 8, 2015

Respectfully submitted,

Barbara Redder
DGE District 5440