

## Agenda – Conference Call

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|-----------------------|---|
| <b>Objective</b>      | 2017 PETS Planning  |
| <b>Date</b>           | December 6. 2016  |
| <b>Time</b>           | <b>From:</b> 4:00 p.m. <b>To:</b> 5:00 p.m.                   |
| <b>Dial-in-Number</b> | 712-451-0241  |
| <b>Access code</b>    | 654237  |
| <b>Scribe</b>         | George Small, (Meeting will be recorded for future reference) |
| <b>Convener</b>       | Bill Spath  |
| <b>Attendees</b>      | PETS Planning Committee Members:                              |

| No. | Agenda Items   | Discussion Leader      |
|-----|--|------------------------|
| 1   | Review/Approve minutes from 11/14/16   | Peter                  |
| 2   | Registration Update and Importance of attendance numbers                         | Arlene & DGEs          |
| 3   | Facilitators and required training Update<br>Any updates on AG, PE, PEN sessions | Karen & Dist. Trainers |
| 4   | Event Resource Team Items  | Doug                   |
| 5   | Update on District Leadership Friday Session                                     | Bill                   |
| 6   | Vendor Update  | Peter or Arlene        |
| 7   | DG Aide assignments  | Bill                   |
| 8   | PE/PEN e-mail segments   | Bill & Arlene          |
| 9   | Transportation from/to airport for PETS  | Arlene                 |
| 10  | Next meeting date in January   | Bill                   |

To Do List:

### SPEAKER AIDS:

1. Register your speaker for PETS by going to the Steering Committee/Facilitator Registration link.
2. Make sure your speaker has completed the Speaker Information Form and you have sent it to Doug & Arlene with a HIGH RESOLUTION photo. NOTE: **Past President's Panel** – photos not needed. They need to register themselves. Arlene will need list of names, club, district for each panel member and the moderator's name/info no later than the end of January.
3. DGEs – you will receive your emcee assignment in January. The draft script will be available by the end of January.

**79 DAYS UNTIL PETS**