

## Agenda – Phone Conference Call

<b>Objective</b>	2017 PETS Planning	
<b>Date</b>	February 7, 2017	
<b>Time</b>	<b>From:</b> 4:00 P.M. <b>To:</b> 5:15 P.M.	
<b>Call In Number</b>	<b>712-775-7031 (use link sent in Free Conference Call message to see items on-line)</b>	
<b>Access Code</b>	972-966-660	
<b>Scribe</b>	George Small	
<b>Convener</b>	Bill Spath	
<b>Attendees</b>	PETS Planning Committee Members in Attendance:	
<b>Discussion Leader</b>	<b>Agenda Items</b>	<b>Notes</b>
Bill	Review/Approve minutes from January 26 <sup>th</sup> meeting	
Doug & DGEs	AV discussion - What is still needed	
Ruthie/Arlene/Diana	Registration materials – pick-up schedule on the 23 <sup>rd</sup> . Name badges – unpaid withheld. Coding on Badges	
Karen/ Arlene	Facilitator Training Summary and Suggestions from Facilitators	
	Any Updates on the 101 sessions, AG training, breakout sessions	
Arlene	Room reservations and Registration, When rooms are available.	
Barb	Leadership Update Session & PETS Exchange – anything new	
Arlene/ District Registrars	Final changes, last date to register, limit on walk-ins, Issues and/or questions	
Peter	Vendor & Exhibit Update	
Bill	District Reps for the Past Presidents panel & Miscellaneous wrap up	

TO DO LIST:

**DGEs – Still time to have your PEs and PENs register. NO REFUNDS after Feb. 19<sup>th</sup>.**

DGs: Speaker Aid Assignments: Greg Podd is DG Tom Mortimer; Carl Tinstman is DG Bill Downes; Samira Rajabi is DG Barb Redder; Mike Forney is DG Malinda; and Members of the Past Presidents Panel is DG Teresa Anson.

NOTE: Speaker Aides need to complete the on-line registration for their assigned person and make a room reservation, if needed for that person; obtain high resolution photo for the speaker (except for panel members) and have speaker complete the information/needs form – photo and form to be sent to Doug & Arlene.