



**High Country PETS (Teleconference)
January 26, 2017**

The conference meeting was called to order by PETS Chair Bill Spath at 4:00P with a roll call of the following members:

5390 - Bill Spath, Malinda Shafman, Joe McBride, Rick Moore
5470 - Teresa Anson, Becky Smith
5440 - Bill Emslie, Chuck Rutenberg
5450 - Bill Downes, Abbas Rajabi, Peter Ewing
5630 - Tom Mortimer, Jerry Milner, Dale Schultz, Diane Edwards
Support - Arlene Weber, Diana Royce Smith, Karen Briggs, Ruthie Gleason

The agenda was distributed via email prior to the meeting. *It was moved by Rick Moore and seconded by Jerry Milner to approve the minutes of the December 6, 2016, meeting. The motion carried.*

Vendor (Arlene)

Vendors are full. There are 3 or 4 District displays. Peter is working on the Sergeant of Arms process. Joe McBride indicated that 250 catalogs should be ordered from National Award. Other vendors will be contacted. Joe should contact Peter to check with vendors for catalog processing. Vendor should be responsible for dealing with their own catalogs. The Sergeant schedule has 8 of 31 slots filled. Manpower is needed to contact Peter with volunteers.

Registration Update (Arlene & Ruthie)

The bags have been received the 600 bags. Pens, paper, map and schedule will be placed in the bags for Districts. It is recommended that the RTD schedule be placed in the bags. District specific materials will be packaged by the Districts. Ruthie and Arlene will be there on Thursday morning. Karen will be there at 4:30.

Hospitality will be assigned on the 3rd floor and the only place that food and drinks can be brought in, unless it is purchased from the hotel. The rooms must be placed in the same order as when they are occupied. Hotel staff will not clean them. Gray's Peak will be unoccupied. Small refrigerators will be placed in each room. Coolers are recommended. It is best that ice be purchased at WalMart.

Room reservations are 34 short. This is head's up to get people registered. Registrars have the current registrations. Conference registrations are still low and amounts to \$34,000. No reimbursement for people not staying at the Renaissance Hotel. Deadline for the room block ends on February 3.

Update on District Leadership - Friday (Barb)

Although Barb was not present, it was reported that there are 3 speakers covering 3 topics and transportation has not been arranged for Kalyan. Christine Grodecki will have 30 minutes. Carl Tinsman will have 30 for and update on Polio. Greg Podd will have 30 minutes for a membership update. Each will have 10 minutes of the 30 for questions. Bill contacted Kalyan's assistant and she did not know of his plans. The aide will need to make arrangements. Greg has questioned times to be with District breakout. Greg can't do Friday night because he has a club obligation. DGE should speak to Tom for needed times. He is the plenary speaker on Saturday morning. Tom Mortimer should sent Greg a PETS schedule. Also ask how many nights he will be at the hotel.

Club Member Count by District (Arlene)

Arlene needs a club member count by district from the current DG to set up the breakout numbers. Report information will come from RI and is due by February 14. The detail is the number of clubs in the district and the number of members in each club. Arlene will mail the DG's for the report.

Event Resources Team (Doug)

Districts should have made a request to Doug concerning their equipment needs. DGE also need to provide their photo/short bio if they are making presentations.

Facilitator Training (Arlene & Karen)

The DGE's should include a copy of the Council of Legislation. Bill indicated that it is included with the RI materials that will be distributed on Thursday. They will be roll at the breakouts and DGE need to be prepared to deal with people that do not attend or check-in and leave. The District is paying for their attendance. The new Manual of Procedure will be posted on the website. Karen needs a copy of each District's breakout schedule to avoid duplication of content. The facilitators are great and she will be using Chapter 2-4 of the President's Manual. The content will be presented as facilitation or teaching mode, depending on the President's preparation. Karen has made contact with Mike Forney and he has new scenarios for AG training. Chuck requested another facilitator for the PEN training so that it would not just be one district doing the training. One person (name) is needed from each District for the Past President's Panel on Saturday, so they can be recognized in the program. Bob Delavan will facilitate the panel. Teresa will work with Bob to organize the member of the panel.

Aides for speakers need to make room reservations for them. DGE need to check that other parties of their Districts are registered. Arlene will work on scripts and room assignments.

Next meeting - The next meeting will be scheduled by a meeting request notice.

Adjourn

It was moved by (undefined) and seconded by Joe McBride to adjourn the meeting.

Minutes transcribed from meeting recording and submitted by:

