

PETS Face to Face Steering Committee Meeting – July 23rd, 2016 at Embassy Suites –DIA. The following members were present: Bill Spath, Arlene Weber, Malinda Shafman, Joe McBride, Rick Moore, Lori Cummings, Teresa Anson, George Small, Chris Peterson, Becky Smith, Barb Redder, Bill Emslie, Chuck Rutenberg, Phyllis Abt, Bill Downes, Abbas Rajabi, Michael Brady, Jerry Milner, Dale Schultz, Doug McLemore, Karen Briggs.

Chair Bill Spath called the meeting to order and everyone introduced themselves. It was duly moved and seconded to approve the minutes of the 2016 PETS wrapup meeting as circulated. Motion carried. Chairman Bill reminded the DGEs that they needed to identify a member of their class to serve as PETS Chair Nominee this year who will then chair PETS 2019. Chairman Bill also reminded the group that we still need a Materials Chair for 2017 PETS. After discussion, it was determined that the Materials Chair ideally would live within 100 miles of Denver and should then come from either District 5440, District 5450 or District 5470. **Barb will ask Karoline Woodruff and Brandi Monger (past 2 Materials chairs) for a job description. DGEs will identify a Materials Chair by first conference call.**

A review of the 2016 PETS followed. Lead Trainer Karen Briggs identified the training concerns from the reviews. There were some comments about repetition between the facilitated PE session and the District specific breakout sessions. There were also requests for more nuts and bolts training on exactly how to be a club president. The participants requested more web connectivity. A discussion followed about training without paper manuals. It is vital that the DGEs stress the importance of downloading or printing the manuals prior to attending PETS, however the facilitators need to be aware that not all participants will do so. If any district wants its PEs to have paper manuals, the individual district will need to order and pay for them directly from RI. A discussion followed about the need for a calendar/checklist for the Presidents similar to what is provided at Zone Institute for Governor training. After extensive discussion throughout the day it was determined that each district will be responsible for creating its own calendar, incorporating RI tasks, Club tasks and District tasks. District 5440 and 5470 each created 18 month planners for 2016-2017 and would be happy to share those ideas with the DGEs.

Doug McLemore provided the AV report. Each district will provide its own computers and projectors and the AV team will provide screens, microphones and sound. Everyone is strongly encouraged to label all their items to reduce confusion after PETS. Doug will also provide suggested rehearsal times to anyone who will be on stage for plenary sessions and he strongly encourages DGEs and speakers to take advantage of these rehearsal opportunities. Doug and his team will provide a podium light to assist speakers and emcees with seeing their notes. **Doug will provide the DGEs with a checklist to use in determining if they have all the AV materials they need prior to arriving at PETS.**

Everyone reviewed the budget and Arlene indicated that we will be able to keep the registration fee at \$375.00. At that rate, we need 393 full registrations (PEs, PENs and AGs) to break even.

A discussion regarding speakers followed. Chairman Bill reported that PRIP and current Trustee Chair Kalyan Banerjee will be attending PETS. He also indicated that Christine Grodecki (Foundation) and Julie Aubry (Membership) and possibly Emily Tucker (Club and District Support), all from RI will be attending and will be available for District Specific sessions. A general discussion of speakers followed. **The DGEs**

will have a conference call and will report back to the committee with identified speakers by the first conference call.

Peter Ewing will serve as logistics/vendors and onsite support chair. Arlene suggested no more than 5 vendors including Russell Hampton, QT Pie, National Awards for You and perhaps 2 more. We would also like a Polio Display, Rotary Foundation Display and Atlanta Convention Display. Peter will also be responsible for identifying and training Sergeants at Arms.

The challenges with the internet were reviewed and based on the cost of purchasing more bandwidth it was determined that it is best to use the available bandwidth and supplement it with hot spots when available.

Each district will use the same hospitality suite as previous years. Use of the suites allows us to bring in our own food and beverages, however everyone needs to remember that rooms have a dual purpose, so districts need to have the room cleaned and set for the breakout sessions the next day and facilitators need to be sure the room is picked up for the hospitality use in the evening. The hotel staff will not come in and clean the rooms.

Chair Elect Barb is responsible for arranging the Leadership Briefing and will include Rotary leaders, such as PRIP Kalyan Banerjee, Christine Grodecki and others as their schedules allow.

Karen Briggs led a discussion about training. She requested facilitators who have been presidents in the past 2-3 years or who have been active in their districts during that time and are therefore up to date on the changes that have recently occurred. **Karen will provide the DGEs with facilitator reviews to assist them in making their facilitator selections. The DGEs need to provide 4-5 facilitator names from each district to Karen by September 1st.** DGEs are reminded not to select AGs as facilitators. After discussion about numbers and time frames of plenary sessions, facilitated sessions and district breakout sessions, consensus was reached to leave the schedule as is, although Karen will encourage the facilitators to be prepared for the lagging energy levels at the last session on Saturday afternoon. Karen also requested the schedule be tweaked slightly to allow for an extra 10 minutes at the beginning of the first facilitated session to allow for participant introductions. After discussion about Rotary 101 and Foundation 101 it was duly moved and seconded to combine the 101s and run 2 sessions concurrently and to swap presenters halfway through the 2 ½ hour session. The motion carried unanimously.

Chair Bill reported on the PETS Alliance last weekend. He found the experience worthwhile and he encourages future PETS chairs to attend. The PETS Alliance website contains quite a bit of information about speakers, curriculum development and best practices. The 2017 PETS Alliance will be held July 20-22 in Evanston, IL.

AG Training will be led again by Mike Forney and will consist of 3 sessions of scenarios and 1 session of Rotary Club Central training. Karen requested the DGEs send new scenarios to Mike Forney to allow him to keep the AG training fresh and relevant, since AGs go through the training 3 times.

The PEN training will be led by Chris Woodruff from District 5440, and he will be assisted by Chuck Rutenberg and Phyllis Abt.

Arlene led a discussion about the PETS Guidelines and changes that need to be made. The reimbursement for committee members, PE facilitators and the Lead Trainer remain the same. It was duly moved, seconded and amended to make the following changes to the reimbursement policies:

- Reimburse facilitators for the 101 sessions who travel further than 100 miles the cost of a shared room (1/2 actual cost) for one night for up to 2 facilitators.
- Reimburse PEN facilitators the cost of a shared room (1/2 actual cost) for 2 nights for up to 3 facilitators
- Reimburse AG facilitators for cost of a shared room (1/2 actual cost) for 2 nights for up to 2 facilitators
- Reimburse the Administrator for the cost of meals when traveling to mandatory PETS meetings.

A discussion then followed about the folders/bags to be used at PETS. It was duly moved, seconded and amended to provide an inexpensive folder with the ability to insert 3 hole punch items and a string bag with the Rotary emblem to all paid participants.

Registration will again be by district and the **DGEs need to provide the name of the District Registrar to Arlene by October 1st.**

After discussion, it was determined that **Arlene will send a meeting wizard to determine the best time for the first conference call which will be held the week of August 15th.** After the first call, the balance of the conference calls will be held during the first week of the month.

There being no further business to come before the steering committee, the meeting was adjourned.

Respectfully submitted,

Barbara Redder
District Governor, District 5440
PETS Chair Elect