

Agenda – Phone Conference Call

Objective	2017 PETS Planning	
Date	November 14, 2016	
Time	From: 4:00 P.M. To: 5:15 P.M.	
Call In Number	712-775-7031	
Access Code	972-966-660	
Scribe	George Small	
Convener	Bill Spath	
Attendees	PETS Planning Committee Members in Attendance:	
Discussion Leader	Agenda Items	Notes
Bill	Review/Approve minutes from October 13 th meeting	
Peter	Vendor & Exhibit Update	
Ruthie or Arlene	Registration materials/packets/bag	
Karen/ Arlene	Facilitator Training	
	Any Updates on the 101 sessions, AG training, breakout sessions	
Arlene	Schedule for PE/PEN letters & PETS flyer; room reservations and Registration	
Barb	Leadership Update Session & PETS Exchange – anything new	
Bill	Adding RI Convention Promotion to the Saturday evening program	
Doug & DGEs	AV discussion – if needed at this time	
Bill	Facilitator for the Past Presidents panel & Miscellaneous wrap up	
Bill	Next Phone Meeting Date	

TO DO LIST:

DGEs – Stay on Schedule for the PE/PEN letters

DGs: Speaker Aid Assignments: Kalyan Banerjee is DG _____; Greg Podd is DG _____; Samira Rajabi is DG _____; Mike Forney is DG _____; and Members of the Past Presidents Panel is DG _____.

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.