

## Agenda – Phone Conference Call

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|--------------------------|--|--------------|
| <b>Objective</b>         | 2017 PETS Planning   |              |
| <b>Date</b>              | September 13, 2016   |              |
| <b>Time</b>              | <b>From:</b> 4:00 P.M. <b>To:</b> 5:30 P.M.  |              |
| <b>Call In Number</b>    | <b>712-775-7031</b>  |              |
| <b>Access Code</b>       | 972-966-660  |              |
| <b>Scribe</b>            | (George will do from recording)  |              |
| <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 August 15th meeting                                    |              |
| Bill & DGEs              | Speaker Review – Who & When (Greg Podd to speak on The Leader in You??)            |              |
| Peter                    | Vendor & Exhibit Update  |              |
| Bill & DGEs              | First mailing of RI materials.   |              |
| Karen & DGEs             | Facilitator Selection Update<br>Changes, if any, for the 101 sessions, AG training |              |
| Arlene & Barb            | PETS Exchange for 2017 confirmed -   |              |
| Doug & DGEs              | AV discussion – if needed at this time   |              |
| Arlene                   | Registration – Draft of PETS first flyer – E-mail schedule for PEs                 |              |
| Arlene/Ruthe             | Ordering folders & bags for registration packets                                   |              |
| <b>Bill</b>              | Next Phone Meeting and Meet at Zone  |              |

### TO DO LIST:

DGEs: \_\_\_\_ IF NOT DONE, send Karen names of recommended facilitators from your district ASAP. Training is in Denver on January 14, 2017. Check PETS Guidelines for what costs are covered.

Done: All Registrars are the same as last year. (Registrar is responsible to edit, add registrations for their district.

NOTE: >> Registration needs to open no later than November 15<sup>th</sup>. PREFER Nov. 1<sup>st</sup>.

Rooms at the Renaissance can be booked now.

>> PETS flyer info must be finalized so it can be ready for first DGE letters that go out on November 1.

>> DGs serve as aides to guest speakers and special RI guests. Assignments will be made by December.