

**2018 PETS Planning Committee Meeting**  
**Phone conference call**  
**August 28, 2017**

The meeting was called to order at 4:00 PM MST by Chair Barb Redder. Roll call was taken.

**Those in attendance:**

District 5390: Rick Moore, Lori Cummings

District 5470: Chris Peterson, Becky Smith , David Wood

District 5440: Barb Redder, Chuck Rutenberg, Chris Woodruff, Karen Trusler

District 5450: Sandra Mortenson, Connie Syferd

District 5630: Dale Schultz, Dian Edwards, Scott McLaughlin, Kirsten Faessler

Support Staff: Phil Murphy, Arlene Weber, Ruthe Gleason, Diana Smith

**Minutes from the July 23, 2017 meeting** were reviewed. Corrections were made as follows:

1. Under PETS Website replacing the words Chair-Elect gest speakers with Chair-Elect Bill Emslie will collect guest speaker...
2. Under the paragraph starting with Rotary/Foundation 101, the 101 at the end of that sentence will be removed.

Motion made and seconded to approve the minutes with revisions. Motion carried.

**Review Proposed changes to PETS Guidelines for a district leaving HC PETS**

Arlene reported that she hadn't obtained any information yet and has looked at other PETS websites as they didn't have their guidelines posted. She was going to contact Steve Denning from PETS Alliance for information.

**Vendor and Exhibit Update -**

Peter Ewing wasn't in attendance. Barb reported that she had been contacted from RI and they were sending Chad Stutesman to man the RI Foundation table.

**Proposal to go non-profit -**

Karen Trusler reported on her research regarding this topic. She reported:

1. PETS may qualify under education status since PETS is all about training, etc.
2. If we were to go that route, we would need to apply for and ID #.
3. We would need to formalize ourselves under and organization with a chair/president, vice president, and a board of directors in place.
4. Also develop articles of incorporation. She could utilize Poudre Learning Center Foundation as partner.
5. Develop bylaws (would be a lengthy process).

6. Submit our application.
7. If approved, we'd make sure we have in the articles a measure of an accountant for paperwork we'd submit.
8. Before we go that route as a group we need to consider:  
Do we really qualify as an educational organization?  
We don't take donations.  
We're not raising funds for a particular cause.  
We collect fees not donations so that's where we might trip up.
9. If we change to donations, do we meet our 4-way test.
10. Review our purpose of moving to a 501c3. If it's not to defray cost for tax or charitable for the taxes, what we save in taxes we need to consider, is this a cost saving measure for what we need to proceed forward.
11. If we still want to move forward, we need to check with the Fed: a. Will there be implications because PETS involves more than one state, b. Will there be implications after rezoning, c. Has PETS ever considered asking another Rotary Foundation in one of our districts that already has an established 501c3 that we could utilize.
12. We can move forward but Karen has some concerns on whether we would qualify.

Discussion surrounding working with another organization having already a 501c3. Decided that due to PETS being multistate the commingling of funds could be risky. The amount of paperwork involved would be high. Cost ratio not in our favor. Decided to have Arlene also ask Steve Denning if other PETS have switched to a 501c3 when she asks about PETS Alliance. So this item is tabled until the next meeting.

### **PETS draft flyer**

Arlene needs to know if the districts will start training Friday AM as if so then it needs to be put into the flyer. Dist 5450 will have AG training starting at noon-3:30. Dist 5470 is doing the same as last year. Dist 5390 AG training Thurs afternoon 1:30-4:30. Dist 5440 and 5630 will have AG training Friday AM.

At the bottom of the flyer, change the paragraph into bulleted statements rather than as shown. Discussion on timeline for Friday afternoon sessions into the dinner. Decided to:

1. Start time is 1:15.
2. Take break at 5:30-5:50.
3. Start social gathering at 5:50.
4. Dinner starts at 6:30.
5. Keep the leadership update as is for this year.
6. Need to confirm with Arlene by September 15th how many will be attending for their district training session on Thursday afternoon and Friday morning.

### **Speaker selection review**

Haven't heard from RI on a visit from the Vice President.

Arlene needs a short bio and picture on each speaker and once she has that she will post on the website. The speaker form is on the website. The speaker letter has been updated.

### **First mailing of RI materials -**

Ruthe has 1 box as of this point.

Ruthe is looking at bags. She has found one that is \$4.03. Is a smaller version of a messenger bag. She's looking at others and will get pictures to the committee and we can discuss at the September meeting.

### **Facilitator selection update -**

Not all have submitted recommended names to Arlene so need to have them by September 1st.

### **Becky - survey of past club presidents.**

The survey was sent to 215 Past Presidents and 63 have been received to date. Survey Monkey has a reminder that is sent out. The window closes September 8th so hopefully more are received.

There are two responses that most would like to see changed in PETS:

1. Want to get the nuts and bolts of how to be a club president,
2. After that discussion has taken place, they want to go to the soft skills such as "how do you deal with a difficult person", "How do you deal with an unmotivated club", etc.

### **Update club manuals -**

what's in the PETS guidelines for the district breakout sessions will remain the same. They can be found in the Guidelines under appendix A.

**PETS Exchange for 2018** - Bill Emslie wasn't present.

### **Should we play short videos during meals?**

Survey of past club presidents request that there be time to network so was decided not to have them.

**Arlene -**

1. The form for requesting specific AV needs is on the website and needs to be completed by one district person and send to Doug. Suggested person be the district trainer.
2. Registration - DGEs need to confirm by October who their registrar will be.
3. Initial flyer will be available by October.
4. Final flyer along with the first letter will be sent out the 1st week of November.
5. Attendance is the key. Need to have 380 full paid registrations to breakeven. Full registrations are AGs, PEs, PENs. High Country PETS will bill each district for AG, PE and district level people.
6. Budget was reviewed. 2018 budget is \$141,606.64. Last year's budget was \$134,996.75. Attendance was down somewhat and expenses were a bit higher but still was able to have close to \$3,000 in the black.
7. DGNs were reminded that planning forward for the 2019 PETS, room rate goes up from \$118 to \$124. Registration fee might need to go up to \$400. Won't have complementary suites for DGEs.
8. All the committee members need to have their room booked by the end of the year.

**To do list:**

1. Send Karen the recommended facilitator names by this Friday, September 1st.
2. Registrar names to Arlene by October 1st.
3. Registration open for PETS no later than November 15th.

Motion made to adjourn.

**Next committee meeting is September 18th.**

Respectfully submitted

Dale Schultz  
DGE 2018-19 District 5630  
PETS scribe