

## Agenda – Conference Call

<b>Objective</b>	2018 PETS Planning
<b>Date</b>	December 18, 2017
<b>Time</b>	<b>From:</b> 4:00 p.m. <b>To:</b> 5:00 p.m.
<b>Dial-in-Number</b>	712-775-7031
<b>Access code</b>	972966660
<b>Scribe</b>	Dale Schultz, (Meeting will be recorded for future reference)
<b>Convener</b>	Barb Redder
<b>Attendees</b>	PETS Planning Committee Members:

No.	Agenda Items	Discussion Leader
1	Review/Approve minutes from 11/13/17	Barb
2	Registration Update and Importance of attendance numbers	Arlene & DGEs
3	Facilitators and January training Update Any updates on AG, PE, PEN sessions, Our Rotary Sessions	Karen & Dist. Trainers
4	PETS Exchange Update	Bill
5	Event Resource Team Items	Doug
6	Update on District Leadership Friday Session (if there are any changes)	Bill
7	Vendor Update / SAA Update	Peter or Arlene
8	DG Aide assignments	Bill
9	PE/PEN e-mail - keep on schedule	Barb & Arlene
10	Next meeting date January 22	Barb

To Do List:

### SPEAKER AIDS:

1. Register your speaker for PETS by going to the Steering Committee/Facilitator Registration link.
2. Make sure your speaker has completed the Speaker Information Form and you have sent it to Doug & Arlene with a HIGH RESOLUTION photo. NOTE: **Past President's Panel** – photos not needed. They need to register themselves. Arlene will need list of names, club, district for each panel member and the moderator's name/info no later than the end of January.
3. DGEs – you will receive your emcee assignment in January. The draft script will be available by the end of January.

**74 DAYS UNTIL PETS**