

2018 PETS Steering Committee Meeting
Phone conference call
December 18, 2017

The meeting was called to order by Chair Barb Redder. Roll call was taken.

Those in attendance:

District 5390: Rick Moore, Joe McBride

District 5470: Chris Peterson, Becky Smith

District 5440: Barb Redder, Chris Woodruff, Chuck Rutenberg, Bill Emslie

District 5450: Sandra Mortensen, Curt Harris, Amy Weed, Connie Syferd

District 5630: Jerry Milner, Dale Schultz

Support Staff: Arlene Weber, Karen Briggs, Peter Ewing

Minutes from the conference call November 13, 2017 were reviewed. Motion made and seconded to approve the minutes. Motion passed.

Registration Update and Attendance at PETS - Arlene updated registrations to date. 96 PEs, AGs and PENs have registered so far. This is about a third of where we need to be at the end of registration. District 5470 has 40 registered. District 5440 5450 have 23 and 26 respectively. Districts 5630 and 5390 are running behind. Emphasis on getting those registrations up by early January. Arlene will send out to the DGEs and DGNs the login information so that they can see who's registered.

Arlene reminded the DGEs that the room block will expire on February 8th. So far 186 of 660 room nights are booked. She reminded the DGEs as well as the steering committee to also get registered. Arlene will be getting out the room registration list to the registrars so they can double check against it to see who hasn't registered or made a room reservation.

Facilitators and January training update - Karen Briggs. All is set for the training date and all trainers will be in attendance. Our Rotary and Our Foundation speakers are set. Dan Himelspace will be conducting the Foundation session. Karen reminded us that districts 5440 and 5450 breakout rooms will need to have the projector set up by 12:45 and 1:10 the program starts at 1:15 as the sessions for Our Rotary and Our Foundation will be held in those rooms.

Karen also reminded us that all the districts that have a hospitality room need to make sure that the chairs and tables are reset as a meeting room after they're done for the evening so that they're ready for meetings the next day.

Becky Smith is preparing a list for the PEs that is a checklist for 60 days prior to the PE becoming club president and another checklist for the first 60 days of their presidential year.

She will share that with all the trainers and also with the DGEs. All Becky wanted in return was a glass of wine.

PETS Exchange - Bill Emslie. He has set up a PETS exchange with the SW PETS. He will be attending their PETS, which is similar to ours at the Los Angeles International Airport on February 9-11. He will be provided 3 nights hotel and he will pay for travel. SW PETS will be sending to our PETS, Wade Namora (sp). Since he's a high profile Rotarian, he has offered to speak or be a resource for our PETS either at the Leadership sessions or at the district breakout sessions. He will provide the DGEs his bio and each of the DGEs will decide whether he will fit into their training segments. Barb shared with us that a representative, Rosemary Aragon (sp) from NW PETS will be attending our PETS and is already registered.

Event Resource Team - Doug McLemore. No report.

Update on District Leadership - Bill Emslie. All speakers are lined up. Mike Forney, Larry Dimmitt, Chad Stutesman, Kelly Atkinson and Ken Howell will each have an assigned topic. We have a 2-hour session which gives each speaker about 20-30 minutes. Bill will be sending out a schedule for these speakers and the topic they will cover to Barb Redder to approve and then Bill can give them their assignment. Both Kelly Atkinson and Ken Howell will be available to each district if they want an update on Membership and Polio Plus during their sessions.

Vendor Update - Peter Ewing. The Sergeant-At-Arms (SAA) teams are set. There will be 9 teams and a total of 30 SAA. We will need 19 meal vouchers for those SAA. at \$10 per person or a total of \$190. That amount has already been approved for expense. He has rearranged all the instructions for these SAA. Peter asked that Districts 5440 and 5450 to provide a SAA if they can supply one. Curt Harris will send the link to those districts that shows the slots available for being a SAA. Joe McBride has offered to be a SAA. Peter decided to send that link to all the DGEs.

Vendors - QT Pie has reserved 2 tables. Club Runner also wants 2 tables. Russell Hampton wants 6 tables and Awards4U has reduced their need from 6 to 4 tables. Peter said that the maximum table allotment is 28. Shelter Box wanted a small table so Peter has added that. There will be 3-4 tables for RI, Club and District Support and Foundation. Districts 5440, 5470 and 5630 have asked for a display table. There will be a table for the RI International Convention.

Arlene mentioned that the DGEs need to send a good high resolution photo to Doug as each one of us will be handling one of the plenary sessions. She will be writing the script and assigning each DGE to a plenary. Arlene is also working on the program and script and will plan on getting this out after Christmas.

DG Aide Assignments - Bill Emslie. He referred to page 5 of the PETS Guidelines for directions. The plenary VIP speakers needing an aide are Tanis Roeder, Mac Bledsoe and Lindsay Schwartz. Joe McBride offered to take care of Mac Bledsoe, Jerry Milner will take care

of Tanis Roeder and George Small was assigned to Lindsay Schwartz. Bill will assure that all the AG needs, hotel reservations and bios are taken care of. Bill will also take care of making the Rotary Foundation contributions for these VIP speakers.

We also need aides for Mike Forney, Larry Dimmitt (Barb Redder volunteered), Chad Stutesman, Kelly Atkinson and Ken Howell. Jerry Milner offered to help where needed on these speakers.

PE/PEN emails - Arlene. Reminded the DGEs to follow the schedule as close as possible of sending the letters to the PEs. Also send the PETS flyer out as often as possible. The letters are invitations to the PEs to attend PETS and the importance to get registered.

Arlene will be sending out a reminder to the steering committee and facilitators that haven't registered for PETS.

Nex meeting will be January 22, 2018.

To do list -

1. Make sure all the plenary speakers are registered. Make sure that those speakers complete the Speaker Information Form.
2. Need to make sure that the past president's panel is complete by the end of January. Each will need to register themselves. Provide to Arlene the name, club and district of each participant.
3. Arlene will be getting the script for the MCs (DGEs) for each of the plenary sessions and assign each DGE by the end of January.

Motion made and seconded to adjourn.

Respectfully submitted,

Dale Schultz

**DGE 2018-19, District 5630
PETS Scribe**