

## **2018 PETS Steering Committee Meeting**

### **Phone conference call**

**February 19, 2018**

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

### **Those in attendance:**

**District 5390:** Rick Moore, Joe McBride, Lori Cummings

**District 5470:** Chris Peterson, Becky Smith, David Wood

**District 5440:** Barb Redder, Chris Woodruff, Karen Trusler, Bill Emslie

**District 5450:** Sandra Mortenson, Curt Harris, Amy Weed

**District 5630:** Dale Schultz, Jerry Milner, Dian Edwards

**Support Staff:** Arlene Weber, Karen Briggs, Peter Ewing, Diana Smith, Ruthe Gleason, Phil Murphy

**Registrar** - Shauna Secker 5390

**Minutes from the January 22, 2018 conference call** were reviewed. Motion made and seconded to approve the minutes. Motion passed.

**AV discussion** - Doug McLemore wasn't present but Arlene stated that the sound check schedule for plenary sessions will be emailed to the committee this week.

**Registration materials** - Ruthe Gleason, Arlene and Diana. Badges and name tags can be picked up the first thing in the morning on March 1st. Ruthe needed a final count on registration which will be after 10 PM on the 25th. Currently, there are 242 PE/AGs, 80 PENs and 49 other. The bags will be loaded at that time also. She will have a few extra to cover walk-ins. She has the bags, pens and pads. Ruthe needs the agenda and speaker list. Arlene will get the program to Ruthe so that can be put into the bags. The maps from last year will be used to put into the bags. Peter has 31 sergeant-at-arms. He is sending out the instructions electronically to them so Ruthe doesn't need anything from Peter. Diana has the name badge information for the PEs and PENs as to what groups they are assigned, has the information for coding for the meals but needs to have the registrars from 5630 and 5470 need to look at the registrations for PEs and PENs to make sure that the names are in upper/lower case letters and not CAPS so that the badges can be made correctly.

**Training Update** - Karen, Phil. No changes in the 101 Sessions, AG training and breakout sessions. 200 PEs have been divided into the groups based on club size. Facilitators know who is in their group. Karen will be checking the to make sure any late registrations are assigned to a group.

**Room registrations, meeting rooms, plenary guest table** - Arlene. PETS office will be open at 8 AM, all materials will be available by 1 PM on Thursday March 1st. Tables for the vendors will be available by 6 PM. The ballroom will be available for AV team by 3 PM.

**For DGEs:** The reserved table for the people responsible for that plenary session will be up front and identified by a sign. Make sure your table of 10 seats is full. The reserved table for the President's Panel on Saturday will be for those 5 people plus the DGE and his guests.

Hospitality rooms and District Breakout rooms will be available by 5 PM Thursday.

**Room Reservations** - Arlene. Final # will be made late on the evening of March 25th. She has to get the meal count to the hotel by the 27th. There is the equivalent of one extra table built into the #s we give to the hotel so there's not much room for walk-ins. We are down on numbers. PEs and AGs registered are down about 58 from normal. Our income as of Sunday night the 18th is approximately \$120,000 with a budgeted amount of \$140,000. We spent \$134,000 last year so we will be short even with expenses being the same as last year.

**Leadership Update** - Bill E. Awaiting a speaker information sheet from Kelly Atkinson (Amy Weed has his bio and photo so will send an email to Bill). Larry Dimmitt, Ken Howell, Chad Stutesman and Mike Forney all have PP presentations but Bill hasn't received them yet. He is awaiting information regarding the presentations for Mac Bledsoe, Lindsay Schwartz and Tanis Roeder. It was updated from the group that Mac Bledsoe and Lindsay Schwartz don't have a PP presentation. He does need a bio and photo for Mac Bledsoe and whether Tanis Roder has a PP. Chuck Rutenberg will be in charge of getting that information. Joe McBride will be in contact with Mac Bledsoe to get that information.

Bill is going to the PETS Alliance in July. He has a successful meeting with the SW PETS. He has some suggestions from that meeting he will be giving to the DGEs for next year. Wade Nomura, a PDG from the SW PETS will be in attendance at our PETS.

Was suggested that for the leadership speakers that with our budget concerns that we won't be giving any gifts for them. We will be giving a gift for Mac Bledsoe, Lindsay Schwartz and Tanis

Roeder and Ruthe will be taking care of that. A \$50 gift to the Rotary Foundation will be given in the names of Kelly Atkinson, Larry Dimmitt, Ken Howell, Chad Stutesman and Mike Forney.

**Final Changes, last date to cancel,** etc - Arlene/District Registrars. Any changes/corrections for registrations need to be done by the 25th or sooner. Diana will be printing name badges on Monday the 26th. There's a limited availability for walk-ins due to the limited space for tables in the ballroom. Arlene will send out a welcome email letter to all registrants this week. Check in for rooms is 3:00 PM on Thursday.

**Vendors/Exhibits** - Peter Ewing. All vendors have been assigned a table. He will be sending out a note to all the vendors explaining when they can set up. They all have been instructed that whatever they need for their set up they need to bring that themselves. He has given to all the sergeant-at-arms the instructions they need.

**To Do List** - Barb. DGEs still have time to have your PEs and PENs register, but the late fee applies. NO refunds after February 25th.

Respectfully submitted,

***Dale Schultz***

**DGE 2018-19, District 5630**

**PETS Scribe**