

2018 PETS Steering Committee Meeting

Phone conference call

January 22, 2018

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

Those in attendance:

District 5390: Rick Moore, Joe McBride, Sandy Wong, Lori Cummings

District 5470: Chris Peterson, Becky Smith, David Wood, George Small

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

District 5450: Sandra Mortenson, Curt Harris, Amy Weed

District 5630: Dale Schultz, Kirsten Faessler, Dian Edwards

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

Minutes from the conference call December 18, 2017 were reviewed. Motion made and seconded to approve the minutes. Motion passed.

Vendor/Exhibit Update - Peter Ewing. Peter reported on the Sergeant at Arms signups and that about half of those needs are met. He asked DGEs that if they have someone that can fill any of those slots. He asked Curt Harris to send out the signup link to the DGEs. Peter is out of town from Feb 15-27 so he'd like to have that done before he leaves.

Vendors - Chuck Rutenberg will let Peter know regarding the request for district 5440 table on whether it will be used. We are full on table requests. 6 vendors have 19 tables, exhibitors using a full size table and the remaining tables are being used.

AV discussion - Doug McLemore. Pictures of DGEs that he doesn't have pictures of Dale Schultz, Chris Peterson, Rick Moore. He needs a photo of Mac Bledsoe plus whether he needs any supporting data for his presentation (Bill Emslie has sent a request to Mac Bledsoe). He needs similar information on Tanis Roeder (Chuck Rutenberg will check on that).

Arlene - just a reminder that every breakout room has a screen. Telluride will have two screens. Wireless microphones are available for each room. Telluride will have two. Projector needs will have to be provided by the districts. Districts can start to set up their room at 3:00 PM on March 1st. If you have any AV needs, contact Doug.

Registration Materials - Ruthe Gleason. She has received 5 boxes from RI. She has the bags. Is checking on pricing for copies. She needs to have all material for the final program by February 20th. Has some note pads/pens from last year's PETS so can use those to reduce the needs for this year. Need final #s on how many programs need to be printed.

Facilitator training - Karen Briggs/Phil Murphy. The training session went well. Have 17 facilitators. All are excited to participate. She needs the agendas from each district and then she can get them out to the facilitators. She reminded the DGEs to announce that the PEs should carry the Lead Your Club President's Manual with them to all the sessions. Our Rotary and Our Foundation will be held in the ballrooms so districts using those rooms need to leave all AV equipment in the rooms for Mike Forney and Dan Himelspace. Karen will conducting two conference calls with the facilitators to make sure they're all on the same page.

Room Reservations - Arlene. Room block did run out but has been reinstated. It does go away February 8th. Transportation from the airport to Central Park Station cost (\$9) the hotel will give a credit on the hotel bill. Each individual returning to the airport will be given a \$9 ticket so the transportation cost will be covered. There is a shuttle service from Central Park Station to the hotel, a call will have to be placed to hotel so they know when to come an pick up. Hospitality room use - all of them are on the 3rd floor in the Peak rooms. They are also PE session breakout rooms so please return the chairs/tables as they were after the hospitality is over. There is some refrigeration space but suggested bringing coolers. Each district will have access to those rooms 5 PM on March 1st.

PETS reimbursement policy - Steering committee registration cost is covered plus one-half of their room cost for two nights, except for the DGEs will get their room covered. This is the last year on our contract for the DGEs room to be covered. PETS will cover only for one trainer per district.

Inspiration - needs to be short, 1-2 minutes. It should be non-religious. Arlene still has a couple t slots to be filled. All those participating for the inspiration, pledge and the emcees will be sitting at the same table near the front so they are ready when called upon.

Arlene will be sending out the scripts for each DGE for their session. Script is designed to be short so if you add/change any of it, please don't add too much. Breakfast and lunch needs to be kept on track so it's suggested any changes be small.

Leadership Update - Bill Emslie. PETS speakers have been sent the standard update letter which requests for any information we are in need of. Leadership speakers have been sent the same. They are Mike Forney, Kelly Atkinson, Chad Stutesman, Ken Howell and Larry Dimmitt. Bill is the aide to those speakers. The area they are representing: Mike Forney is the Zone Public Image update, Larry Dimmitt is RI update, Chad Stutesman is Foundation/Annual Fund update from RI, Kelly Atkinson is the Zone Membership update, Ken Howell is the Polio update. They are available for district breakout sessions. Rick Moore offered another person, Nathan Dudden, a individual with rotex experience is available to each district that has time in their agendas.

PETS exchange - Bill Emslie. Wade Namura from the Southwestern PETS will be in attendance and is available to each district breakout sessions.

Arlene said there are two visiting PEs from other districts. One of them, Julie Leonard, will be assigned to Sandy's breakout sessions. The other one will be assigned.

Club member count by district - Arlene. She needs this report from each district so send that report in excel file format to her by February 2nd. It's found in the club and district admin section in RCC, under manage, then reports, then district data and then clubs in my district. There a couple of committee members not registered yet so they need to get that done.

Registrations to date - Arlene. PEs and AGs registered is 176 and PENs are 45. 5470 has the most registrations.

District Representatives for the Past President's Panel - Barb. A reminder for 5390 and 5440 need to get that to Arlene. Final phone meeting for the committee is February 19th.

To Do List

1. Stay on schedule for the PE/PEN letters.
2. Provide a copy of your district's training agenda to Karen
3. Check the PETS program for any information needed from you.
4. Send Arlene and Karen a copy of your club in your district report.

DGs : Speaker aide assignments - Mac Bledsoe is DG Joe McBride, Lindsey Schwartz is DG George Small and Tanis Roeder is DG Jerry Milner.

Respectfully submitted,

Dale Schultz

DGE 2018-19, District 5630

PETS Scribe