

## Agenda – Denver Airport Courtyard Marriott

<b>Objective</b>	2018 PETS Planning	
<b>Date</b>	July 23, 2017	
<b>Time</b>	<b>From:</b> 8:30 a.m. <b>To:</b> 4:00 p.m.	
<b>Meeting Room</b>	To Be Determined (probably Copper 1)	
<b>Scribe</b>	<u>(2018-19 PETS Chair – this person is the scribe)</u>	
<b>Convener</b>	Barb Redder	
<b>Attendees</b>	PETS Planning Committee Members in Attendance:	
<b>Approx. Time</b>	<b>Agenda Items</b>	<b>Discussion Leader</b>
8:00 AM	Light breakfast served in meeting room	
8:30 AM	Introductions & Review/Approve minutes from PETS closeout Meeting	Barb
9:00 AM	Review Survey of the 2017 PETS	ALL
	Time Line – Handout and review	Barb/Arlene
	Budget review	Arlene
	Speaker and Vendor proposals	DGE Group
	Utilizing meeting space – District Rooms, training rooms, hospitality	Arlene
	PETS materials, bag or folder, DGE ship to address	Ruthe
	Leadership Briefing – who speaks, topics	PETS Chair-elect
11:00 AM	Selecting and training facilitators	Karen
11:30 PM	LUNCH	
12:00 – 4:00	Review Renaissance (district rooms, training rooms, hospitality, etc.)	Group
	AG, Rotary & Foundation 101 training segments	Karen
	PETS Exchange for 2017 and proposed for 2018	Barb
	ERT team – AV for 2018	Doug
	Review <a href="http://www.highcountrypets.org">www.highcountrypets.org</a> – changes & updates	Arlene
	PETS Guidelines – Review any proposed changes – who will be reimbursed at PETS	Barb & Arlene
	Review hotel contract provisions – changes coming in 2019	Arlene/Barb
	Vendors/exhibits for 2018	Peter

**NOTE: Items discussed may not be brought up in the order given above.**

MEETING MAY NOT LAST UNTIL 4 PM. TYPICAL ADJOURN TIME IS BETWEEN 2 AND 3.