

**PETS face to face Steering Committee Meeting Minutes**  
**Courtyard by Marriott DIA**  
**July 23, 2017**

**Those in attendance:**

**District 5390:** Rick Moore, Sandy Wong, Lori Cummings

**District 5470:** George Small, Chris Peterson, Becky Smith

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

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

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

**Support staff:** Karen Briggs, Phil Murphy, Peter Ewing, Ruthe Gleason, Diana Smith, Arlene Weber and Doug McLemore.

The meeting was called to order at 8:30 by Chair Barb Redder and everyone introduced themselves. There were no minutes from the PETS closeout committee meeting to approve. We then moved into the agenda.

Arlene briefly reviewed the **summary survey of the 2017 PETS** that all committee members received via email. Arlene will be sending a district specific survey to the DGE and asked them to review the comments. Survey highlights: all speakers were well received, many wanted a break for the Saturday evening timeframe rather than having a speaker. After discussion of the survey, it was the consensus of the committee to send out a questionnaire to the past presidents of each club asking them a. What did they learn from their PETS experience, b. What didn't they receive from PETS, and c. What were their expectations for attending PETS. Karen Briggs, Becky Smith and Phil Murphy will compile the questionnaire and send out by August 18th and asking the past presidents to return it by September 1st.

**The PETS timeline** was reviewed by Arlene. The timeline is used to keep all of us on track as we approach the **PETS 2018 on March 2-4**. With the 2018 PETS, our contract with the Renaissance Hotel will expire and a new contract will be due for the 2019 PETS. As a reminder, one of the items as a result of this will be for the DGNs as they will need to be discussing what the fees will be for the 2019 PETS.

**Arlene reviewed the budget** by highlighting the financial summary. She will be breaking down in more detail certain items for more specific \$\$ values such as meals, audio visual, coffee breaks and service fees. Upon further review of the budget, there was discussion on changing the High Country PETS to a 501c3 organization to save on the sales taxes that we pay. Karen Trusler will be looking into this and will be discussing at the August committee meeting.

**Peter Ewing discussed the speaker and vendor proposals.** We will continue to have four vendors: Russell Hampton, National Awards, QT Pie and Club Runner. Peter will be in contact with RI regarding who will be coming to our PETS. He offered a suggestion on whether each district should have a display table highlighting specific projects that district is/has undertaken

and therefore be on display for all PETS attendees. There was consensus to go ahead and plan on this. Peter will be asking each DGE to help get this. Peter also reminded us that we will need to help supply sergeant-at-arms for the 2018 PETS. Those people will need to be identified by February 1, 2018. Name tags will be needed for each. They will each be provided a lunch voucher and can attend PETS sessions if desired and seating is available. Peter also stated that there will be a table for RLI, Zone 27 and for Club Visioning.

**Speakers for 2018 PETS - DGE** It was announced that the speakers lined up are as follows: Friday PM - Mac Bledsoe on How you can change your life, Saturday AM Lindsey Schwartz on Connections, Saturday lunch will likely be the Past President's panel, there will be no Saturday evening speaker. Sunday AM will be Tannis Roeder. Since we don't know who the Pres-Elect will be, there needs to be flexibility in the speaker format as he/she is a possibility for any of the timeframes. A motion was made and seconded to pay for the airfare for Mac Bledsoe's spouse (he requested it). We discussed whether there were funds available and we do. We also discussed the potential for setting a precedent but decided this was a one-time proposal and we had the \$\$ available. Motion carried.

A proposal was also made to consider changing the 1st district training breakout session on Friday. After discussion a motion was made and seconded to have it from 4:30-6:00, from 6:00-6:45 the social time, from 6:45-8:30 the dinner and speaker. Motion carried.

**Utilizing meeting space** - discussion was held on several items. The **district hospitality room**: you can only bring in outside food, drinks in these rooms. If you want those items in any other district meeting room, you have to order them from the hotel. The 3rd floor is where the hospitality rooms are located. If you change the room setup for the hospitality, you will need to reset it as it was since those rooms are also used for meeting rooms. **PETS office** is in the Boulder Creek room. **Other items to note**:

1. The registrar and other district helpers need to be there for check-in.
2. Need to make a decision on when the registrar desk is to be opened.
3. Training rooms will all be round tables. If you need equipment Doug needs to be contacted.
4. No WiFi is in the rooms.
5. All district breakout rooms will be available at 6 PM Thursday for setup. Arlene will contact the hotel to make sure the rooms are available Friday AM for each district.
6. Best to use a hotspot rather than paying for WiFi, if you need it.
7. Rooms are available for group pictures and for small meetings for each district. You need to let Arlene know.

**PETS materials, bags, etc** - Ruthe Gleason

1. There are 150 bags left over from last year.
2. Each bag included a pen, map of the where all the rooms were for meetings, and a pad of paper.

After we discussed what to use this year it was decided to have Ruthe explore alternatives to the bags using a price range up to \$5. It was also decided to have all materials for PETS to be shipped to Ruthe at **Ruthe Gleason, 14129 West Center Dr, Lakewood, CO 80228**.

**Leadership Briefing** - Bill Emslie. The time for the leadership briefing will be 2:30-4:00 PM Friday. Bill will contact RI to find who will be in attendance. This briefing is designed to have key issues within RI discussed. It was decided to have Larry Dimmitt and Kelly Atkinson for sure to represent RI. Another representative from RI and someone representing the Polio effort are also to be considered for this briefing. We will likely choose 3 of those 4 to speak during this time. Barb Redder will contact RI to see who's planning on coming.

We then broke for lunch and reconvened at 12:15.

**AG, Rotary and Foundation 101 training segments** - Karen Briggs DGE will need to provide the facilitator names and contact info, 3-6 names, are to be given to Karen by September 1st. The facilitator must be in attendance at the training on January 6, 2018 in Denver.

We then discussed the curriculum. Suggestions that we provide more specifics for the PE to incorporate more of the nuts and bolts of what is expected of a PE and to provide them guidance in leading their club. Karen, Phil with help from other past trainers will bring that info to the next committee meeting.

For PE breakout sessions, attendance will continue to be taken.

Foundation 101/Rotary 101 - will still be offered but Scott McLaughlin won't be available to do the Foundation portion so Karen will determine who will take his place. So, Karen has asked each DGE to provide her by next week who their Foundation chair is and the contact information for her.

PEN training will be handled by Chris Woodruff and will continue to be offered. He asked for volunteers from other districts to help with this task.

AG training will continue to be offered and it has been confirmed that Mike Forney will conduct it.

PETS Exchange 2018 - Bill Emslie as highcountryPETS chair-elect will be attending.

### **ERT team - Doug McLemore**

1. Each district will need to bring a tabletop projector, computer and enough extension cords (at least 15' in length) for their breakout room.
2. PETS will provide a screen, PA system and a power strip for each breakout room,
3. Doug needs a few extra helpers to set up Thursday afternoon around 2:30-3:00 and also for Sunday after the final meeting to help take down.

**PETS website** - Arlene is [www.highcountrypets.org](http://www.highcountrypets.org) . Chair-elect gest speaker bios and will line up speaker aides. The chair-elect will send letters to all the speakers. The chair-elect will also register each speaker and make room reservations for them.

Arlene noted that all registrars, district trainers and DGs will have access to district specific information on who's registered so that they can monitor the registration progress. *Arlene and Diana Smith need to know who the district registrar will be by October 15th.*

Each PETS planning committee member can access information regarding PETS 2018 on the website under For PETS Steering committee and facilitators.

Arlene needs to have the copy of any letter that goes out to a PE or PEN.

Lori and trainers will put together a sheet for the PE on how to get the most out of their PETS experience.

Rotary/Foundation 101 name will be changed to Our Rotary and Our Foundation 101. Committee felt it was more conducive to what we are offering during PETS. These training sessions will continue to be strongly recommended for attendance but not required. It will also be open to spouses to attend.

It was suggested that we look into adding an APP for the smartphone for PETS 2018. Dian Edwards will contact Lone Star PETS on this and bring that information to the committee.

### **PETS Guidelines**

The committee discussed item #15 - existence. We will review it due to the changes coming in Zone 27. More specific details if a district wants to put out of highcountry PETS. Arlene will look into what language changes could be implemented.

We discussed the reimbursement policy, Appendix B, for PETS steering committee, facilitators and other trainers, and then decided there would be no changes.

**Other discussion items:**

1. If we do provide a gift for a speaker, Ruthe will be in charge of providing it.
2. Arlene is leaving as the PETS administrator after the 2019 PETS. A new administrator will need to be on the job by the summer of 2018, when we have our first 2019 PETS steering committee meeting in July, so that person can shadow Arlene.
3. Future meeting dates: August 28, 2017  
August 28, 2017  
Then the 3rd Monday of each month leading up to the PETS in March 2-4, 2018.  
Time for each meeting will be 4 PM Mountain, 5 PM Central.

With no other business, the meeting was adjourned at 1:57 PM.

Respectfully submitted

Dale Schultz  
DGE 2018-2019 district 5630  
PETS scribe