

## Agenda – Phone Conference Call

<b>Objective</b>	2018 PETS Planning	
<b>Date</b>	November 13, 2017	
<b>Time</b>	<b>From:</b> 4:00 P.M. <b>To:</b> 5:15 P.M.	
<b>Call In Number</b>	<b>712-775-7031</b>	
<b>Access Code</b>	972-966-660	
<b>Scribe</b>	Dale Schultz	
<b>Convener</b>	Barb Redder	
<b>Attendees</b>	PETS Planning Committee Members in Attendance:	
<b>Discussion Leader</b>	<b>Agenda Items</b>	<b>Notes</b>
Barb	Review/Approve minutes from October 16 <sup>th</sup> meeting	
Peter	Vendor & Exhibit Update	
Ruthie or Arlene	Registration materials/packets/bag	
Karen/ Arlene	Facilitator Training	
	Any Updates on the 101 sessions, AG training, breakout sessions	
Arlene	Schedule for PE/PEN letters & PETS flyer; room reservations and Registration	
	Wording change in PETS Guidelines, page 4, vote by committee	
Bill E.	Leadership Update Session & PETS Exchange – anything new	
Doug & DGEs	AV discussion – if needed at this time	
Barb	Facilitator for the Past Presidents panel or speaker for Saturday Lunch	
	Miscellaneous wrap-up	
	Next Phone Meeting Date	

### TO DO LIST:

**DGEs – Stay on Schedule for the PE/PEN letters; Promote Attendance (we need 380 full paid (\$375.00) registrations to break even. Guests, spouses, PDGs, etc. help.)**

NOTE: Speaker Aides, once assigned, need to complete the on-line registration for their assigned person and make a room reservation, if needed for that person.