

## Agenda – Phone Conference Call

<b>Objective</b>	2018 PETS Planning	
<b>Date</b>	October 16, 2017	
<b>Time</b>	<b>From:</b> 4:00 P.M.	<b>To:</b> 5:30 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 September 18 <sup>th</sup> meeting	
Barb & DGEs	Speaker Review – Finalize Saturday Lunch – Panel or Speaker	
Peter	Vendor & Exhibit Update	
Ruthie/Arlene	Registration materials/packets/bag	
Doug & DGEs	AV discussion – if needed at this time	
Karen/ Arlene	Facilitator Selection Update	
	Update on the 101 sessions, AG training, If Any	
Arlene/Diana	Registration update –	
	District Photos at PETS	
	Wording in PETS Guidelines on District leaving PETS	
Barb	Miscellaneous wrap up	
Barb	Next Phone Meeting	

### TO DO LIST:

DGEs: Begin sending out notices based on the schedule posted on the PETS website. PETS Flyer will be available before November 1<sup>st</sup>.

NOTE: >> Registration needs to open no later than November 15<sup>th</sup>. PREFER Nov. 1<sup>st</sup>.

Rooms at the Renaissance can be booked now.

>> PETS flyer info must be finalized so it can be ready for first DGE letters that go out on November 1.

>> DGs serve as aides to guest speakers and special RI guests. Assignments will be made by December.