

**2018 PETS Planning Committee Meeting**  
**Phone conference call**  
**September 19, 2017**

The meeting was called to order at 4:00 PM MST by Chair Barb Redder. Roll call was taken.

**Those in attendance:**

District 5390: Rick Moore, Lori Cummings

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

District 5440: Barb Redder, Chuck Rutenberg, Karen Trusler

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

District 5630: Dale Schultz, Dian Edwards, Scott McLaughlin, Kirsten Faessler

Support Staff: Arlene Weber, Peter Ewing, Diana Smith

**Minutes from the conference call 8-28-2017** were reviewed. Motion was made and seconded to approve the minutes as recorded. Motion passed.

**PETS Flyer Review** - Arlene has sent out the most current version of the draft. Several items have been changed and are:

1. On page 1, the items listed under Breakout sessions have been bulleted.
2. This is a basic schedule to please get any changes in the schedules/times of the breakout sessions by district to Arlene. A more detailed schedule will be made as we approach PETS.
3. District 5470 will be starting their AG training with a noon lunch and consequently will not be participating with the district leadership Update session on Friday afternoon.

Suggestions to the flyer were made and are as follows:

1. Move the wording on page one 'incoming presidents' the first line right before the bulleted points.
2. Take out the three line wording right above 'Thirty-fifth Annual' since it is repeated in the middle of that page.
3. Increase the font size on the 3rd page (information) of the wording Book by February 8, 2018.
4. Change the wording on the first paragraph of the information page by registration to read "must complete your online registration" and put it in bold letters.

The committee had discussion regarding Arlene's suggestion on whether to charge a late fee for late registration. It was agreed to assess a late fee of \$50 and that each DGE make efforts to keep the number of late registrants to a minimum.

Please get speaker bios for Tanis Roeder and Linsey Schwartz. Chuck Ruhtenberg and Sandy Mortenson will get those to Arlene.

#### **Email Schedule for PEs and PENS - Arlene**

Go to the [www.HighCountryPETS.org](http://www.HighCountryPETS.org) website. Scroll down to PETS information, then to For PETS steering committee, the related pages to find letters that can be sent to PEs and PENS. The suggested time schedule for each letter is also given within that section.

#### **Vendor and Exhibits - Peter Ewing**

We will have for sure Russell Hampton (6 tables), Awards 4U (6 tables), OT Pie (2 tables) and Club Runner (2 tables). We also have RI tables for the Foundation and Club/District Support (3-4 tables), Polio table and Crutches for Africa with 1 table each. We have two requests: one from Bruce Hottman from district 5440 to display a Fort Collins club fundraiser and from Paul Foreman from district 5470 to display a child safety program.

**Peter is asking each district whether or not they want a display table to represent their district's projects/programs/etc. He needs this by October 16th (our next committee meeting) so that enough room is left for them. We are limited to 27 tables in the confines of that floor space of the Renaissance Hotel.**

Sergeant-at-arms will be available starting Friday at 11:00 AM. Peter asked whether they are needed any sooner since their are district training sessions going on earlier. It was decided that we didn't need that. A total of 34 SAA will be needed for PETS. Each volunteer will be needed for a minimum of 3 hours and will receive a \$20 meal voucher good at the Renaissance.

#### **Facilitator update - No report**

## **Survey of Past Presidents - Becky Smith**

We reviewed the survey. Four main points were given by the past presidents. They are:

1. They wanted more nuts and bolts information through direct instructions, such as “what works and what to avoid”.
2. How to manage time - how to prepare for meetings, how to handle all the emails, how to support committees, board and club activities.
3. Time to network with others in the evening.
4. More hands on time with Rotary Club Central and Rotary.org

The recommendations from the survey are as follows:

1. Plan sessions in two parts. Direct training and discussion on what works.
2. Within groups - divide into group discussions by club size.
3. With every topic, include a time management aspect.
4. Prepare hands on lessons for Rotary Club Central
5. During the Past President's Panel discussion, ask specifically to mention 1-2 things that made them successful during their president year.

**AV discussion** - no report

**PETS Exchange for 2018** - no report

**Selecting the registration bag/folders** - Ruthe has found a couple of ideas for bags that are under the \$5 limit. She will get out an email to all with suggestions and pictures.

**Review the proposed wording change in Guidelines for Exiting a district** - Arlene

A motion was made and seconded to approve the suggested wording but after much discussion it was agreed to set this topic aside until the October 16th meeting. It was agreed that each DGE discuss this with their district executive committee prior to our next meeting.

**The to do list:**

1. Facilitator training is in Denver on January 13th. Please review PETS Guidelines for what costs are covered and what the district will need to cover.
2. District PETS registrars - since this was covered earlier in the meeting and all DGEs confirmed that the information was correct in the flyer, there's no need to confirm with Arlene.

**Next meeting October 16th at 4:00 MST**