

Agenda – Phone Conference Call

Objective	2019 PETS Planning		
Date	August 20, 2018		
Time	From: 4:00 P.M. To: 5:00 or 5:30 P.M.		
Call-In #	Zoom Meeting		
Access Code			
Scribe	Sandy Wong		
Convener	Bill Emslie, PETS Chair		
Attendees	PETS Planning Committee Members in Attendance:		
Discussion			
Leader	Agenda Items	Notes	
Bill	Review/Approve minutes from July 23 rd meeting		
All	Review Proposed Change to PETS Guidelines for Admin, Hotel Liaison, Website and who will fill the three positions		
Peter	Vendor & Exhibit Update		
Phil	Results of August 14 th subcommittee meeting – recommended changes		
Bill & Arlene	PETS draft Flyer, Registration fee for 2019		
DGEs/Ruthe	Speaker Selection Review (changes, updates). First mailing of RI materials.		
Ruthe	RI Materials and registration bags		
Phil & DGEs	Facilitator Selection Update.		
Arlene & Bill E.	PETS Exchange for 2019		
Doug & DGEs	Do we want to play short Rotary videos from Rotary exhibitors during meals? If so, assign person to collect. Form for AV needs.		
Arlene	Registration – district registrar duties, sending initial flyer/schedule. Closing date for Registration. Budget review/questions		

TO DO LIST:

DGEs: ____ Make sure Phil has the names of recommended facilitators from your district by SEPTEMBER 1.
 Training will be by Zoom (online) meeting in January, 2019.
 ____ Names of district registrars to Arlene by OCTOBER 1, IF there are changes from last year. (Registrar is responsible to edit, add registrations for their district.

NOTE: >> Registration needs to open no later than November 15th.

>> Registrar names (if different from 2018) and confirmed speakers needed by October 1 for PETS flyer to 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 by Chair-elect, Dale Schultz. SPEAKERS – Dale will send speaker information form to the confirmed speakers.