

## Agenda – Phone Conference Call

<b>Objective</b>	2019 PETS Planning	
<b>Date</b>	August 20, 2018	
<b>Time</b>	<b>From:</b> 4:00 P.M. <b>To:</b> 5:00 or 5:30 P.M.	
<b>Call-In #</b>	Zoom Meeting	
<b>Access Code</b>		
<b>Scribe</b>	Sandy Wong	
<b>Convener</b>	Bill Emslie, PETS Chair	
<b>Attendees</b>	PETS Planning Committee Members in Attendance:	
<b>Discussion</b>		
<b>Leader</b>	<b>Agenda Items</b>	<b>Notes</b>
Bill	Review/Approve minutes from July 23 <sup>rd</sup> 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 <sup>th</sup> 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 15<sup>th</sup>.

>> 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.