

2019 PETS Planning Committee Meeting via conference call
August 20, 2018

Chair Bill Emslie called the meeting to order at 4:04 pm.

Those in attendance were:

District 5390: Rick Moore, Lori Cummings, Sandy Wong, Arlene Weber

District 5440: Bill Emslie, Chris Woodruff, Karen Trusler, Phil Murphy

District 5450: Sandra Mortensen, Curt Harris, Bob Kemp, Amy Weed, Connie Syferd,
Diana Royce Smith

District 5470: David Wood, Forrest "Chip" Ecks, Becky Smith

District 5630: Dale Schultz, Scott McLaughlin, Bob Taylor, Kirsten Faessler

Dale Schultz moved to approve the minutes of the July 22 meeting as posted on the website;
Rick Moore seconded. Passed.

Bill noted the proposed changes to the PETS guidelines for Administrator, Hotel Liaison,
Website administrator. Arlene provided the new job descriptions for these positions at the July
22 meeting. Bill requested that any changes requested be sent to Arlene, for compiling and
getting out to committee members.

Peter was not on the call to address Vendor and Exhibit updates. Arlene stated that last year
there was a display with a video, and asked if we want to consider a 2-3 minute promotional
video during plenary sessions from groups that have them. It was noted that this is on the
agenda later to discuss. Bill asked about districts wanting to have a display and giving each the
option of participating or not.

Phil reported on Aug 14 Subcommittee meeting: consensus of group was to limit the Pre Pets
training to no more than 3 hours, and that these topics would be a smorgasbord consisting of
a combination of RI online training options, You Tube-type videos and possibly 45 minute
sessions offered on Friday afternoon of PETS. Subcommittee members are to submit ideas for
topics to Phil by Aug 28 to be compiled and discussed at the next meeting of the Subcommittee
on September 11 at 4 pm. Break-out sessions will likely be similar to last year for PEs/
PENs/AGs. Phil stated the Training Matrix shared by Bill in July will be utilized to list the topics
and where the training will be provided, once the ideas and suggestions come back to Phil from
the Subcommittee.

Bill stated the PETs flyer will be worked on in the next month. Bill clarified that we need a program for the event, but we also need a Save The Date notice and a Flyer with details about program and speakers to go out to clubs. Arlene said she usually sends a Save The Date flyer, which has already been emailed out to Committee members and posted on the PETS website. Rick suggested DGEs send this out to their PEs. Arlene stated by end of October or early November, there will be a flyer with more details about the conference to be sent out.

Ruthe stated we need to work out the timing and logistics for the printing of the Program booklet so that it will be delivered to the hotel for inclusion in the packets. Bill stated his vision was to have a 12 page booklet for the program with ads, similar to what another PETs group has used.

Speaker Selection Review: Phil stated we will likely need to wait until we have the suggestions in from the subcommittee for topics. Bill stated that RID Larry Dimmitt and RIPE Mark Maloney will be attending our PETS and will be speakers.

Bill asked who has received the president's manuals; several confirmed they have been received by DGEs. Bill suggested that AGs should see the new President's manuals, perhaps by email of a pdf. Items coming to DGEs directly need to get to Ruthe for packets at PETS. Bill suggested Ruthe contact RI and request materials to come to her directly, but if not possible, then DGNs may need to make the request very early to catch the first round of mailings for next year.

Ruthe reported we will be using up the Registration Bags on hand, as was agreed upon at the July 22 meeting.

Phil reported he needs 15 facilitators; 12 have confirmed. Currently he has from each District: 4 from 5440; 3 from 5450; 2 from 5390; 2 from 5630; 1 from 5470. He is not planning to have an in-person training in January; instead there will be a 90-minute Zoom training in January, and an in-person training from 9 am to noon on Friday morning, March 1. David stated he emailed the names of two additional persons earlier today, and Phil will look for that and follow up. Phil wants DGEs to recommend other names by Sept 1 as well, so that he will have alternates.

Karen headed up the PEN training last year and will do it again this year. Phil stated that Mike Forney has agreed to facilitate AG training again.

Bill reported on the Southwest PETS Exchange he attended in February in Los Angeles and encourages Dale (Chair for 2020) and Sandy (Chair for 2021) to attend an Exchange. Dale plans to attend an Exchange and will make contact to register at one of the PETS. Arlene recommended trying a different one than Bill visited, to get a variety of information and perspective. Bill also recommended that future Chairs attend the PETS Alliance in Evanston or the Western PETS Alliance, which was in Reno this past year.

Doug was not on the call to report on Rotary videos or forms for AV needs. Bill asked for feedback about running music or videos at the beginning of meals. Chris suggested the videos may distract from fellowship and networking at the tables. Curt stated that if the videos are relevant and will enhance the experience, then he is in favor, if it can come off seamlessly. Becky stated she would like to see each of the districts host a meal or plenary session, and make it a celebratory atmosphere to open the meal or session. Lori shared that her club had a presentation from an Interact Club at their meeting today, and she would like to see a program that makes Rotarians feel like they want to start an Interact Club, or pursue a grant project, or be called to action in some way.

Bill suggested we make up a timeline to refer to as to dates when key activities for the conference need to be accomplished.

Arlene brought up the duties of the District Registrars; she needs names by October 1 if there is a change from who did this last year. She expects the link to register to be available by the end of September. Arlene will email committee members to see who needs a nametag and who still has theirs from this year.

Chris reported that Johrita Solari, RIDE, is interested in coming to our PETS and will check her schedule. Bill stated that Larry Dimmitt, RID, will also attend.

Chris noted he has a candidate to recommend for the Administrator position. Liz Becker, District 5440, has been listening on the call. Bill thanked her for her interest in the position.

Arlene stated the room reservation for PETS is active on the website. DGs and DGEs need to reserve their rooms.

Next meeting is September 17 at 4 pm.

Meeting adjourned at 5:10 pm.

Sandy Wong
Scribe