

2019 PETS Planning Committee Meeting via conference call
December 10, 2018

Chair Bill Emslie called the meeting to order at 4:02 pm.

Those in attendance were:

District 5390: Lori Cummings, Sandy Wong, Sandy Carlson

District 5440: Bill Emslie, Bill Shilling, Karen Trusler, Chuck Rutenberg

District 5450: Sandra Mortensen, Bob Kemp, Amy Weed, Curt Harris

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

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

Rotoract: Nathan Dudden

Support Team: Arlene Weber, Liz Becher, Ruthe Gleason, Peter Ewing, Phil Murphy, Diana Smith

Bob Taylor moved to approve the minutes of the November 19 meeting as posted on the website; Bill Shilling seconded. Motion Passed.

Arlene stated that registration has started and all links are live. If a DGE has made a room reservation, he needs to cancel it and Arlene will put the DGEs names on a Master List to turn in to the hotel Liaison. If a Speaker needs a room, let Arlene know and she will add to the Master List. Arlene received notification that the sales tax and room tax will increase as of Jan 1, 2019, so we will see some increase in expenses from what was planned.

Nathan reported that the Rotaract conference will be Saturday and Sunday, with Friday attendance optional. On Saturday, Rotaract attendees will have their own meetings from breakfast through lunch, and then hope to join District Meetings in the afternoon. Saturday night meal with presentation by RIPE Mark Maloney is built into the registration fee and program for Rotaractors to attend. On Sunday, there will be some meetings, and then Rotaractors hope to join District meetings with a 10-15-minute report/presentation. The agenda will be finalized this week and Nathan will send out to committee.

Phil reported on the edits to the Training Matrix he emailed out to the committee; edits were made to more closely align with the latest version of the President's Training manual. Phil shared that Mike Forney, who will facilitate the AG training sessions, sent an email to DGEs asking for input on what material to cover and format in his sessions. Phil will update the Training Matrix once Mike firms up his program.

Phil needs 3 more facilitators at this time and if anyone has suggestions, please let him know the contact information this week, so he can contact before Christmas.

Dale reported that he will participate in a PETS Exchange with Pacific Northwest PETS Feb 21-24 and that organization will be sending Roger Perry to our PETS conference.

Arlene stated that a good quality digital high-resolution photo of each DGE and Speaker is needed by Doug for the printed program. Arlene also requested the names of persons giving the Inspiration and Pledge for each general session that will be introduced by DGEs; need to provide by mid-January.

Dale has firmed up the Leadership Panel for Friday afternoon, but is waiting to confirm with Julie Aubrey, as her father passed away after Thanksgiving and she has been out of the office.

Peter reported we have 19 vendor tables and 8 Exhibitor tables reserved, which will be in the Pre-Function area, serving as the House of Friendship. He has not heard from Districts 5440, 5630 nor 5390 as to wanting table; if these Districts want one, should let Peter know soon. A maximum of 31 tables can be set up. Bill E encouraged districts to utilize the tables to promote your district projects or global grants for which you might be seeking partners to participate.

A list of needed spots for Sergeant at Arms to serve will be posted soon. Peter will supply most of them from his district. If districts have experienced people attending who are not committed to certain programs or events, please contact them to sign up to volunteer.

Dale is working on Aides for Speakers and Exchange guest; these typically are PDGs. Arlene noted that the RIPE should be driven by car from the airport, but other RIDs, RIDEs and speakers might be able to be escorted via light rail.

Arlene reminded DGEs to be diligent about contacting PEs and PENs to register for conference, noting it is necessary to contact them several times, and to let them know when they need to arrive and when they will finish to plan travel accordingly. For example, District 5390 begins training at 830 am on Friday, while others start later. Because having 360 or more fully paid registrations is needed to meet our budget, it is important to promote the conference and help get the registrations needed. Also, be sending out the informational/training articles as posted on the PETS website, so attendees can be preparing prior to conference. The link to the hotel is on the registration site for reservations; Feb 7 is the deadline for hotel. It is important to reserve using the link on the registration site, for us to get credit for reservation.

Ruthe reported the bid for printing a 20-page program came in at \$520; ours is estimated to be 16 pages, so might be a little less.

Bill E noted the 'Critical Tasks' is listed on the website under PETS committee and asked that all take a look at those items to be sure we are on task.

Next meeting is January 21 at 4 pm.

Meeting adjourned at 4:52 pm.

Sandy Wong
Scribe

