

Agenda – Conference Call

Objective	2019 PETS Planning
Date	December 10, 2018
Time	From: 4:00 p.m. To: 5:15 p.m.
Zoom Link	https://zoom.us/j/651027571
Or Call-in Information	1 408 638 0986 Meeting ID: 651 027 571
Scribe	Sandy Wong, (Meeting will be recorded for future reference)
Convener	Bill Emslie

Agenda Items	Discussion Leader
Review/Approve minutes from 11/19/18	Bill
Registration Update and Importance of attendance numbers	Arlene & DGEs
Rotaract – how they will merge with PETS	Nathan & Arlene
Facilitators and January training Update Any updates on AG, PE, PEN sessions, Friday Electives	Phil & Dist. Trainers
PETS Exchange Update	Dale
Event Resource Team Items	Doug
Update on District Leadership Friday Session (if there are any changes)	Dale
Vendor Update / SAA Update	Peter or Arlene
DG Aide assignments	Dale
PE/PEN e-mail - keep on schedule Next meeting date January 28	Bill & Arlene Bill

To Do List:

SPEAKER AIDS:

1. Register your speaker for PETS by going to the Steering Committee/Facilitator Registration link. Let Arlene know if they will need a room at the Renaissance and if yes, what night or nights.
2. Make sure your speaker has completed the Speaker Information Form and you have sent it to Doug & Arlene with a HIGH RESOLUTION photo. NOTE: **Past President's Panel** – photos not needed. They need to register themselves. Arlene will need list of names, club, district for each panel member no later than the end of January.
3. DGEs – you have your emcee assignment in January. The draft script will be available by the end of January.

80 DAYS UNTIL PETS