

2019 PETS Planning Committee Meeting via conference call
January 21, 2019

Chair Bill Emslie called the meeting to order at 4:01 pm.

Those in attendance were:

District 5390: Lori Cummings, Sandy Wong, Sandy Carlson, Rick Moore

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

District 5450: Sandy 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

Rotaract: Nathan Dudden

Support Team: Arlene Weber, Liz Becher, Ruthe Gleason, Peter Ewing, Phil Murphy, Diana Smith, Shawna Secker and other District Registrars

Bill Schilling moved to approve the minutes of the December 18 meeting as posted on the website; Scott McLaughlin seconded. Motion Passed.

Peter reported we have 19 vendors and 8 exhibits; Wasser Graphics has signed up but is waiting until the deadline of Feb 18 to pay. Peter confirmed which districts want display tables; 5440 does not. Discussion was held about placement of the Shelter box, larger displays and the Iron Lung and utilizing space at the top of the escalator if hotel will allow.

Peter said we are in good shape with the number of Sergeant at Arms volunteers.

Doug was not on the call, but a discussion was held about any of the presenters/speakers during the General Sessions needing any AV equipment. These needs should be communicated to Doug, and each DGE should provide a high-quality photo to Doug if not already done.

Diana has samples to use as templates for the conference program. Size will be 8 ½" x 5 ½" and likely 16 pages. Ruthe said the program content information is needed as soon as possible, and at least by Feb 7 to give printer time to produce. Arlene included the program draft with emails sent out for this meeting; please check to see what is missing. Arlene and Diana will coordinate follow up to obtain items still needed.

Nathan reported that he is willing to contact any Rotaractors in the districts to personally invite/encourage them to register. Arlene reported that as of Saturday, two Rotaractors from Bozeman, MT, had registered.

Peter offered to go to the storage shed for items needed for conference. Ruthe and Diana will assist in making a list of what is needed, including vests for Sergeant At Arms, easels, signs, etc. Doug may be asked to assist in retrieving or transporting items.

Ruthie has the bags for registration packets.

Phil has held one training meeting via Zoom for the Facilitators and has two more to facilitate. One is next week, and another will be scheduled around the next meeting date for this committee to avoid conflict.

Arlene stated she was pleased with the number of registrations at this time; room reservations are at 64% of guarantee. She will email out an update with numbers in the next few days and also give an update on the registrations for the Friday afternoon optional sessions. Arlene will also send the most current lists to the district registrars after this call.

Arlene noted she is missing one or two names of persons giving the Inspiration and Pledge for each general session that will be introduced by DGEs. Needs ASAP and please remind about the short timeframe for each and the guidelines for the inspiration.

Arlene stated that a club member count by district is to be provided by either DG or DGE to Phil, so that he may assign PEs to group for PE sessions. Phil asked what material is being provided to PEs in addition to the PE manual, so he can let the facilitators for the PE sessions know what is being covered. He requested a copy of each district's agenda for their breakout sessions.

Arlene reported we will have three guest PEs from outside our Zone. The one from Mexico will be assigned to 5450; from Idaho to 5390; from Oregon to 5440.

The cost for the Light Rail from the airport to the hotel is \$10.50. Hospitality rooms will be available at 5 pm on Thursday evening. Rotaract will have Gray's Peak for their meeting room. Note that the hotel does not service these rooms during our conference, so we need to clean and re-set rooms with tables and chairs in original format after use.

This committee will meet at 8 pm Thursday evening in the Presidential Suite; any items of business will be addressed, and snacks will be served.

Dale reported that the Leadership Panel presenters will address the following topics: Larry Dimmit: Zone Realignment; Steven Solomon: Return on Your Investment/Trip to South Africa; Jim D'Amato: Rotary Club Central; Julie Aubrey: The Future look of Membership. Rick asked if he should bring the RIPE to district breakout sessions?

The proposed changes to the PETS guidelines was discussed. Arlene said the major changes are that we are dividing one job into three jobs for the administration duties and the reimbursement policies are clarified. Dale moved to approve the revised guidelines and Chris W seconded. Motion passed.

Dale said he still needed two appointments for the Past President's Panel. Currently, he has 1 female and two males, and club sizes of 23, 50 and 130 represented.

Ruthe asked about gifts for speakers and said the Colorado-themed baskets created last year went over well. Chris W noted that sometimes gifts are difficult for speakers to transport on the airlines and perhaps we could contribute to Polio Plus for the RI dignitaries. It was decided that a gift basket with something from each district would be created, and if needed, the baskets would be shipped to those traveling by air. Ruthe needs items from each district to be shipped to her or to be delivered to her at PETS on Thursday morning.

Ruthe also needs the materials from each district for the registration packets to be sent to her.

Arlene reminded DGEs to promote the conference within each district, as we need 360 paid registrations to meet our budget.

Next meeting is February 11 at 4 pm, if needed. Notice of meeting and agenda to be sent out to confirm.

Meeting adjourned at 5:22 pm.

Sandy Wong
Scribe