

2019 PETS Steering Committee Meeting - July 22, 2018

The meeting was called to order by 2019 PETS Steering Committee Chair Bill Emslie.

Roll call was taken.

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

District 5440: Bill Emslie, Chris Woodruff.

District 5450: Sandy Mortenson, Amy weed, Connie Syferd, Curt Harris.

District 5470: Chris Peterson, David Wood, Becky Smith, Chip Ecks.

District 5630: Dale Schultz, Scott McLaughlin, Bob Taylor.

Support Team: Arlene Weber, Diana Royce Smith, Doug McLemore, Ruthe Gleason (left early), Phil Murphy.

PETS Alliance Review: The 2018 PETS was excellent; the aim is to make it still better. PETS is asked to accommodate the RI PE as Saturday breakfast speaker - he will then depart, as well as (1) satellites as a club growth mechanism; (2) membership focus as part of PETS training, emphasizing the 2016 COL elements on club flexibility as to meeting formats and timing; and (3) at least 5 members on each club's membership committee. In October 2018 a mandatory pre-PETS course (see attachment) that can be tailored to each PETS will debut online in the Rotary Learning Center. A link will be distributed when available.

RI 's news includes a dues increase to support website improvements, a focus on the impact of projects, heavy emphasis on membership including a new "global" membership category not associated with a single club, and a new vision statement.

Considerations for the 2019 High Country PETS curriculum, in light of these RI initiatives, are the RI and TRF 101 sessions, who attends the Leadership Briefing, training on Rotary Central, motivating PES to complete online courses prior to PETS and tracking whether they do, length of time to complete pre-PETS courses; and facilitator approaches to having some PEs who have and some who have not completed prePETS training. District Trainers were requested to work out approaches to deal with such matters and report to the Steering Committee, with the target date of October 2018, to coincide with RI readiness online. Districts can thereafter add their specifics.

Chair Bill noted Wade Nomura's PETS exchange observations regarding elective trainings and adding energy by means of music to roll out PETS sessions and a Grand Entrance to welcome each District's PETS attendees, suggesting that the Steering Committee make use of such observations as seem useful. Some Steering Committee members were taken aback at the focus, tone and specificity of certain observations.

The Program Subcommittee should look at the details of RI's Jim Damato offering DGEs such support as his staff can provide, potentially including such topics as risk management. Julie Aubry will attend PETS. Making clear to PEs and PENS why there is repetition of certain topics at PETS might help to curtail complaints about that. Program Committee was requested to develop a matrix on how topics are presented to PEs and PENS, including outcomes and actions, from PrePETS through PETS to District trainings. (See attachment from Midwest PETS as to when and where training is presented on various topics.)

The Post-PETS survey and timeline leading to the 2019 PETS were reviewed briefly. Single survey comments should not receive as much attention as multiple comments on the same issue. All Steering Committee members should pay attention to timeline target dates and meet assigned commitments.

Sandy Wong was confirmed as PETS chair two years from now, after Dale, by acclamation.

PETS AV: Doug McLemore briefly reviewed how PETS and the District 5450 Events team have collaborated to improve AV services and reduce AV costs. To avoid hotel costs, District should bring all kinds of AV needs to Doug, who will coordinate to secure professional results. An AV request sheet and his contact info are available online. Each District is expected to bring its own computer and projector for its breakout room.

Budget: PETS treasurer Larry Hall prepared the summary documents for the 2018 PETS. Arlene Weber prepared the projected budget detail for the 2019 PETS. (See attachment.) Taxes and service charges on meals increased. The penalty on late registrations worked; late registrations were way down. The Renaissance is contracted through 2024. By unanimous vote, the projected reserve was increased from \$20,000 to \$25,000, instead of rebating funds to Districts now. Charges to Districts and potential rebates after 2019 PETS are proportional to PETS registrations, regardless of actual attendance.

Within some limits, re-shuffling that could be proposed due to RI's re-zoning can be accommodated at the Renaissance, if necessary by limiting spouse and guest attendance. There was concurrence that none of the current Districts intend to, or would be asked to, leave High Country PETS. The earliest possible date for changes would be 2020. If High Country PETS became too large for the Renaissance, only the Gaylord has facilities that would accommodate it. The most plausible change would mean adding a District of 60 clubs from Utah, as discussed in 2017.

Doing without Arlene: Arlene divided the tasks she has performed into three parts (see attachment). It would be good for replacement individuals to shadow Arlene through the 2019 PETS. Diana indicated she would consider handling the

website. Sandy Mortenson indicated District 5450 might have a candidate for hotel responsibilities and will report at the August meeting.

Speakers: The 5 DGEs should convene to figure out presenters for Friday evening, Saturday noon, and Sunday breakfast. These presenters should be selected to inspire rather than to train. Youthful leadership should be a focus to engage younger Rotarians. Laughing is good. Chris and Bill were designated to invite potential presenters. Dale Schultz will work with the Program Committee on the Leadership Briefing.

Space utilization at PETS: Rooms are re-used at PETS, so Districts must set up, clean, and re-set hospitality rooms, as with alcohol in use, hotel staff will not enter the rooms. Except for hospitality rooms, food (but not alcohol) must be ordered from the hotel. DGs and DGEs must register online; their registration-only charges will show on District invoices.

Materials: Ruthe has made arrangements to purchase new PE/PEN bags for 2019, taking into account what was disliked by previous attendees. Leftover 2017 bags can be used for AGs, with 2018 bags for spouses and guests. Diana will advise Ruthe what pens and pads are left over. An example of a booklet format for the PETS program was shown.

Facilitators: Phil reported that 11 of the 15 facilitators from 2018 are willing to continue. DGs should speak to him privately about their facilitator preferences. If most facilitators continue, Phil will not hold a January training session, thereby saving money. The Friday morning facilitator training session will take place at PETS. Facilitators really liked straying with their group to cover all topics and survey feedback was likewise positive. It enhanced interaction, and topic timing could flex with group needs.

What is ultimately done at PrePETS is important for facilitation planning. AG training has been based on scenarios. PEN training is District-based and Karen Tressler will do that again, working with DGNs.

Registration: DGEs were asked to confirm their registrars by October. Prompting PE and PEN attendance by letter is very important and DGs and DGEs can use templates available online. Linkages to PE and PEN PrePETS training and the materials can be posted online. The PETS Alliance would like such materials to be posted there as well.

DGs and DGNs should review the 10- page PETS Guidelines, which need updating each year and will be scheduled for the October agenda. High Country PETS is not a 501.c.3 organization - it has been investigated before - but does have a Colorado tax ID and Treasurer Larry Hall files its tax forms. Alternative PETS to attend, if one cannot attend this PETS, can be linked on the website.

The hotel rate for 2019 will be \$125 plus tax, with the staff rate \$67. There is free in-room wifi, parking, and transportation to and from RTD light rail. The room block must be filled, but the allocation of rooms to dates can be shifted as needed prior to the 90% room cutoff on 2/7/19. There is no charge for meeting rooms. There are three free suites, allocated to the RI President (only one night needed so re-use is possible), the PETS chair and the PETS Administrator. The living rooms in these suites can be used for small meetings. There are decisions to be made regarding the use of the concierge floor junior suites and rooms. The food minimum charge is \$80,000 and provision will be made on food choices as needed for religious observances.

As aspects of the 2019 PETS agenda are planned, the following should be considered: (1) there is no provision to have attendees skip required sessions to go online for virtual reality, as at the RI Conference, or Club Central experiences. (2) However, a room for Club Central experience could be arranged. (3) On Friday afternoon, time should left to reset the ballroom for dinner; starting afternoon sessions at 1 pm and ending at 3:30 pm would help.

If Peter Ewing will not continue to handle vendors, exhibitors, and SAAs after 2019, his replacement should be found so as to shadow him. The usual vendors are planned for 2019: National Awards, Russell Hampton, ClubRunner, QTPI, TRF, etc. Districts and Clubs desiring display space should contact Peter promptly. If an iron lung display is desired re polio awareness, it could be at the top of the escalator.

Steering Committee meeting times: 4-5:30 pm on the third Monday of the month, except December 10 and January 28. Hold February 10 but: an actual February date to be scheduled as PETS 2/28-3/2/19 draws close.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Diana Royce Smith
Interim PETS scribe