

## Agenda – Phone Conference Call

2019 PETS Planning		
<b>Objective</b>		
<b>Date</b>	November 19, 2018	
<b>Time</b>	<b>From:</b> 4:00 P.M. <b>To:</b> 5:15 P.M.	
<b>Zoom Info</b>	<a href="https://zoom.us/j/946094508">https://zoom.us/j/946094508</a>	
<b>Call-in Option</b>	+1 408 638 0986   Meeting ID: 946 094 508	
<b>Scribe</b>	Sandy Wong	
<b>Convener</b>	Bill Emslie	
<b>Discussion</b>		
<b>Leader</b>	<b>Agenda Items</b>	<b>Notes</b>
Bill	Review/Approve minutes from October 16 <sup>th</sup> meeting	
Peter	Vendor & Exhibit Update	
Bill	Rotaract Discussion with Nathan Dudden	
Ruthie	Registration materials/packets/bag	
Phil/ Arlene	Facilitator Training	
	Any Updates on the Friday afternoon sessions, AG training, breakout sessions	
Arlene	Schedule for PE/PEN letters & PETS flyer; room reservations and Registration	
	Discuss paying for $\frac{1}{2}$ of a 3 <sup>rd</sup> night for committee members (about \$1700)	
	Wording change in PETS Guidelines, vote by committee	
Dale	Leadership Update Session & PETS Exchange – anything new	
Doug & DGEs	AV discussion – if needed at this time	
Bill	Facilitator for the Past Presidents panel or speaker for Saturday Lunch	
	Miscellaneous wrap-up	
	Next Phone Meeting Date - December 10, 2018	

### TO DO LIST:

**DGEs – Stay on Schedule for the PE/PEN letters; Promote Attendance (we need 360 full paid (\$400.00) registrations to break even. Guests, spouses, PDGs, etc. help.)**

**Have people use the Renaissance reservation link on the PETS website.**

**NOTE:** General Session Speaker Aides, once assigned, need to complete the on-line registration for their assigned person and make a room reservation, if needed for that person.