

## Agenda – Zoom Conference Call

<b>Objective</b>	2019 PETS Planning	
<b>Date</b>	September 17, 2018	
<b>Time</b>	<b>From:</b> 4:00 P.M. <b>To:</b> 5:15 P.M.	
<b>On-line Link</b>	<b><a href="https://zoom.us/j/229955206">https://zoom.us/j/229955206</a></b>	
<b>Call in Number</b>	408-638-0986 or 646-876-9923	Meeting ID: 229 955 206
<b>Scribe</b>	Sandy Wong	
<b>Convener</b>	Bill Emslie	
<b>Attendees</b>	PETS Planning Committee Members in Attendance:	
<b>Discussion Leader</b>	<b>Agenda Items</b>	<b>Notes</b>
Bill	Review/Approve minutes from August 20th meeting	
Bill & Arlene	PETS Flyer Review & E-mail Schedule for PEs/PENs	
Bill	Speakers; General Session openings – by each District?; Suggestions from last PETS Exchange.	
Peter	Vendor & Exhibit Update	
Phil	Update from September 11 <sup>th</sup> sub-committee call Facilitator Selection Update	
Dale	PETS Exchange for 2019 – Yes or No	
Doug	AV discussion – if needed at this time	
Ruthe/Diana	Registration materials, bag/folders update. Update on the program booklet	
Arlene	Review proposed wording change in Guidelines	
Bill	Miscellaneous Items	
Bill	Next Phone Meeting – October 15th	

### TO DO LIST:

DGEs: \_\_\_\_ Facilitator Training will be on-line in January. Some Facilitators will need to be at the Renaissance the evening of February 28th since final training will start on the morning of March 1<sup>st</sup>.  
 \_\_\_\_ District PETS Registrars – report any changes or confirm if the same as last year by Oct. 1 to Arlene.  
 (Registrar is responsible to edit, add registrations for their district.

NOTE: >> Registration needs to open no later than November 15<sup>th</sup>. PREFER Nov. 1<sup>st</sup>.

Rooms at the Renaissance can be booked now (use link on the PETS website).

>> PETS flyer info must be finalized so it can be ready for first DGE letters that go out on November 1.

>> DGs serve as aides to guest speakers and special RI guests. Assignments will be made by December.