

High Country PETS Steering Committee
Minutes of Telephonic Meeting Held on August 6, 2012

The following attended the meeting:

District 5390: John Stewart, DG 2013-14
Roy Beekman DG2014-15

District 5470: Wally Miller, DG 2013-14
Clyde Church, DG 2014-15
Paulette Church, District Trainer

District 5440: Julia Phares, DG 2013-14, PETS Trainer
Phil Murphy, District Trainer
Barb Redder, District Trainer

District 5450: Dan Himelspace, DG 2013-14, PETS Chair 2015
Pete Ewing, DG 2014-15
Karen Briggs, District Trainer

District 5630: Dian Edwards, DG 2012-13, PETS Chair 2014
Duane Tappe, DG 2013-14
Koby Richertsen, DG 2014-15
Loraine Lawler, District Trainer

Roger Ptolemy	PETS Chair 2013 DG 2011-12 D5470
Arlene Weber	PETS Administrator DG 2011-12 D5390
Chuck Rutenberg	PETS Lead Trainer D5440
Steve Sehnert	On-site Support Task Leader, D5450
Gary Fletcher	DERT Chair D5450
Gary Frisch	DERT Registration D5450
Steve Sehnert	On-Site Support Task Leader
Karoline Woodruff	Materials Task Leader

Chair Roger Ptolemy convened the telephonic meeting at 4:07 pm am on August 6, 2012. Pursuant to the Agenda, the following topics were discussed and the indicated actions were taken:

- A. The minutes from the June 23, 2012 Steering Committee Meeting were reviewed. The following corrections and changes were made:
 - a. **Page 6: Paragraph J, Responsibilities Assigned, Item 4 is corrected to add the word “needs” between the word “training” and “form”.** There was a clarification that the Training Needs Form refers to the specific training needs requested by each DGE for their District specific trainings.

- b. After discussion Motion No. 6 was reworded as follows:

The all District AG Meeting will be a two-hour meeting and consist of discussions around case studies and sharing best practices.

There was unanimous consent to the rewording.

- c. After discussion Motion No. 7 was reworded as follows:

For the 2013 PETS all registrants, except those registered only as a spouse or partner of a registrant, shall receive a full set of Conference materials.

There was unanimous consent to the rewording.

By a voice vote the Minutes of the June 23, 2013 Steering Committee Meeting were unanimously accepted as corrected, reworded, and changed.

- B.** Gary Fletcher asked if there were any issues or questions for the DERT Committee. Roger reminded the DERT Committee that the Steering Committee needs Dave Trefz to prepare a budget by the next meeting. Gary Fletcher acknowledged the request and said he would pass it to Dave Trefz.

Arlene Weber clarified that husbands and wives who are both participants but have specific job functions at PETS should register separately.

Gary Fletcher reported that the Marriott DTC has upgraded its sound system and that the DERT Committee has added sound equipment to make it easier to understand.

Gary Fletcher and Dave Frisch left the meeting at 4:28 pm

- C.** Dian Edwards reported on the attendance at the Multi-PETS Alliance Meeting in Evanston:

There was a general update from various RI and TRF personnel, including the new Membership Plan. Michelle Berg updated everyone on new training materials, including the new PETS Training Guide. All of the material is available on-line. There are now 19 different training modules with an emphasis on making the PE's good Presidents rather than teaching them everything there is to know about Rotary.

The Peach State PETS has implemented many of these changes and are using training modules similar to those available from RI. Dian, Arlene, and Roger recommend we choose the Peach State PETS to conduct a PETS exchange with High Country PETS.

Rotary Club Central was explained to the Alliance group. It is also now available at member access. In a year or two, the Clubs will go into Rotary Club Central and input information that will generate their goals and can then track their

successes with regard to membership and fund raising. Eventually everything will be on line which this will eliminate the long planning documents.

This is a transition period. This year the PETS mailing will be the same and we will still receive Club Kits, which will be the same as previous years. The major update will occur in 2014.

- D. There was a general discussion on the training at PETS and how the new training material should be incorporated in 2013 PETS. Chuck Rutenberg reported that he had reviewed the new materials on line and that he had a conference call with the District Trainers. Chuck reported that the District Trainers feel it is something they can implement this year.

There was a discussion on surveying current Presidents or immediate past Presidents to determine what they feel would be good to learn at PETS to make them better Presidents. Roger Ptolemy asked that Chuck Rutenberg and the District Trainers survey the current Presidents and immediate Past Presidents. Chuck will report at the next Committee meeting the results of the survey. Chuck Rutenberg suggested that we take the output from the survey, compile it, review those results with the DGE's, and present a recommendation to the Committee.

Wally Miller questioned how we divide the Clubs during breakouts. The consensus was that we continue to break out by Club size. The discussion then floated to which of the 19 topics or modules should be covered, with the acknowledgment that not all could be covered. Julie recommended that everyone go on line to review the 19 topics before we decide which topics to cover.

Roger Ptolemy asked if anyone strongly oppose making changes that directed our PETS training towards the new RI recommendations. There were no objections. The Committee asked Chuck Rutenberg to present a recommendation at the next meeting.

- E. There was a discussion concerning PETS exchange Dian Edwards recommended that the exchange be with Peach State PETS on March 15-17, 2013.

The following motion was made by Dian Edwards and seconded by Wally Miller:

High Country PETS will have an exchange with the Peach State PETS during 2013.

Motion passed unanimously.

Roger suggested that the discussion concerning who would attend the Peach State PETS be made off line after the meeting.

- F. Dan Himelspace and Wally Miller gave the DGE report on speakers at 2013 PETS. The DGE's had reviewed several speakers and should have a firm recommendation by the next meeting.

- G. Chuck Rutenberg reported that he had not received the recommendations for facilitators from all the DGE's. Roger suggested that those recommendations be submitted to Chuck in the next few days.
- H. Arlene Weber led another discussion about what is the "specific training needs form". The consensus is that this form should be designed to let Arlene know what additional materials and equipment is needed by each district in their District Breakouts.
- I. Arlene Weber reported that she had posted on line the PETS 2013 Facilitator Reimbursement Guidelines and the PETS 2013 Expense Reimbursement Form.
- J. There was a discussion concerning Facilitator Training that last year it was conducted at the same time as the January Foundation Dinner in Denver. Dan Himelspace reported that there is going to be significant changes with that event and there at this point PETS Facilitator Training may not be part of the agenda. Chuck Rutenberg agreed to contact Jim Halderman, the Foundation Dinner coordinator, to discuss how or if this will work this year.
- K. Arlene Weber reminded the DGE's that they must contact RI to authorize delivery of the PETS materials for PETS 2013 to Karoline Woodruff.
- L. Arlene Weber and Karoline Woodruff discussed where the PETS materials will be delivered and that they will be delivered earlier this year. Arlene agreed to clarify if the materials will be the new material that includes Future Vision documents. It was agreed to have a bag for the RI materials and each District will decide how to handle their own materials. Since we had left over bags from last year, we will use the same or similar bag this year so we can use last year's bag. Everything will be the bag and delivered to the Districts for them to insert their materials.
- M. Arlene Weber reported that a PETS web page is currently up as part of the District 5390 website. Arlene discussed having an independent PETS website. She suggested that we could use Club Runner to host the website. The costs would be a \$99 set up fee and a maintenance fee of \$180 per year. Arlene has already purchased a domain name.

The following motion was made by John Steward, seconded by Clyde Church:

High Country PETS will establish its own website thru Club Runner at a cost of \$100 setup fee and \$180 per year thereafter.

Motion passed unanimously.

- O. Arlene Weber recommended that we adopt a specific PETS logo for High Country PETS. She mentioned that several Multi-PETS Districts had their own logo. Wally suggested we table the topic. Arlene agreed to make some suggestions to consider at the next meeting.
- P. There was a discussion concerning any changes to the High Country PETS Guidelines. Any changes to Appendix A, training content, was tabled.

The following motion was made by Wally Miller and seconded by John Steward:
The High Country PETS Guidelines be accepted as currently written, with the exception of Appendix A, which was tabled.

Motion passed unanimously.

Q. Koby Rickertsen discussed bringing RYLA staff members to the PETS Conference from the various Districts for an exchange of ideas and best practices. An extended conversation ensued. The topic was tabled to the next meeting. Koby was going to send an email to the DGE's explaining his idea and requesting feedback.

R. Roger Ptolemy addressed the Responsibilities assigned out of the last meeting as reported in the minutes of that meeting:

1. DGE's recommendation for speakers will be given at the next meeting.
2. Chuck Rutenberg will submit a recommended facilitator list to the Committee once he has received the recommendations from all the DGE's.
3. Arlene Weber has submitted a form to each DGE so they can identify their District specific training needs.
4. DGE's have not returned the Specific Training Needs Form to Arlene Weber.
5. Arlene Weber has submitted a copy of the Facilitator Reimbursement Guideline to the Steering Committee.
6. Arlene Weber has submitted a copy of the PETS 2013 Expense Reimbursement Form to the Steering Committee.
7. Arlene Weber has submitted a Room Set Up Form and a Maximum Room Seating List to the Steering Committee.
8. Arlene Weber has worked with Karoline Woodruff to coordinate material from RI.
9. Arlene Weber has developed a webpage for High Country PETS.
10. Chuck Rutenberg is working on submitting the training content suggestions to the DGE's.
11. Chuck Rutenberg will submit a recommended facilitator list to the DGE's as soon as he has obtained all the recommendations from the District.
12. A PETS exchange has been recommend by those attending the Multi-District Alliance.
13. Paulette Church has submitted to the Committee of the survey results from PETS 2012. She summarized the results and concluded that it corresponds with our new direction.
14. Gary Fletcher was not present at this time.
15. Gary Fletcher and Gary Frisch were not present at this time.
16. Gary Frisch was not present at this time.

S. Responsibilities Assigned in this meeting:

1. Chuck Rutenberg will report on recommendation for new training curriculum.
2. Chuck Rutenberg will conduct a survey of PE's and PEN's.

3. Roger Ptolemy will report on how we are handling an exchange with Peach State PETS.
4. Chuck Rutenberg will check with Jim Halderman, chair of the Foundation Dinner and report if we can have facilitator training
5. DGE's will make speaker recommendations.
6. Arlene Weber will report on creation of a PETS website
7. Arlene Weber will report on a High Country PETS logo.

The next meeting will be held telephonically on September 12, 2012 at 4:00 pm MST.

A motion was made by John Steward and seconded by Peter Ewing to adjourn the meeting.

Motion Passed unanimously.

PETS Chair Roger Ptolemy adjourned the meeting at 6:29 pm on August 6, 2012.