

# Agenda

# PETS Planning Meeting

Monday 12/10/2012

4:00 PM

Phone Conference Call

**Type of meeting:** Planning  
**Facilitator:** Roger Ptolemy  
**Note taker:** \_\_\_\_\_

**Please read:** Assignments from November 12<sup>th</sup> (refer to 11/12 minutes & bottom of 11/12 Agenda)

## AGENDA TOPICS

Call Meeting to Order	Roger
Review & Approve Minutes of Nov. 12 Meeting	Roger
DETR Report: Registration Update	Gary
Discussion of Early On-Site Registration – discuss rationale and whether each district can supply sufficient staffing from Noon to 5PM on March 1.	Gary/Arlene
Review Comp Code and who is covered; Who is attending from RI	Arlene
Facilitator Training on Jan 5	Chuck
AG training session update	Chuck
Speaker/Entertainment Update, Aide assignments, PDG Briefing	Dian
Vendors, Photographer, Sunday Service, Sergeants –At-Arms	Steve
Materials for PEs/PENs/AGs	Karoline/Arlene
Plenary session - Emcee assignments	Roger
Rotary Jeopardy Proposal	Roger
Review Other Task List Assignments	Roger

### Special notes:

The following items should be completed by January 12, 2013:

- **Facilitator Registration** – confirm all registration complete (Chuck)
- **Speaker/entertainment:** Chair-elect confirm speaker registration is complete and AV forms have been sent to DETR

The following items should be completed by January 23, 2013:

- **DGEs & Chuck** – Room set up forms for District breakouts, AG training, Rotary 101, Topic Breakouts on Saturday and Sunday completed and sent to DETR
- **Jeopardy Game** ready for review
- **Materials** – confirm shipment and/or receipt of final materials from RI