

High Country PETS Steering Committee
Minutes of Telephonic Meeting Held on January 9, 2013
Prepared by Daniel C. Himelspach (corrected 2/7/13)

The following attended the meeting:

District 5390: Daryl Hansen, DG 2012-13
John Stewart, DG 2013-14
Roy Beekman, DG2014-15

District 5470: Wally Miller, DG 2013-14
Clyde Church, DG2014-15

District 5440: Mike Forney, DG 2012-13
Julia Phares, DG 2013-14
Phil Murphy, DG 2014-15

District 5450: Mike Klingbiel, DG 2012-13
Dan Himelspach, DG 2013-14, PETS Chair 2015

District 5630: Duane Tappe, DG 2013-14
Koby Rickertsen, DG 2014-15
Loraine Lawler, District Trainer

Roger Ptolemy	PETS Chair 2013 DG 2011-12 D5470
Arlene Weber	PETS Administrator DG 2011-12 D5390
Gary Fletcher	DERT Chair D5450
Gary Frisch	DERT Registration
Steve Sehnert	On-site Support
Karoline Woodruff	Materials

Chair Roger Ptolemy convened the telephonic meeting at 4:07 pm on January 9, 2013. Pursuant to the Agenda, the following topics were discussed and actions were taken:

A. Minutes - The minutes from the December 10, 2012 Steering Committee Meeting were reviewed. The following correction and change was made:

1. **Page 2, Paragraph C**, the following sentence: "For walk-in registrants, the district registration tables will begin the on-site registration with completion of forms, but these (walk-in) registrants will need to complete the process at the Spruce Room window." should be moved to the position in the same paragraph after the sentence that begins with "Daryl Hanson . . ."

Roy Beekman moved and Wally Miller seconded the following motion:
The minutes for the December 10, 2012 meeting are accepted as corrected.
The Motion passed unanimously.

- B. DERT Report** – Gary Fletcher reported that currently there were 99 registrations: 49 PEs, 19 PENs, 19 spouses, 11 AGs and 1 DG for Saturday only. Roger reported that in response to comments last year Dave Trefz have arranged for the Saturday noon meal to be lighter. Gary Fletcher reported that the Marriott had recently upgraded their sound system. Gary Frisch suggested that we shut down on line registration at the end of the Sunday before PETS begins, which is February 24.
- C. Paul Harris Drawing** – Roger reminded everyone that we had voted to conduct a drawing giving a Paul Harris Fellow to one of the early registrants. DERT will give Roger a report on registration as of midnight on January 31, the agreed upon deadline for early registration and eligibility for the Paul Harris drawing.
- D. Early Check-In** – Arlene Weber discussed how check-in will be handled on the first day of PETS. Gary Frisch reported that name badges and tent cards will be available at the Spruce Room at the latest on Thursday afternoon. Roger Ptolemy explained that the reason for early check in is to accommodate those attending Rotary 101. It was decided that each District will have at least one registrar available to check in attendees from their District starting at noon on Friday.
- E. Review of Facilitator Training** – Phil Murphy reported for Chuck Rutenberg who was not able to attend the meeting. Phil felt the training went well with a good group of facilitators and it should work well at PETS.
- F. Rotary 101 and AG Training Updates** – Julie Phares reported that the trainers for Rotary 101 will be Julie Phares, Chuck Rutenberg and Phil Murphy.
- G. Speaker Update** – Arlene Weber that Dian Edwards have been coordinating with the speakers to ensure we have sufficient information to introduce each speaker. Gary Fletcher requested that anyone that is going to speak or be on stage send a current photo to his which will be used to display their picture on the screen. This includes all DGEs, the speakers and others that will be speaking or on the stage.
- H. Entertainment Update** - Arlene reported that they intend to finish the Jeopardy questions by the end of January. Phil Murphy is going to help develop the Jeopardy questions.

Wally Miller reported that the attendance of the Academy Voices had been confirmed. They intend to do a 20 minute patriotic program. Wally reported that he had a backup available if anyone objected to that much of a patriotic program.

After a long discussion Mike Forney moved and Clyde Church seconded the following motion:

We accept the program of The Academy Voices and confirm that they will be our Saturday evening entertainment.

The Motion passed unanimously.

- I. Vendors, Photographer, Sunday Services, Sergeants-At-Arms** – Steve Sehnert reported that Michael Cummings has confirmed to speak at the Sunday Services. Steve has five vendors confirmed; the same number as last year, and doesn't expect to hear back from others. He has not heard from many Rotary organizations that want to present an exhibit. Steve will forward to DGs and DGEs to give notice to those in their District that may be interested in exhibiting. Steve reported that he felt last year's photographers will serve again. Steve reported that he doesn't anticipate any problem with Sergeants-At-Arms.

Mike Forney volunteered his District (5440) to sponsor a booth demonstrating and explaining some of their Global Grants since they are the only District that is a Future Vision pilot District. Others encouraged him to organize such an effort.

- J. Materials for PEs/PENs/AGs** – Karoline Woodruff reported that she just received notice about the second shipment of materials from RI. She has determined that it will cost between \$11 to \$14 for every person we give the full second shipment complement. Because of the costs, Karoline questioned the decision to give the PENs all the materials this year. We could save over \$4,000 if we limit the materials to the PENs. There followed a general discussion about the materials that should be given to each participant. **It was concluded that the PEs and AGs will receive the full complement of materials. The PENs will not receive materials from the second mailing from RI except the Theme Brochure and the President's Citation materials.**

Julie Phares suggested that each District stuff the bags for their PEs and PENs on Thursday before PETS provided Karoline can have all the materials available Thursday afternoon. Karoline indicated that she plans to be at the Marriott with materials by 2:30 pm on the Thursday before PETS.

- K. Plenary Sessions - Emcee Scripts** – Arlene Weber said she will be working on the emcee scripts the remainder of the month and will send out after the International Assembly.

- L. PE and PEN Letters** – Roger wanted to know if the DGE had been sending out the letters to the PEs and PENs. All DGEs confirmed that all the letters have been sent out. Roger conducted a discussion about how many Clubs in the various Districts had PEN selected and if any Clubs still have not selected their PE. The DGEs all reported that for the most part the PEs have been selected but, as to be expected, Club selection of the PENs have been slow.

Roger reminded everyone that endorsements from those attending PETS as a PEN are still being collected and are welcomed

- M. Review of Assigned Tasks from 12/10/12 Meeting** –

1. Chuck Rutenberg to confirm all facilitator registrations are complete. (By January 12)

Arlene reported several registered at their training and that the report needs to be checked to confirm that all have registered.

2. Dian to confirm speaker registration is complete and AV forms have been sent to DERT. Speaker name tag information and meal counts to DERT. (By January 12)

Roger reported that this has been completed.

3. DGEs & Chuck – Room Set Up forms for District breakout, AG training, Rotary 101, and Topic Breakouts on Saturday and Sunday completed and sent to DERT. (By January 23)

Arlene reported we may need an extension to early February for the DGEs to submit this form. Arlene reminded the DGEs that the form is on the website.

4. Jeopardy game ready for review. (By January 23)

Roger reported that at the last meeting each District agreed to donate 1000 Paul Harris points to be awarded to winning Jeopardy team.

Each District agreed to donate and additional 200 Paul Harris points to award a Paul Harris Fellow to the winner of a drawing among those who registered early.

5. Materials shipment and/or receipt of final materials from RI confirmed. (By January 23)

Karoline reported on this earlier in the meeting.

N. Responsibilities:

1. Chuck Rutenberg – Identify AG training instructors.
2. DGEs – Send photos to DERT for display while conducting their emcee duty.
3. Wally and Roger - Coordinate meals and other details concerning the Academy Voices.
4. Arlene and Phil – Will work on Jeopardy game questions and format.
5. DGEs – complete Room Set up forms by early February.
6. Arlene – Break out groups assigned by February 10.

O. Additional Comments:

1. Roger reminded that DGE to invite District chairs and others from their Districts to attend PETS.
2. Arlene confirmed that the hospitality suites are available Thursday, Friday and Saturday nights.
3. Arlene reported that August 17, 2013 at the Renaissance looks like the best time for the organizational meeting for PETS 2014.
4. The next meeting will be held telephonically the first week of February 2013 at 4:00 pm MST. A notice will be sent out electronically with various options.

PETS Chair Roger Ptolemy adjourned the meeting at 5:57 pm on December 10, 2013.