

High Country PETS Steering Committee

Minutes of Meeting Held on June 23, 2012
at the Hilton Garden Inn, Aurora, Colorado
Prepared by Daniel C. Himelspach

The following attended the meeting:

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

District 5470: Carla Vauthrin, DG 2012-13
Wally Miller, DG 2013-14
Clyde Church, DG 2014-15
Paulette Church, District Trainer

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

District 5450: Mike Klingbiel, DG 2012-13
Dan Himelspach, DG 2013-14, PETS Chair 2015
Pete Ewing, DG 2014-15
Karen Briggs, District Trainer
Beverly Mendel, District Office Manager

District 5630: Dian Edwards, DG 2012-13, PETS Chair 2014
Duane Tappe, DG 2013-14
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

Chair Roger Ptolemy convened the meeting at 9:35 am on June 23, 2012 Hilton Garden Inn in Denver, Colorado. Pursuant to the Agenda, the following topics were discussed and the indicated actions were taken:

- A. Roger Ptolemy reviewed and responded to questions and comments concerning the Financial Report for the 2012 PETS Conference. Roger revealed that the 2012 PETS Conference resulted in a net income of \$6,297.49. Roger explained that we are trying to build a reserve of \$12,500 and that we currently have \$7,574.39 in a savings account for that reserve. The following motions came out of that discussion:

Motion Number 1 made by Julie Phares and seconded by Wally Miller:

The budget as submitted is accepted and it is recognized that the 2012 PETS Conference generated net revenue of \$6,297.49.

Motion Passed unanimously

Motion Number 2 made by Wally Miller and seconded by John Stewart:

The \$6,297.49 in net revenue from the 2012 PETS Conference shall not be distributed to the member Districts and shall be placed into reserve thereby increasing the reserve to \$13,871.88.

Motion Passed unanimously

- B. Arlene Webber reviewed and responded to questions and comments about the results of the evaluations for the facilitators at the 2012 PETS Conference. Two requests from the participants that appear to be expressed year after year are: 1) Not enough time to interact with each other, and 2) not enough time for the AGs to interact with their PEs/PEN.

Julie Phares, PETS 2012 Lead Trainer reported that this year's Rotary 101 was very successful, which was evident from the evaluations. Julie reported that the facilitators were well received and in her opinion, the trainer cadre was great. The new facilitators received very good scores in their evaluations.

Other comments and discussions included:

1. One lunch was too heavy
 2. Buffet versus plated meals
 3. Organized table topics at the meals
 4. The dress code and if it needs to be continued
 5. Rotary 101 should be continued
- C. Arlene Weber distributed a copy of the PETS Guidelines that had been extensively revised last year and asked that they be accepted for this year.

Motion Number 3 made by Dian Edwards and seconded by Chuck Rutenberg:

The PETS Guidelines as submitted at the meeting shall be confirmed as the official Guidelines for PETS 2013.

Motion Passed unanimously

- D. Arlene Weber agreed to create a blind page on the District 5390 website that will serve as the PETS webpage. On that page she will place the PETS Guidelines, include a section for administrative matters, a summary of the various documents reviewed by the PETS Committee, bullet points for questions and other items that may facilitate communication from the PETS Committee to the member Districts and their Rotarians. Each member District could reference the PETS page on their websites and provide a link.
- E. Roger Ptolemy led an extensive discussion concerning the speakers, content, and operations of 2013 PETS. The topics included:

- a. The number of speakers
- b. Suggested speakers
- c. More entertainment and everyone was encouraged to identify potential entertainers
- d. Jeopardy or Family Feud modified into Rotary games as a possible interactive sessions at one meal
- e. Possibly cut one hospitality evening
- f. More opportunities for the PE's and PEN's to gather and meet each other and their AGs
- g. "I Think I Can" T-shirts supplied by Paulette Church.
- h. Include an opportunity for the Non-Pilot Districts to conduct a session for Future Vision Club qualification training.
- i. Starting earlier on Friday
- j. Plenary session on Sunday morning designed to inspire
- k. Fewer email to the PE's
- l. Send highlights of what is important and referenced to posted materials on the PETS web page
- m. AG training will be done by each member District, however there will be a general AG meeting at the PETS Conference designed to show value and appreciation for the AG's and serve as an idea exchange
- n. Arlene Weber will provide a form to each incoming DGE to identify their Districts specific training needs at PETS 2013. The completed form will be submitted to Arlene.
- o. There was a consensus that each incoming DGE request from RI full paper copy of all manuals.
- p. The advantages and disadvantages of giving full copies of the training materials to both the PE's and PEN's were discussed.
- q. Bags or a tote for each PETS attendee was discussed.
- r. Training for partners of the PE's and PEN's was discussed.

Suggested speakers included:

1. Deborah Lindholm, RAGM Director, Rotary Club of LaJolla Sunrise, California, moderator for the "Peace and Prosperity through Microcredit" breakout session at the 2012 International Conference.
2. Zig Ziegler program on "Selling the Dream"
3. Michael Cummings, Univ. of Colorado at Denver professor and author of Beyond Political Correctness

The incoming DGE's from each member District agreed to convene to select the speakers.

The following motions came out of that discussion:

Motion Number 4 made by Wally Miller and seconded by Duane Tappe:

For the 2013 PETS, there will be three speakers, one interactive meal session and one evening of entertainment.

Motion Passed unanimously

Motion Number 5 made by Julie Phares and seconded by John Stewart:

The 2013 PETS Training District and Content Breakout Sessions Outline will be modified to move The Rotary Foundation session from Content Breakouts to District Breakouts and to move Service Projects from District Breakouts to Content Breakouts and to further amend Service Projects to Service Projects/Fund Raising.

Motion Passed unanimously

Motion Number 6 made by Roy Beekman and seconded by Peter Ewing:

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

Motion Passed with Wally Miller abstaining.

Motion Number 7 made by Dan Himelspace and seconded by Wally Miller:

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.

Motion Passed unanimously

Motion Number 8 made by Duane Tappe and seconded by Roy Beekman:

Each attendee at the 2013 PETS will be given a bag or tote to carry all the materials.

Motion Passed unanimously

Motion Number 9 made by Chuck Rutenberg and seconded by Clyde Church:

The Rotary 101 training at PETS 2013 is expanded to three hours.

Motion Passed unanimously

Motion Number 10 made by Wally Miller and seconded by Chuck Rutenberg:

There will be no Partner Training but that the partner of each PE and PEN be given the opportunity and encouraged to attend the Rotary 101 Training.

Motion Passed unanimously

- F. There was a discussion concerning facilitators and facilitator training. The following topics were discussed:
- a. There was a consensus that the training for the PETS facilitators after the January Foundation Dinner in Denver was very valuable.
 - b. The more time the trainers practice their presentations the more effective the presentation.
 - c. Each District Trainer should identify and interview each potential facilitator and submit recommendations to the incoming DGE's.
 - d. Chuck Rutenberg suggested that AG's not be used as facilitators because their time is better spent with their PE's and PEN's. Chuck also suggested that the facilitator candidates must have received prior facilitator training through "Visioning" or the Rotary Leadership (RLI) programs, be interviewed by telephone prior to nomination, and indicate they have a passion for Rotary.
 - e. The incoming DGE's shall submit a list to Chuck Rutenberg, the PETS Lead Trainer by July 31, 2012.
 - f. Chuck Rutenberg shall submit the names of at least 18 recommended PETS trainers to the incoming DGE's.

- g. The incoming DGE's shall make the final selection for PETS 2013 trainers.
- h. There was a consensus that the Facilitator Reimbursement Guidelines in place for PETS 2012 appeared to work well.
- i. Arlene Weber will prepare and submit to the Steering Committee a reimbursement expense form for the Facilitator Training and for PETS.

The following motions came out of that discussion:

Motion Number 11 made by Chuck Rutenberg and seconded by Wally Miller:

There will be a PETS Facilitator Training in Denver after the Foundation Dinner, which is expected to be January 5, 2013.

Accepted Amendment: Increase the Train the Trainers line item in the Budget by \$500 to \$4,500 to accommodate expenses for the District Trainers to attend the January PETS Facilitators Training.

Motion Passed unanimously

Motion Number 12 made by Chuck Rutenberg and seconded by Dian Edwards:

The Facilitator Reimbursement Guidelines in place for PETS 2012 is adopted for PETS 2013.

Motion Passed unanimously

G. Roger Ptolemy led the discussion concerning an entering into an exchange with another PETS program and attendance at the Multi-District PETS Alliance July 2012 meeting in Evanston. The following topics were discussed:

- a. Dian Edwards and Arlene Weber will attend the Multi-District PETS Alliance July 2012 meeting on behalf of the High Country PETS. Roger Ptolemy indicated that he might also attend at his expense.
- b. An exchange with another PETS conference would be desirable. The exchange should be with a PETS Program outside of our Zone.
- c. Dan Himelspace as the 2015 PETS Chair was selected to represent High Country PETS in this exchange.
- d. Those attending the Multi-District PETS Alliance July 2012 meeting in Evanston were encouraged to find a candidate for the exchange.

The following motion came out of that discussion:

Motion Number 13 made by Wally Miller and seconded by John Stewart:

High Country PETS seek an exchange with another PETS program in the United States and outside of Zone 27. In addition, \$1,000 be added to the budget to pay the expense for such an exchange.

Motion Passed unanimously

H. Roger Ptolemy led the discussion concerning the proposed budget, registration fees, and the registration program that will be used at PETS 2013. The following topics were discussed:

- a. Registration fees for PETS currently is run through D5450's accounts.

- b. Gary Fletcher will take the necessary steps to ensure all PETS registration fees are deposited only in a High Country PETS account.
- c. The tentative registration fee for PETS 2013 will be approximately \$360.00 per person.
- d. Within one month following PETS 2013, a preliminary budget for PETS 2014 should be prepared.
- e. An extended conversation and exchange was held to discuss the best software program to use for registration at PETS 2013.
- f. District 5390 used My Event Runner for its attendees for PETS 2012. Districts 5390 and 5450 indicated that they would use My Event Runner for PETS 2013.

The following motion came out of that discussion:

Motion Number 14 made by Dan Himelspace and seconded by Peter Ewing:

For PETS 2013 we shall employ the Reg-Online software program to register the attendees. However, for PETS 2013 any District, for its own attendees, may use My Event Runner or another system and those respective Districts shall feed the information into Reg-Online.

Motion Passed unanimously

I. The Steering Committee agreed that the next meeting will be a telephonic conference at 4:00 pm MDT on August 6, 2012.

J. Responsibilities Assigned

- 1. **The incoming DGE's** will convene separately to recommend speakers, entertainers and the interactive session.
- 2. **Each incoming DGE** will notify Chuck Rutenberg the name of potential facilitators by July 31, 2012.
- 3. **Arlene Weber** will submit a form to each DGE so they can identify their specific training needs at 2013 PETS.
- 4. **Each incoming DGE** will submit the completed specific training needs form to Arlene Weber.
- 5. **Arlene Weber** will send a copy of the Facilitator Reimbursement Guidelines to the Steering Committee.
- 6. **Arlene Weber** will prepare and send a copy of the Facilitator Training and 2013 Expense Reimbursement Form to the Steering Committee.
- 7. **Arlene Weber** will prepare and send a Room Set Up Form and a Maximum Room Seating List to the Steering Committee.
- 8. **Arlene Weber** will work on coordinating PETS materials from RI and send notes concerning this meeting to Karoline Woodruff, Materials Task Leader.
- 9. **Arlene Weber** will develop a separate webpage hosted on the D5390 website to which other members of High Country PETS can access information via a

link regarding the 2013 High Country PETS, i.e. Guidelines, roster, meeting minutes, email messages, etc.

10. **Chuck Rutenberg** to send the incoming DGE's the content that will be used for the AG meeting to be held on Saturday.
11. **Chuck Rutenberg** will submit a recommended facilitator list to the incoming DGE's.
12. **Those Attending the Multi-District Alliance** will recommend a PETS program for an exchange.
13. **Paulette Church** will submit to the Steering Committee a copy of all survey results from PETS 2012 AG Training and any sample documents distributed.
14. **Gary Fletcher** will take the necessary steps to ensure that all PETS registration fees are deposited into the High Country PETS account.
15. **Gary Fletcher and Gary Frisch** will study the District Runner Event Planner software program to ensure there are minimum problems with each District using this program to register their own attendees.
16. **Gary Frisch** will prepare a written duty description for the District Registrars.

Motion Number 15 made by Wally Miller and seconded by Roy Beekman:

The July 23, 2012 meeting of the PETS 2013 Steering Committee shall be adjourned.

Motion Passed unanimously

PETS 2013 Chair Roger Ptolemy adjourned the meeting at 3:24 pm.