

High Country PETS Steering Committee
Minutes of Telephonic Meeting Held on November 12, 2012
Prepared by Daniel C. Himelspach

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, DG2014-15
Paulette Church, District Trainer

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

District 5450: Mike Klingbiel, DG 2012-13
Dan Himelspach, DG 2013-14, PETS Chair 2015
Peter Ewing, DG 2014-15
Karen Briggs, District Trainer

District 5630: Dian Edwards, DG 2012-13
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
Gary Fletcher	DERT Chair D5450
Gary Frisch	DERT Registration

Chair Roger Ptolemy convened the telephonic meeting at 4:04 pm on November 12, 2012.
Pursuant to the Agenda, the following topics were discussed and actions were taken:

A. Minutes - The minutes from the October 10, 2012 Steering Committee Meeting were reviewed. The following corrections and changes were made:

1. **Page 3, Paragraph K**, the date in Item No. 6 should be changed to read **November 1, 2012** and the date in Item No. 8 should also be changed to read **November 1, 2012**.
2. **Page 2, D**, authorized should be changed to **authorization**.

Roy Beekman moved and Paulette Church seconded the following motion:
The minutes for the September 12, 2012 meeting are accepted as corrected.
The Motion passed unanimously.

- B. Registration and PETS Flyer** – The group discussed the remaining steps to ensure registration was in place on each District website. Gary Fletcher confirmed that the information on the draft PETS Flyer from the SuperShuttle was accurate except the effective date for our discount is still incorrect. Gary assured us that the SuperShuttle website dates will be corrected to reflect dates of February 28 - March 3, 2013. Chuck Rutenberg pointed out that the DGEs in this meeting need to select the topics for Sunday. Chuck agreed to prepare a draft schedule and send to Dan Himelspace for inclusion in the PETS Flyer.

The group had an extended discussion on how registration should be set up to ensure Chuck has the necessary information to arrange the proper breakouts. District 5390 and District 5450 confirmed that they are going to do registration thru Club Runner rather than Reg-Online. It was agreed that registration should be open by December 1 for all Districts. It was decided that a Save the Date flyer will be sent out to the PEs and PENs. The Save the Date sheet will be essentially the first page of the PETS Flyer.

- C. Renaissance Hotel** – Arlene reported that negotiations are continuing with the Renaissance Hotel. Arlene reported that it is a two year contract with an escape clause. A discussion ensued concerning the escape clause.
- D. Speakers and Entertainment** – Dan Himelspace and Wally Miller reported that all speakers are confirmed and all of the information has been gathered with exception of a picture and bio from Michael Norton and confirmation from the Academy Voices.

Wally assured everyone that that information on Norton is forthcoming and that approval for the Academy Voices is also forthcoming. It was agreed that until there is confirmation that the Academy Voices will perform, the PETS Flyer would simply include a note that we have a “special entertainment feature” for Saturday evening.

Arlene indicated that she would send an updated write up for Rotary Jeopardy.

- E. VIP Aide Assignments** – Dian Edwards agreed to assign an aid to each of the three speakers and Lloyd Horadan, our representative from our exchange with Georgia PETS. She indicated that traditionally the aides are taken from the current sitting DGs and that she would make those arrangements.
- F. Information to PEs and PENs** - Roger stressed how important it was for PENs to attend PETS. Arlene reported that in the past PEs and PENs had been emailed chapters from the President’s Manual. A discussion ensued concerning what information should be sent to the PEs and PENs. Roger indicated that he and Arlene would develop a schedule to send out eight emails. Arlene agreed to break the President’s Manual into the eight segments that would be posted on the High Country PETS website and available as attachments to be sent to the PEs and PENs. Roger

and Arlene indicated they would draft cover letters for each of the emails. It was agreed that the cover letter would include bullet points flagging important concepts in each chapter.

G. Breakout Topics – Chuck reviewed the trainer’s suggestions for the three topics to be covered at the Saturday Breakouts, the six options topics for the Sunday Breakouts and three suggested topics for the District Breakouts.

The Saturday topics are:

- Running Your Club
- Leading Rotarians
- Engaging Members

For the Sunday topics, the PEs and PENs will be asked to choose three, two topics plus and alternate, of the following topics:

- Fundraising
- Public Relations/Social Media
- Membership Retention
- Membership Recruitment
- Running Meetings
- New Generations

For District Breakouts the topics are:

- Goal Setting and Strategic Planning
- Grants
- Foundation

There were no objections to the topics Chuck suggested. The above stated curriculum was approved for 2013 PETS.

The facilitators will be trained to moderate panels which will be populated by Assistant Governors from a small, medium and large Club. As registration develops Chuck will assign different topics to different panelist. The DGEs need to send a list of AGs that they feel would be good candidates for the panels. There should be an indication if they are from a small, medium and large Club. Club size was defined as follows:

- Small – less than 25 members
- Medium - 25-60 members
- Large – Over 60 members

H. Review of Assigned Tasks from 10/10/12 Meeting –

1. **District Register for 5470** – Wally Miller had previously given to Dan.
2. **Names and Addresses of PEs and PENs** – DGEs were encouraged to obtain names and address as soon as possible.
3. **Save the Date Brochure** – Dan will send out in a day or two.

4. **Vote to move to Renaissance Hotel** – Arlene reported that there were only two no votes from the entire Steering Committee, which were both the representatives of the DERT Committee, and Roger Ptolemy abstained.
5. **COMP Code** – Roger requested that it be sent out by December 1.
6. **PETS Guidelines** – Dan Himelspace moved and John Stewart seconded the following motion :

The PETS Guidelines be amended to include the curriculum approved in the Meeting to be the curriculum for 2013 PETS.

The Motion passed unanimously.

Arlene immediately updated the PETS Guidelines by attaching the new Appendix consisting of the curriculum approved in this meeting.

I. Responsibilities:

1. The DGEs will provide Chuck with a list of AGs as discussed in Paragraph G.
2. Arlene suggested the DGE familiarize themselves with the forms on the High Country PETS website that will need to soon be completed.
3. Dan will prepare a SAVE THE DATE Brochure for the DGEs.
4. Arlene, Roger, and Dave Trefz will determine the options for meals.
5. Arlene will update the Rotary Jeopardy write-up.
6. Chuck will review the survey comments to glean endorsements concerning attendance at PETS as a PEN.
7. Arlene will divide President's Manual into eight sections.
8. Each DGE will obtain the names and email address of their respective PEs and PENs as soon as possible.
9. Chuck and Dan will ensure we have a tentative schedule by next Monday.

The next meeting will be held telephonically around 10-12 of December 2012 at 4:00 pm MST. A notice will be sent out electronically with various options.

PETS Chair Roger Ptolemy adjourned the meeting at 5:58 pm on November 12, 2012.