

Agenda

PETS Planning Meeting

Monday 11/12/2012

4:00 PM

Phone Conference Call

Type of meeting: Planning
Facilitator: Roger Ptolemy
Note taker: Dan Himelspach

Please read: Assignments from October 10th (refer to 10/10 minutes & bottom of 10/10 Agenda)

AGENDA TOPICS

Call Meeting to Order	Roger
Review & Approve Minutes of Oct. 10 Meeting	Roger
DERT Report	Gary
Registration	
Progress report on New PETS Hotel	
Speaker/Entertainment Update, Aide assignments	Dan
PETS Flyer - Production/Completion Update	Dan
E-mails to PEs & PENs (attach or download from PETS site)	Arlene
Breakout Session Topics	Chuck /DGEs
Review Other Task List Assignments	Roger
Reminder on registration & forms for speakers and district meeting rooms	Arlene

Special notes:

The following items should be completed by December 10, 2012:

- **Facilitator Registration** – comp code to Facilitators and registration completed
- **Chair-elect** prepare PDG invitation for briefing and fellowship event, send to DGEs for distribution in their respective districts.
- **DGEs** make sure all PEs & PENs know about new PETS web site. Link should be posted on each District web site.
- **Speaker/entertainment:** Chair-elect has registered speakers and made sure AV form has been sent to and received by speakers/entertainer(s).
- **Chair** to assign emcee duties for each plenary – emcees then need to find Pledge & Inspiration people for their session.