

# Agenda

## PETS Planning Meeting

10/10/2012

4:00 PM

Phone Conference Call

**Type of meeting:** Planning  
**Facilitator:** Roger Ptolemy  
**Note taker:** Dan Himelspace

**Please read:** Assignments from September 12th, PE Survey Results

### AGENDA TOPICS

Review Minutes of Sept. 12 Meeting	Dan H.
Review Task Assignments from Sept. 12th	Roger
PETS Guidelines Update	Arlene
Review Proposed New PETS Hotel	Dan, Arlene, Chuck, Peter, Gary
Speaker/Entertainment Selection	Dan
Budget for 2013 - Finalize	Roger
Facilitator Update	Chuck
Breakout Session Topics	Chuck /DGEs
PETS Flyer - Production/Completion Update	Dan
PETS Web Site – Reminder/update on documents	Arlene
Materials Update	Karoline
Rotary Jeopardy Update	Dan, Chuck, Phil

### Special notes:

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

- Registration on-line ready to activate – comp code to committee members
- Final draft of PETS flyer ready to post on website (need photos/bios of speakers and entertainment prior to November 1)
- DGEs direct PEs & PENs to new PETS web site. Link posted on each District web site.
- Assign aides for speakers – aides make contact with speakers.
- Approve changes to PETS Guidelines.