

High Country PETS Steering Committee
Minutes of Telephonic Meeting Held on October 10, 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: Julia Phares, DG 2013-14, PETS Trainer
Phil Murphy, District Trainer
Barb Redder, District Trainer

District 5450: Dan Himelspach, DG 2013-14, PETS Chair 2015
Pete Ewing, DG 2014-15
Karen Briggs, District Trainer

District 5630: 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
Steve Sehnert	On-Site Support Task Leader

Chair Roger Ptolemy convened the telephonic meeting at 4:02 pm on October 10, 2012.
Pursuant to the Agenda, the following topics were discussed and actions were taken:

A. Minutes - The minutes from the September 12, 2012 Steering Committee Meeting were reviewed. The following corrections and changes were made:

1. **Page 2, Paragraph B**, in the list of speakers and entertainment:
**The Saturday night entertainment should be referred to as:
Academy Voices.**
2. **Page 2, Paragraph B**, in the Motion:
**The Saturday night entertainment should be referred to as:
Academy Voices.**
3. **Page 2, Paragraph B**, in the Motion:
**A third sentence to be numbered 3 should be added as follows:
3. Michael Norton – Conference meals including spouse or partner
for Friday evening.**

Peter Ewing moved and Wally Miller seconded the following Motion:
The minutes for the September 12, 2012 meeting are accepted as corrected.
The Motion passed unanimously.

- B. Guidelines Update** – Arlene Weber explained that the Committee will need to review and vote on the updates to the PETS Guidelines next meeting. The topics to be covered at PETS will need to be included in the proposed updated Guidelines.
- C. Moving PETS location** – Arlene Weber reported that on September 26th, she along with Dan Himelspace, Peter Ewing, Gary Fletcher, and Chuck Rutenberg had met with the staff at the Renaissance Hotel in Denver to consider that hotel as a future PETS meeting site. The group generally liked the Renaissance and the largest remaining issue is if they can provide a competitive financial bid.
- D. Speakers** – Dan Himelspace and Wally Miller reported that all speakers had been confirmed and that the authorization for PETS to cover the indicated expenses had been conveyed.
- E. Facilitator Cadre** – Chuck Rutenberg reported that the facilitator cadre would be finalized by the end of the week. He has the names of nineteen potential facilitators submitted by the DGE's. He is reviewing the list and will soon select fifteen facilitators and two alternates who will be the 2013 PETS Facilitators.
- F. Breakout Session Topics** – Chuck Rutenberg reported that he will meet with his Trainers and soon have some suggested topics.
- G. PETS Flyer** - Dan Himelspace reported that the PETS Flyer is currently being drafted. He stated that the following additional information needed to be provided before it can be finalized: Information concerning Michael Norton, information concerning the AF Academy Voices, and a final PETS Conference schedule. It was decided that the page 1, 3 and 4 of the Flyer will be used for promotional purposes and should be finalized by November 1, 2012 so the DGE can disseminate it to their PEs and to the PENs. Page 2, the schedule should be completed as soon as possible and when combined with the other three pages will be used as a handout at PETS.

It was determined that Page one of the Flyer would identify the High Country PETS website as the source for information. Those accessing the High Country PETS website for registration information would be linked to the relevant District website. The DGEs identified the individuals they would use as the Registrar for the Districts and the website they wanted their members to access for District specific information concerning registration. This would appear on Page three of the Flyer and be the same information set out in the High Country PETS website. Wally Miller indicated that he would obtain and send that contact information as soon as he could for District 5470.
- H. PETS Website** – Arlene Weber reported that the High Country PETS website is fully functioning and that she had recently made some changes to make it easier to use.

She encouraged all Committee Members to use the website and to encourage their PEs and PENs to use the website.

- I. Materials Update** – Arlene Weber reported that the first shipment of PETS materials had arrived from Rotary International. After a short discussion it was determined that we needed to ensure we had 380 bags in inventory to give to the participants.

J. Review of Assigned Tasks from 9/12/12 Meeting –

1. **PETS Speakers** – Dan Himelspace and Wally Miller reported as indicated in Paragraph D above.
2. **PETS Flyer** – Dan Himelspace reported as indicated in Paragraph G above.
3. **Facilitator Cadre** – Chuck Rutenberg reported as indicated in Paragraph E above.
4. **Training Program** – Chuck Rutenberg reported that the results of the surveys had been received and that he and the District Trainers will work on a summary.
5. **Renaissance Hotel negotiations** – Arlene Weber reported as indicated in Paragraph C above.
6. **PETS Exchange with Peach State PETS** – Dan Himelspace reported that he had an extended conversation with Lloyd Horadan and that the arrangements are made for the exchange. Dan indicated to Lloyd that we had a VIP Committee that will assist Lloyd when he attends our PETS. Roger Ptolemy authorized Dan to proceed with making the travel arrangements.

K. Responsibilities:

1. Chuck Rutenberg will tabulate and summarize the surveys by November 1, 2012.
2. Chuck Rutenberg will refine the breakout topics by November 1, 2012.
3. Wally Miller will designate a District Registrar and notify Dan Himelspace by October 20, 2012.
4. Each DGEs will obtain the names and email address of their respective PEs and PENs as soon as possible.
5. Each DGE will send out a save the date notice to their PEs and PENs.
6. Page One of the Flyer will be available electronically by November 1, 2012.
7. Arlene will set a deadline to make a final decision on moving PETS to the Renaissance Hotel.
8. The Registration and comp code will be identified and disseminated to the DGEs by November 10, 2012.
9. At the next meeting a vote will be taken to accept the High Country PETS Guidelines as currently published.

The next meeting will be held telephonically on November 12, 2012 at 4:00 pm MST.

PETS Chair Roger Ptolemy adjourned the meeting at 5:36 pm on October 10, 2012.