

Agenda – Conference Call			
Objective	PETS Planning Meeting		
Date	January 27, 2014		
Time	From: [4:00 p.m.] To: [5:30 p.m. Mountain Time]		
Dial-in-Number	559-546-1000		
Pass code	778590		
Note Taker	Peter Ewing or TBD (Meeting will be recorded)		
Convener	Dian Edwards		
Attendees			
S. No.	Agenda Items	Action Points	Leader
1	Review/Approve Minutes from January 7 th meeting		Dian
2	Registration Update		Diana Royce Smith
3	Registration packets/Bags update		Karoline
4	Review Hosting Assignments for visiting PEs		Arlene
5	Update District Leadership Briefing: PDG, DG line, AGs, etc. Who, when, how.		
6	Review AG/101/Leadership Briefing		Chuck, Dan
7	Review Plenary Speaker/VIP aide assignments		Dan
8	Meeting room assignments & when available – who get keys		Arlene
9	Rotary Squares Update		Arlene
10	Technology Center Set-up – what is needed		
11	Schedule final planning meeting date or dates		Dian
NOTES	Registrations – get as many as possible to register by the end of January. Food count will be due at least two weeks prior to Feb. 28 th .		
	Break Even attendance is 360 paid registrations		
	ROOM RESERVATIONS; EMPHAZISE NON-PAYMENT IF NOT IN ROOM BLOCK. AS OF JAN. 21, WE ARE 100 ROOMS SHORT OF THE NUMBER NEEDED.		