

## Agenda – Conference Call

<b>Objective</b>	2014 PETS Planning	
<b>Date</b>	November 18, 2013	
<b>Time</b>	<b>From:</b> 4:00 p.m. <b>To:</b> 5:15 p.m.	
<b>Dial-in-Number</b>	559-546-1000	
<b>Pass code</b>	778590	
<b>Scribe</b>	Peter Ewing, (Meeting may be recorded for future reference)	
<b>Convener</b>	Dian Edwards	
<b>Attendees</b>	PETS Planning Committee Members:	
<b>No.</b>	<b>Agenda Items</b>	<b>Discussion Leader</b>
1	Review/Approve minutes from 10/23/13	Dian
2	Update on Bags for Registrants	Karoline
3	Event Resource Team Items	Doug/Dan
4	Vendor Update & Offer for training from Club Runner	
5	PE/PENs letter; PETS flyer; room reservations	Arlene
6	Update on Facilitators, Rotary 101; AG training session; PEN session	Chuck
7	Registration – update	Arlene
8	Next meeting date range	Dian
Assignments	DGEs – let Karoline know final count for AGs and clubs in their district Send photo of themselves to Doug & Arlene	
	Registration Bags – explore “gift” item to add to each bag.	
	Arlene – continue updating sample letters to PEs about PETS and booking within room block	
To Do	Speaker Aides - Register Plenary Speakers Make sure Speakers fill out AV needs form and it is sent to Doug	