

Agenda – Conference Call

Objective	2014 PETS Planning	
Date	November 18, 2013	
Time	From: 4:00 p.m. To: 5:15 p.m.	
Dial-in-Number	559-546-1000	
Pass code	778590	
Scribe	Peter Ewing, (Meeting may be recorded for future reference)	
Convener	Dian Edwards	
Attendees	PETS Planning Committee Members:	
No.	Agenda Items	Discussion Leader
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	