

Agenda – Conference Call

Objective	2014 PETS Planning	
Date	October 23, 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 9/25/13	Dian
2	Update on Bags for Registrants	Karoline
3	Event Resource Team Items	Doug/Dan
4	Vendor Update (if available from Kurt)	
5	Contact schedule for PE/PENs; PETS flyer; room reservations	Arlene
6	Update on Facilitators, Rotary 101; AG training session; PEN session	Chuck
7	Registration – update about on-line new format, Start Date	Arlene
8	Next meeting date range	Dian
9		
Assignments	Doug – determine minimum resolution size for speaker photos; look into portable PA systems	
	Speaker Aides – bios and photos of speakers; send to Doug and Arlene; Phil will obtain Karl Lueck bio	
	Clyde – name and contact info for his district registrar	
	Arlene – update sample letter to PEs about PETS and booking within room block	