

Draft
High Country Pets Conference Call
Minutes of Conference Call January 7, 2014

The Following were present on the Conference Call:

District 5390:

John Stewart- DG '13-'14
Roy Beekman -DG '14-'15
Bill Spath- DG '15-'16

District 5470:

Clyde Church- DG '14-'15
Marie Munday- DG '15-'16
Paulette Church- District Trainer

District 5440:

Julie Phares- DG '13-'14
Ken Small- DG '15-'16
Barb Redder- District Trainer

District 5450:

Dan Himelspach- DG '13-'14 **PETS Chair 2015**
Peter Ewing- DG '14-'15 **Pets Chair 2016**

District 5630:

Dian Edwards DG '12-'13 **PETS Chair 2014**
Loraine Lawler- District Trainer
Mary Eisenzimmer- District Trainer '15

Support Staff:

Arlene Weber- DG '11-'12 PETS Administrator
Diana Smith- PETS Registrar
Doug McLemore- Event Team/AV Leader
Chuck Rutenberg- PETS Lead Trainer
Karoline Woodruff- Materials Task Leader

PETS steering committee chair Dian Edwards called the meeting to order at 4:02PM on January 7, 2014. Pursuant to the previously distributed agenda, the following topics were discussed; motions made, seconded and passed; indicated actions taken and **tasks assigned**.

- A. **Minutes** of the December 14, 2013 meeting at Zone Institute were reviewed. A correction was made to item entitled "Supplement Materials for AG Training" to read as follows: "The second shipping of materials for PEs will occur after the

International Assembly in San Diego. It was the general consensus that we will **not** order additional materials other than those provided by RI.” Motion to accept minutes as amended was made by Peter Ewing, seconded by Clyde Church and adopted unanimously. Corrected minutes will be posted on the HC PETS web site.

B. Registration Report was next discussed. Registration to date is at 183 attendees.

Arlene has sent out a room block report from the hotel as to who has registered.

DGEs are asked to cross check registered individuals with the room block to see who is registered and staying at the hotel, to make sure individuals are registered in the proper slot (no PENs registered as PEs). DGEs are asked to send another letter to all PEs, PENs and AGs encouraging them to register if not already done so and to make sure they have made a hotel reservation within the hotel room block. Emphasize that if reservation is made outside the room block or at another hotel, there may/will be no reimbursement for cost of the room. Those registered but not in the room block should be contacted and encouraged to register with the hotel!

C. Rotary Club Central Presentations: Discussions as to the timing and length of RCC presentations by Julie Aubry followed. It was discussed that there should be two different presentation lengths. One would be 30-60 minutes and the second at most 15 minutes. DGE Clyde Church would like a long presentation to occur during his District training session on Friday between 10:00-11:00 AM. DGE Roy Beekman would like a long presentation during his training on Friday from 11:00-11:45 AM. The other three DGEs plan on the shorter presentation during their individual District’s breakout sessions, likely during the long Saturday morning session. Exact timing to be determined. It is asked that Julie train the staff of the Technology Center in RCC so that they are able to offer one-on-one help also. A full-length presentation is to be offered to the AGs during the third portion of the AG training on Saturday afternoon. It is expected that with this training, the AGs can help train and give aid to their PEs going forward. Suggestion was made that Julie’s session be recorded for future use. **Dian Edwards will contact Julie Aubry to transmit the above details.**

D. Promotion of Zone ’14: Discussion of Mike Klingbiel’s request for time to promote Zone 21b-27 Leadership training September 2014. Decision was made to offer time prior to entertainment during Saturday evening’s plenary session. Dian will inform Mike of this decision.

E. Resource Center: Staffing, training, equipment for and Wi-Fi access for the technology center was discussed. Koby Rickertsen is expected to provide six (6) computers for the technology center. Staffing of the center will be worked out between Diana Smith and Koby and Dian Edwards. It was emphasized that the operation of the center should not interfere with the breakout sessions where the PEs and PENs are expected to be attending.

F. District Leadership Briefing: Dan Himelspace is planning this and has confirmation of attendance of most of the Regional Rotary Coordinators. DGEs will be asked to begin publicizing this event to their PDGs, AGs and District Leadership Teams.

G. Visiting PEs: Arlene announced we are expecting seven (7) PEs from districts outside of High Country PETS to be attending (Alaska-3, Texas-2, Washington-1, Hawaii-1). DGEs are asked to host them within their districts.

- H. Dignitary and Speaker Aides:** DG Dan Himelspace will act as Aide to RIPE Gary Huang who will be arriving during the Saturday evening plenary session. He has as yet not finalized aide assignments for other individual plenary session speakers/entertainment. **Dan asks that those DGEs responsible for each plenary session send contact information to him so he may give that information to the assigned aide. These aides are to be a current DG.**
- I. Event/AV report:** Doug McLemore reported again on the status of each breakout room and the expectations of each DGE for equipment they must supply for their room. In short- only a computer for data and presentations, a tabletop projector and a RGB cable to connect computer to projector will be needed. Hotel is providing wired microphones, audio speakers, and screens where not already in the room. Doug emphasized again the need to have a correctly sized photo of each speaker for plenary sessions. Other presenters at plenary sessions (Inspiration, Pledge, 4-Way Test) will simply be announced from the podium.
- J. Facilitator Training:** PETS lead trainer Chuck Rutenberg reported that facilitator training on January 4th went very well. He has an adequate number of facilitators trained and backup to cover the needs for PETS and is confident with the quality of the trainers.
- K. Materials:** Karoline Woodruff discussed the second mailing of materials expected for the PEs. The cost of these materials is in question and will be confirmed by Karoline. Materials will become available after International Assembly. Once the cost is known, a decision will be made as to supplying them to their AGs of each district. This will be an added cost to each district. Discussion about providing a legal sized note pad and pen to each PE was discussed and decided that we would provide a note pad and pen for each PE. PENS will each receive only the President's manual.
- L. Room Assignment for DGEs:** The suite assignments for each DGE was discussed and the potential of having two DGEs share a Parlor Suite which has a nice common space and private bed rooms on either side was discussed. Clyde Church mentioned his need for a space to hold a District board meeting on Thursday evening. Arlene and Dian will be in the Governor's suite, which has a large common area adequate for a board meeting. Decision on assignment of DGEs to specific rooms will be made.
- M. Having no further business to discuss, motion was made by DGE Roy Beekman and seconded by DGE Peter Ewing to adjourn and accepted by acclamation. Meeting adjourned at 5:15PM**

Minutes respectfully submitted by DGE Peter Ewing District 5450.