

High Country PETS Steering Committee
Approved Meeting Minutes of July 28, 2013

The following were present:

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
Phil Murphy, DG '14-'15

District 5450: Dan Himelspace, DG '13-'14 PETS Chair 2015
Peter Ewing DG, '14-'15 PETS Chair 2016
Karen Briggs, District Trainer
Bev Mendel, Office Manager/District Registrar

District 5630: Dian Edwards, DG '12-'13 PETS Chair 2014
Koby Rickertsen DG'14-'15
Loraine Lawler District Trainer

Arlene Weber PETS Administrator DG '11-'12 District 5390
Chuck Rutenberg PETS Lead Trainer District 5440
Kurt Bartley On-Site Support Task Leader
Doug McLemore Event Resource Team Leader

PETS Steering Committee Chair Dian Edwards called the meeting to order at 9:00AM July 28, 2013 at the Renaissance Hotel in Denver, Colorado. Pursuant to the previously distributed agenda, the following topics were discussed, motions made and passed and the indicated actions were taken.

- A. Minutes from the March 3, 2013 post PETS closeout meeting and the April 11, 2013 Phone Conference PETS planning call were reviewed, no corrections made, no further discussion ensued and moved by Phil Murphy and seconded by Dan Himelspace were unanimously accepted.
- B. PETS Alliance Report by Dan Himelspace and Chuck Rutenberg and the following points were brought forth:
 - 1. RI will update its Web-Site on August 19 with two sites, one for Rotarians with log-in access and a second for interested general public access. Further revision will follow December 13.
 - 2. Hotel negotiation recommendations were highlighted. Standard 1 Comp/50 attendees should try for 1/35. (we have 1/40)
 - 3. Wi-Fi should be free for those registered in event room block. (it is)
 - 4. Get lowest room guaranty and rate possible. Standard Gratuity for Hotels is 22% and often 7% of that goes to Hotel and not the servers.
 - 5. Thank the employees early and suggest each employee wear Red "Welcome Rotarians" ribbon (we provide) beneath name badge. Select one employee and give PH fellow to that individual.
 - 6. Potentially give tip to Heads of department at the beginning of the event (\$50 pre tip).
 - 7. Tight negotiation of meal prices and select smaller meal options, especially lunch.
 - 8. AV equipment and operation- Do as much yourself as possible/avoid continuous on-site technician.
 - 9. Free parking (we have this)
 - 10. Attendees tip Housekeeping daily.
 - 11. Technology Center to teach attendees how to access and use the RI and High Country PETS web

sites.

12. PETS Alliance web-site has a speakers bureau.

13. Special attention for RIPE Gary Huang and his wife- Thermos of HOT WATER and 3 lemons and knife in their room on arrival.

14. Do not send out chapters of Presidents manual rather send link to PETS web-site where they are located.

15. Suggest all PEs and PENs (perhaps even all attendees) make a Foundation-Share donation prior to PETS and those that do are eligible for a PRIZE.

16. VIP Hosts communicate frequently with their charge, get Cell phone # and clarify with their charge what is covered. Introduce them to the PEs and PENs and not only to PDGs.

- C. Tour of the Hotel was accomplished and questions answered by Hotel staff. General feeling was of a very positive location. Discussion of District breakout rooms ensued with the following assignments: District 5440-Ball Room A; District 5450-Ball Room B; District 5470-Aspen Room; District 5390-Telluride A; District 5630-Vail Room. District Hospitality Rooms will all be located on the third floor level in close proximity to each other. These are the only rooms where we may bring in food and drink from outside.
- D. Discussion of Topics to be covered during PETS followed with the following conclusions:
 - 1. Format of 3 obligatory breakout sessions (Saturday) for all PEs and PENs on Saturday and 2 elective breakout sessions on Sunday morning will continue.
 - 2. Topics to be covered in the obligatory breakouts and the elective sessions will be reported back to committee by Lead trainer Chuck Rutenberg.
 - 3. Any changes from High Country PETS Guidelines (2012) Appendix A will require amending and adoption of new PETS guidelines at a later date.
 - 4. Facilitator need is for 15 facilitators with 2-3 alternates.
 - 5. Names and contact information for potential facilitators are to be sent to Chuck as soon as possible from each district.
 - 6. Facilitator selection criteria and Role of Discussion Leader documents were distributed and are attached to these minutes.
 - 7. Facilitator Training day to be scheduled for January 4, 2014 at the Renaissance Hotel.
 - 8. Trainer(s)/Presenter(s) are needed for Rotary 101 to be scheduled on Friday afternoon, exact time TBD.
 - 9. District Leadership Briefing scheduled for Friday afternoon with time TBD. Attendance by invitation and to include PDGs, District Leadership Team members (AGs and select Committee Chairs) Discussion to be led by Greg Podd (?) with Rotary Coordinators and RI representative present. DG Dan Himelspace to coordinate arrangements for this event.
 - 10. Special session for all PENs in attendance to be held on Saturday. Special one day fee for PENs was discussed and conclusion was to offer such a fee that includes lunch and dinner. PENs are to be encouraged to attend Sunday for elective sessions.
 - 11. Separate AG training session to be held on Saturday afternoon with same format (scenarios) as last year.
- E. Event Resource Team Roles were next discussed with the following conclusions:
 - 1. Hotel liaison is to be PETS Administrator (Arlene Weber) and PETS Chair Elect (Dan Himelspace).
 - 2. ANY decision for additional charges for services from the hotel MUST be cleared through them ONLY. They will have a "button" to identify their role.
 - 3. Doug McLeMore Event Resource Team Leader explained to issues of AV equipment which will be supplied by an outside company. He has worked with them before and suggests that each district be responsible for AV equipment required in their own breakout room.
 - 4. Kurt Bartley will coordinate with former task leader Steve Sehnert as to duties. He will arrange for Vendors for the event and other displays and explain issues of Internet access and power access to them (potential cost). He will arrange with vendors for door prizes to be provided by vendor for the plenary sessions. Recognition of the vendor providing the prize will be given.
 - 5. Rotary Jeopardy/Family Feud set-up needs were explained to Doug McLeMore.
 - 6. Details of Event Runner registration were explained by Arlene Weber.

7. The need for an ON-SITE Registrar was discussed and DGEs are tasked to search within their districts for a possible PETS on-site Registrar. Abilities of such individual were outlined; familiarity with equipment needed for on-site registration and familiarity with Event Runner and Club Runner.
- F. Speakers and Entertainment was discussed. Potential speakers were presented.
 1. Dr. Lloyd Lewan who delivered, at District 5450 District Conference, a very well received presentation on **"Leadership is Personal"** will be asked to present on FRIDAY Evening with a time limit of 45 minutes. Dinner to begin earlier and table clearing activity to cease at a specific moment to allow him time without interruption. Peter Ewing will continue negotiations with Dr. Lewan as to his availability and willingness to speak with the above limitations.
 2. Saturday morning speaker choices were presented and the choice was for Mr. Lueck (former Rotary Exchange Student), Kristin Wegner (former Ambassadorial Scholar) to be contacted. First choice is Mr. Lueck and Phil Murphy will contact him. If he is not available, then Kristin Wegner will be contacted.
 - 3: Saturday noon will be either Rotary Jeopardy or Rotary Family Feud.
 - 4 Saturday Evening was discussed and choice was made to move Dr. Lewan to Friday so that Saturday evening would be lighter. Choices for entertainment are: "CU Buffoons" a male a cappella group, CU Opera singers or Reggie Shaw (up and coming Country+ Western Singer). Doug McLemore to contact the two CU groups and Koby Rickertsen to investigate Reggie Shaw.
 5. Sunday Morning session speaker will likely be RIPE Gary Huang. If not, then Greg Podd will substitute.
- G. Future attendance at PETS Exchange and PETS Alliance was discussed. PETS Exchange report was briefly reviewed by Dan Himelspace and we have adopted many of the good points brought out in his report. Recommendation was to seek a PETS exchange with Carolina Multi-District PETS. Attendance at PETS Alliance was discussed. **1) Motion made by Dan Himelspace and seconded by Roy Beekman: "High Country PETS send two individuals to PETS Alliance in July 2014 namely PETS Chair-Elect and PETS Lead Trainer and the a PETS exchange be sought with Carolina Multi-District PETS and the PETS Administrator be sent."** No further discussion followed and the motion carried unanimously.
- H. Each Plenary Session will be conducted by the DGEs from the five districts. Specific assignments to be determined at a later date. Rotary Moments will NOT be a part of the sessions.
- I. The hotel contract was reviewed, especially the close of registration window to obtain the special room rate. Suggested to get this down to a maximum of 2 weeks before the event because of Rotarian's notorious habit of last minute registrations. Details of cancellation policy reviewed. Suggestion made to make certain of a good link to allow for on-line registration without issues of uncertainty about the special event rate. Also make sure that late registrants who do not get the special rate are counted in our room guarantee.
- J. Decision was made after discussion to have Hard Copies of PETS materials sent to Materials Task Leader Karoline Woodruff. Dian Edwards will contact RI regarding two RI staff contacting her and the DGE's.

TASKS: 1. DGEs to look for possible on-site registrar.
 2. Dian Edwards to straighten out with RI Staff on who will be contacting us (Committee and DGEs)
 3. Specific DGEs and or committee members will contact with speakers and entertainment so we can finalize these selections at next meeting.

Next Meeting: Conference Call to be scheduled during third week of August. Time 4:00 PM Mountain Daylight Time. Specific date TBD.

Motion to adjourn made by Dan H and seconded by Roy B unanimously adopted at 4:05PM

Minutes respectfully submitted by Peter Ewing MD DGE District 5450