

~~Draft~~ Approved as Corrected  
High Country PETS Steering Committee  
Minutes of Conference Call October 23, 2013

**The following were present on the conference call:**

District 5390: Roy Beekman: DG 2014-2015

Bill Spath: DG 2015-2016

District 5470: Clyde Church: DG 2014-2015

Paulette Church: District Trainer

District 5440: Phil Murphy; DG 2014-2015

District 5450: Dan Himelsbach; DG 2013-2014 PETS Chair 2015

Peter Ewing: DG 2014-2015 PETS Chair 2016

Karen Briggs: District Trainer

District 5630: Dian Edwards: DG 2012-2013 PETS Chair 2014

Duane Tappe: DG 2013-2014

Koby Rickertsen: DG 2014-2015

Support Team: Arlene Weber: Administrator PDG 5390

Doug McLemore Chair District 5450 Event Support Team

Karoline Woodruff: Materials Task Leader

PETS Steering Committee Chair called the conference call to order at 4:02 PM October 23, 2013. 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 September 25<sup>th</sup> conference call were reviewed, one correction made (on page one, second line of paragraph beginning with Dian where the word indication was changed to indicated), were moved for acceptance by Phil Murphy, seconded by Roy Beekman and unanimously adopted as corrected.

B. Karoline Woodruff: Tote bags for Registrants were next discussed and after considerable discussion the decision was made to purchase bags described by Karoline Woodruff for \$1.70 per bag from Russell-Hampton. A suggestion was made by Paulette Church that we might contemplate adding a small item useful for cell phones etc. Cost of such items will be explored and discussed at next conference call. Additionally discussion around Club officer's kits and who would receive what materials ensued. All President Elects will receive the complete Club Officer's Kit and PENs will receive just the President's manual. It was decided that all AGs will receive the complete Club Officer's Kit as in past years. They will be encouraged to distribute portions of that kit to club officers who may change during the Rotary year as need

**TASK: All DGEs are asked to give final numbers of District AGs and District clubs so Karoline can make sure the proper number of Officer Kits is ordered.**

C. Doug McLemore: Event Resource Team presented information on questions of District Breakout rooms. Negotiations with the Hotel's equipment team have resulted in **ALL** district breakout rooms being equipped with screens and sound systems (wired mike on a stand **not wireless**). The only equipment any district must bring for their breakout room will be a computer and projector one room (**Telluride room**) has a ceiling mounted projector so that district will not need to bring a projector. Issues of need for extension cords and power strips were discussed especially related to hotel liability. Individual districts should bring that equipment in case it is needed. Additionally, the issue of Pictures for projection of individuals who will be on stage was discussed. The size is as follows: if the picture is a JPEG image and size is listed in DPI (dots per

inch) minimum size must be 300 DPI but if a JPEG image from a digital camera, the dimensions must be 1024X768 Pixels. The breakout rooms will also be able to project sounded videos if needed. For projecting a sounded video the format for Windows must be NPG4 and for McIntosh DOT AVI. Access to District breakout rooms will be available after Thursday evening after 5:00PM.

**Tasks: All DGEs make sure you have sent an adequate picture to both Arlene and Doug. Also make sure your speaker Bio and Picture have been sent to both Arlene and Doug. If there will be additional individuals on stage (Pledge, Moment of Inspiration, and Four-Way Test) send photo and details of those individuals to Doug and Arlene.**

D. Vendor Update: No update given

E. Arlene: Contact schedule; discussion regarding initial contact with PEs, PENs, AGs etc. resulted in the decision to send out the first letter to PEs earlier than usual date. Letter to PEs has been created and will be modified so is appropriate for each district's policy regarding reimbursement for room cost for PEs. Need to not change letter too much. Body of letter is consistent for all districts. Recommend to modify the letter then copy and paste to the e-mail to the PE. Then there will be letters to the PEs with link to chapters and study questions within the letter. We will begin to send these letters earlier than November 20<sup>th</sup>. Also we will have a PEN letter to be sent to them also.

F. Training of AGs will be done by Mike <sup>Forney</sup>~~Torney~~. Other issues of facilitators were discussed. Fifteen facilitators are needed and they have been selected. Expenses covered based on reimbursement policies.

G. Arlene- Registration to go live on November 1<sup>st</sup>. There will be multiple links for the different categories of registrants PEs must register for the entire conference. PENs may register for entire of portion of the conference. There will be a chart of different charge levels. District Registrars and DGEs will have read only access to look at who has registered. Arlene will set up a conference call to learn how to access registration information. November 1<sup>st</sup> a letter to all PEs will go out explaining the registration process. Room block will be open until February 2<sup>nd</sup>. Anyone who registers OUTSIDE the room block will not be reimbursed for their room cost. The second letter with the link to the specific chapters and study questions will go out one week later. **Task: Modify letters to PEs so as to cover specific district reimbursement policies and send out first letter explaining registration by November 1<sup>st</sup>. Second letter with links to chapters and study questions to go out one week later. Further letters to go out every two weeks thereafter.**

J. Meeting Date and Adjournment: Next meeting to be scheduled mid-November, before Thanksgiving and meeting of DGs with Arlene to be set up through meeting wizard. Motion to adjourn by Clyde and seconded by Roy. No vote taken since everyone was hanging up before the vote to adjourn occurred. Deemed unanimous approval to adjourn. At 5:16 PM

Minutes respectfully submitted by Peter Ewing DGE District 5450