

Draft
High Country PETS Steering Committee
Minutes of Conference call August 14, 2013

The following were present on the conference call:

District 5390: Roy Beekman, DG 14-15
Bill Spath, DG 15-16

District 5470: Clyde Church, DG 14-15
Marie Munday, DG 15-16
Paulette Church, Trainer

District 5440: Phil Murphy, DG 14-15
Ken Small, DG 15-16
Barb Redder, Trainer

District 5450: Dan Himelspach, DG 13-14 PETS Chair 15-16
Peter Ewing, DG 14-15 PETS Chair 2016
Karen Briggs, Trainer

District 5630: Dian Edwards, PDG PETS Chair 2014
Don Peterson, DG 15-16
Loraine Lawler, Trainer

Support Team: Arlene Weber, Administrator PDG District 5390
Doug McLemore, Event Team Leader
Kurt Bartley, On Site Support Task Leader

PETS Steering Committee Chair Dian Edwards called the conference call to order at 4:04 PM, August 14, 2013. Pursuant to the previously distributed agenda, the following topics were discussed, motions made, seconded and passed and the indicated actions were taken.

- A. Minutes of the July 28, 2013 committee meeting were reviewed, corrections made, motion to adopt as corrected was made by Phil Murphy and seconded by Roy Beekman and unanimously accepted as corrected.
- B. Plenary Sessions were next discussed:
 - 1. Friday Evening Plenary session will be chaired by Peter Ewing DG 14-15 District 5450 with confirmed speaker Dr. Lloyd Lewan who will speak on **"Leadership is Personal"** and requires 45 minutes. He will not require a hotel room and will not charge a speaker's fee. Options for Dr. Lewan to sell his book and sign them was discussed and only possible time to accomplish this would during the reception preceding the banquet since the district breakout sessions follow immediately after the conclusion of the dinner.
 - 2. Saturday Morning Plenary session will be chaired by Phil Murphy DG 14-15 District 5440 with confirmed speaker returned Rotary Youth Exchange Student Karl Luecke who now works for TIAA-CREF. Karl lives in Denver and will not require hotel room and will not charge a speaker's fee, presentation to last 30 minutes.
 - 3. Saturday Noon Plenary Session will be chaired by Roy Beekman DG 14-15 District 5390 and will include Rotary Hollywood Squares as described by Arlene Weber. Details of set-up and game itself were described and decided that each of two teams would include a PE from each of the five districts with distinguished member (PDG, RI Personnel etc.) acting as the celebrities in each of nine squares. Details of questions to be asked and the script for answers, both true and false to be determined later.
 - 4. Saturday Evening Plenary Session will be chaired by Koby Rickertsen DG 14-15 District 5630. Discussion of potential entertainment involved either the CU Opera singers or the CU Buffoons. Each group was described and their fee for performance discussed. **Motion was made, by Marie Munday, and seconded, by Peter**

Ewing, to accept the CU Buffoons as the entertainment for Saturday evening with their performance fee of \$450 covered and arrangements for dinner at the restaurant in the hotel with a \$20 limit per person. Program will last 30 minutes. Green room will also be provided for them. Motion carried unanimously.

5. Sunday Morning Plenary Session will be chaired by Clyde Church DG 14-15 District 5470. Keynote speaker will be RIPE Gary Huang whose attendance is expected but not yet completely confirmed. If RIPE Gary Huang does not attend, backup speaker will be RIDE Greg Podd. Dan Himelspace has already asked for RIPEN for PETS 2015.

- C. Discussion of “**Save the Date**” Flyer occurred with no objections to its content and format. Recommendation was made to send the Flyer to all club President Elects and if the club PE had not yet been determined, to send the flyer to the current club President and club Secretary with a reminder that PEs should be determined very soon. Also the club’s PE, if known, and the current president should be made aware of the special session for PENS. Clubs to be encouraged to select their PEN as well so he/she can attend PETS for the special PEN session on Saturday. Special rate for Saturday only attendance, for PENS, is being considered. Begin with periodic communications with PEs about materials and specific letters with LINK to PETS web site for specific chapters will begin by November 20, 2013, or perhaps earlier. Speaker confirmation letter to be updated and sent to speaker with bio data and picture.
- D. Event Resource Team discussion by Doug McLemore described negotiations with Hotel AV support team (PSAD). Specifically in relation to Plenary Session room and exhibit area to include Pipe and Drape and stage, lighting etc. Specific needs for AV equipment for each district’s breakout rooms to be outlined in the room setup/ AV needs request form; Items are projector, Screen and mike/sound system. Doug McLemore that the requests form be completed by December 1, 2013.
- E. PETS Exchange- Discussion included one way exchange with Carolina multi-district PETS (they will not send a representative to us) vs. looking for another multi-district for a two way exchange. Several options presented. Plan is for Arlene, Dian, Dan and Peter to look for possible alternative multi-district for two way exchange and if not available to go with one way, Arlene, to attend Carolina Multi-District PETS.
- F. Facilitator training, AG training Session and PEN segment; Chuck Rutenberg not on the call so these topics were not discussed.
- G. Technology Center and On-Site Registrar; Diana Smith, Secretary/Treasurer for Boulder Rotary (District 5450) will be our on-site Registrar. She will be working with Arlene on the process. Technology Center staffing to be provided by the DGEs of each district.
- H. Bags for Registrants; options for bags discussed, Arlene to work with Karoline Woodruff to look at potential options for bags for this year. Emphasized the move to paperless future and lack then for need for bags.
- I. Chair for PETS 2017; DGNs to determine who in their class will be the PETS Chair for 2017. Determination to be made by PETS 2014.
- J. Registration; Arlene discussed the progress of setting up PETS registration. There will be several groups for registration. PETS Steering and Facilitator registration group is already set up as is the site for Hotel registration. A separate group for all PEs will be set up and total charge for each district’s PEs will be sent to each district. PENS and outside PEs will register in another group, pay with a credit card. Beginning next year, there will be a \$75 annual charge to comply with credit card security issues.
- K. President’s Dinner and PETS 2015; Dan Himelspace reported the RIPEN from Sri Lanka has been invited to attend PETS 2015. We are in the queue for his schedule and will likely be notified if he will attend sometime in the future. President’s dinner will be January 4, 2014 and RI President Ron Burton will be attending. Hotel options are being investigated and possible Renaissance Hotel on Quebec vs. Downtown Hotel. Free shuttle and free parking are distinct advantages for Renaissance Hotel Quebec. PETS Facilitator training scheduled for Renaissance on January 4th also. Options discussed for when to hold this training if a Districts Leadership luncheon is scheduled with President Ron Saturday noon. Decisions to be made by DG Dan Himelspace and PDG Mike Klingbiel. All PETS Districts will be invited to attend this event Saturday evening.

The following tasks were assigned;

- Arlene:**
- 1. Modify/update speaker confirmation letter template and post to web site.
 - 2. Seek resources and coordinate development of “Rotary Celebrity Squares”.

3. Advise Karoline to price lower cost bags for Registration materials
4. Continue refining on-line registration

Peter: 1. Confirm Friday Evening Plenary Speaker Dr. Lewan (45 Minutes).
2. Obtain picture and bio for promotional materials.

Phil: 1. Confirm Saturday Morning Plenary Speaker Karl Luecke.
2. Obtain picture and bio for promotional materials.

Doug: 1. Confirm Saturday Evening Entertainment Feature (30 minutes). Obtain contract if necessary with \$450 honorarium and \$20 per performer supper allowance and green room availability. Obtain picture and bio for promotional material.
2. Determine “no cost” available equipment for district breakout rooms.

ALL DGEs: 1. Post “Save the Date” flyer to district web site and send to all club PEs and where not yet determined to club president and club secretary.
2. Provide Facilitator list from your district to Chuck Rutenberg by Sept 1st.
3. Check critical task list for duties to be accomplished by October 1st.

Dian, Dan, Peter, Chuck and Arlene: Explore alternatives for 2014 PETS Exchange

Next Meeting: To be determined by on-line choice- toward end September.

Motion to adjourn by Dan H. Seconded by Peter E. passed and meeting adjourned at 5:25PM

Minutes respectfully submitted by Peter Ewing MD DGE District 5450