

Draft
High Country PETS Steering Committee
Minutes of Conference Call November 18, 2013

The following were present on the call:

District 5390: John Stewart DG '13-'14

Roy Beekman DG '14-'15

District 5470: Clyde Church DG '14-'15

Marie Munday DG '15-'16

Paulette Church District Trainer

District 5440: Phil Murphy DG '14-'15

Ken Small DG '15-'16

Barb Redder District Trainer

District 5450: Dan Himelspach DG '13-'14

Peter Ewing DG '14-'15

Karen Briggs District Trainer

District 5630: Dian Edwards: DG '12-'13 PETS Chair 2014

Duane Tappe DG '13-'14

Koby Rickertsen DG '14-'15

Loraine Lawler District Trainer

Support Team: Arlene Weber DG "11-'12 PETS Administrator

Diana Smith PETS Registrar

Doug McLemore Event and AV Leader

Chuck Rutenberg PETS Lead Trainer

Kurt Bartley On-Site Support Task Leader

Karoline Woodruff Materials Task Leader

PETS Steering Committee called the meeting to order at 4:03 PM on November 18, 2013. Pursuant to the previously distributed agenda, the following topics were discussed, **motions** made seconded and passed, indicated actions were taken and **tasks** assigned.

A: Minutes of the October 23rd conference call were reviewed, one correction made (Section F Torney changed to Forney) moved for adoption by Phil Murphy, seconded by Roy Beekman and accepted unanimously.

B: Karoline Woodruff discussed options for Bags for the materials given out at PETS. Previous decision to select a certain inexpensive bag was discussed and a different bag was presented. A much more substantial bag (thermal) was recommended. Price with credit applied resulted in our being considerably under budget. **Motion made by Peter Ewing and seconded by Chuck Rutenberg to order the thermal bag and the motion carried unanimously.** Further discussion regarding a gift for all PE ensued without any decision being made. This will again be discussed at

the next meeting.

C: Event Resource Team represented by Doug McLemore and Dan Himelspace next presented. Information needed by Doug McLemore for the Plenary sessions were discussed and those who had as yet not sent adequate photos and/or biographies were alerted to send those to both Arlene and Doug. Only Photos to be shown during the plenary sessions will be of speakers, DGEs PETS chair and Administrator and DGs where appropriate. Those selected to do the Pledge, Moment of Inspiration and Four Way Test will only be introduced from the podium. RIPE Gary Huang will be arriving Saturday Evening, during the plenary session and will be met at the airport by DG Dan Himelspace who will also be his aide. **Discussion of the topic of RIPE Huang for Sunday morning ensued and topic of "Rotary in 2020" was selected. This will be transmitted to RI by Dan. DG Dan will be assigning aides for the speakers, Lloyd Lewan, Karl Lueck and The Buffoons.** The PDG/All Administrators Briefing will be scheduled for Friday afternoon. RIDE Greg Podd will not be able to attend but all of the Area Rotary Coordinators have been contacted to present as well as individuals from Rotary International. DGE are asked to promote attendance at this event of their entire district Leadership team. Special notification will be prepared for send out in early January.

D: Kurt Bartley next presented the preparation for the House of Friendship/Vendor displays. Several vendors are attending and others have been contacted but as yet not responded. Some door prizes have been promised. Discussion of Sergeant-at-Arms needs was next discussed and the schedule for them will be developed so that each will have a shift to cover. They will be provided by District 5450 and 5440 and customarily from the DGE's club.

E: Registration was discussed, is already open and 28 PEs have already registered. DGEs can access the registration site to search those registered and remind those who have not yet registered. It is important to emphasize that each individual must register in the correct window. That will be monitored by the DGEs and Arlene. DGEs are to send a list of their DGEs and DGNs to both Arlene and District Registrar Diana Smith. Clyde Church will contact Arlene to learn how to access the registration site and develop the necessary reports. Boulder Creek room will be set up as the PETS office and Materials for DGEs and DGNs can be stored there before registration opens on Friday. **Second letter to DGEs and DGNs outlining the specific chapter in the President's manual to review should be sent out this week. Chapter may be accessed by logging into the PETS website.**

F: Next meeting will need to occur during the Zone Institute in Bastrop Texas and likely meeting time will be Saturday afternoon.

There being no further business to discuss, a motion to adjourn was made by Peter Ewing and seconded by Clyde Church and carried unanimously. Meeting adjourned at 5:11 PM.

Minutes respectfully submitted by Peter Ewing DGE District 5450.