

Draft
High Country PETS
Minutes of Conference Call February 17, 2014

The Following were Present:

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

District 5450:

Dan Himelspace- DG '13-'14 PETS Chair 2015
Peter Ewing- DG '14-'15 PETS Chair 2016
Karen Briggs- District Trainer

District 5630:

Dian Edwards- DG '12-'13 PETS Chair 2014
Duane Tappe- DG '13-'14
Koby Rickertson- DG '14-'15
Loraine Lawler- District Trainer

PETS Support Team:

Arlene Weber- DG 5390 '12-'13 PETS Administrator
Diana Smith- District 5450 PETS Registrar
Doug McLemore- District 5450 PETS Event Team Leader
Chuck Rutenberg- District 5440 PETS Lead Trainer
Karoline Woodruff- District 5630 PETS Materials Task Leader

PETS Steering Committee Chair Dian Edwards called the meeting to order at 4:04 PM on February 17, 2014. Pursuant to the previously published agenda the following topics were discussed; motions made, seconded and passed; indicated actions taken and **tasks assigned**.

- A. Minutes:** The minutes of the January 27, 2014 conference call were reviewed; no corrections or amendments were made. Motion to accept minutes as written was made by Chuck Rutenberg, seconded by Roy Beekman and adopted unanimously.
- B. Vendors/Sergeants at Arms/ Sunday Service:** It was reported that the Sunday service is covered and will be conducted by Boulder RC Rotarian Rev. Bill Moore. Vendors were announced (6) in total and all fees have been paid, Sergeant at Arms situation was discussed. Presently only one volunteer has been found from Boulder RC but Diana Smith is confident she will find the remaining volunteers to fill the duties. District 5440 Phil Murphy and Chuck Rutenberg have volunteered to bring SAAs from their clubs in Ft. Collins if Diana is unable to get the needed volunteers from Boulder Rotary. **Diana will notify Chuck and Phil by Tuesday morning, February 25th of the need for help with SAAs.**
- Sergeant at Arms will be asked to check name badges at meal entrances.**
- C. Registration:** Diana reported on Registration numbers, which are great. Some issues with individual registering in the wrong place will be corrected. Numbers of registrants discussed and issues with space for meals lead to the decision to **CLOSE** registration on Friday at midnight and the registration links will be taken down from the PETS website. Some registrants have not yet paid. They will be notified to make payment by Friday February 21st. Decision was made to not accept walk-in registration and notification of this policy to be sent to all PEs, PENs and AGs. If some do walk-in, a place will be found. Issue being the limit on overage for meals of 3% allowed by our contract with the Renaissance Hotel. DGEs were asked to bring a check to pay for their individual District's bill for PETS. That being the \$360 registration fee for all PEs, AGs and attendees helping with PETS but not part of the Steering Committee. This would be presenters during District Breakout sessions. **Emphasized the any Sergeant at Arms who works a shift of 3 hours or more will receive a complimentary meal. Names of SAAs will be entered in the registration system by Diana as "Steering Committee" in order to insure proper meal count.**
- D. Hosting Arrangements:** Names and hosting assignments for visiting PEs were reviewed and no changes made. All are registered.
- E. District Leadership Briefing:** Dan Himelspace reviewed the plan for District Leadership Briefing. All DGE have invited PDGs, AGs and district committee chairs. Presenters are to include two RI representatives; Julie Aubry and Natalia Ginez, and four Rotary Coordinators; Lynn Baker, Larry Dimmitt, Dick Jones and Lynn Perez-Hewitt. Each will give a 5-6 minute presentation and then will follow an open question and answer session. Certain questions will be planted in the audience to stimulate discussion and all are asked to submit

potential questions for the presenters. **The briefing schedule is changed again (FINAL CHANGE) to begin at 3:00PM and end at 4:15 PM.**

- F. Materials Report:** Karoline reported the Bags and Second RI mailings have arrived. She will prepare Second mailing materials and additional materials from PETS (Schedule etc.) in manila envelopes for each District. Presidents Manual for the PENs is backordered from RI and will NOT be available for PETS. Decision was made to provide hard copy manual for all PENs at a slight increased cost to each district. Districts will be able to pick up all materials and bags Thursday after 2-3 PM. Room access has been changed. Vendor access is limited to after 9:00PM on Friday. DGEs will have access to their Hospitality rooms (Ballroom A & B) after 5:00PM and Hospitality rooms (Aspen, Vail, and Telluride) after 7:00PM on Thursday. **Karoline will distribute materials ONLY to designated representative for each District. Districts are asked to notify her who that individual will be.**
- G. District Registration Tables:** Must be set up and staffed by Noon on Friday, February 28th. **Each District is responsible for staffing their own table**
- H. Staging:** Issues necessitating change in the Ballroom set-up were discussed at length. Doug McLemore explained the issues with proper presentation. Decisions made on positioning of the Stage and the Camera and AV stage were discussed. Second issue of Internet WIFI conference access was discussed and possibility of AGs having ability to follow the Rotary Club Central presentation of Julie Aubry live. Likely this won't be possible because of download streaming bandwidth would be too great. 15 Page handout as well as PPT presentation will be available for later review and training purposes.
- I. Rotary Squares:** Arlene reported that all nine celebrities are selected, questions and answers have been distributed to each celebrity and preparations are in order. **Each DGE is reminded to provide four (4) candidates to Arlene by Saturday morning when selection of team members will be made by drawing.**
- J. Plenary Session Timing:** Plenary session timing was discussed. **The DGE who is master of ceremony for that session will have timing card to notify speaker of time left. Cards to be 5, 3 and 1-minute left.**

There being no further business, motion was made, seconded and passed to adjourn at 5:50 PM. Good luck and see you all in 10 days!

Minutes respectfully prepared and submitted by DGE District 5450 Peter Ewing .