Draft

High Country PETS Steering Committee Minutes of Conference Call September 25, 2013

The following were present on the call:

District 5390: Roy Beekman DG '14-'15

Bill Spath DG '15-'16

District 5470: Clyde Church DG '14-'15

District 5440; Phil Murphy DG '14-'15

Ken Small DG '15-'16

Barb Redder-District Trainer

District 5450: Dan Himelspach DG '13-'14 PETS chair '15

Peter Ewing CG '14-'15 PETS Chair '16

District 5630: Dian Edwards DG '12-'13 PETS Chair '14

Duane Tappe DG '13-'14

Don Peterson DG '15-'16

Loraine Lawler- District Trainer

Support Team: Arlene Weber DG '11-'12 District 5390 PETS Administrator

Diana Smith- PETS Registrar

Doug McLemore- A/V Leader

Chuck Rutenberg- PETS Lead Trainer

Karoline Woodruff-Materials Task Leader

Dian Edwards called the meeting to order at 4:02 pm. Pursuant to the previously distributed agenda the following topics were discussed, motions made, seconded and passed and indications actions were taken and tasks assigned.

A. **Minutes** of the August 14, 2013 conference call were reviewed without corrections made. Motion to accept minutes made by Roy Beekman and seconded by Doug McLemore and accepted unanimously.

B. Plenary session speakers and entertainment were next discussed. Dian Edwards announced confirmation of attendance of RIPE Gary Huang at PETS '14 arriving Saturday evening and will be our Plenary Session 5 speaker, Sunday morning. Plenary session 1, Friday Evening, speaker Lloyd Lewan is confirmed, bio is provided but his photo for projection is not of adequate quality to project well. Doug McLemore will determine minimum size for speaker photos (KB) in a jpeg format. Plenary Session 3 entertainment, HOLLYWOOD SQUARES, Saturday noon was next discussed. Questions will be chosen with correct answers as well as incorrect but ?humorous optional answer provided for the Celebrities. Arlene will be developing these

questions. Celebrities will be selected from PDGs, current DGs, Zone officials and RI personnel in attendance. Plenary Session 2, Saturday morning, speaker Karl Lueck needs a more detailed biography provided to Arlene for the PETS Brochure. Phil murphy will provide this. Plenary Session 4, Saturday Evening, is confirmed with the CU Buffoons performing. Contract has been signed with reimbursement of \$350 and meal allowance of \$20 for 12 members, total cost of \$590. VIP attendants for speakers and RIPE Gary Huang to be assigned by DG Dan Himelspach.

Tasks: 1. Collect and return to Doug McLemore and Arlene Weber bios of speakers, photo of speakers appropriate for projection and PETS Speaker Information Sheet available on the PETS web site.

- Task 2. Get name of District Registrar for districts 5470 and 5630 to Arlene.
- Task 3. Phil Murphy to provide more detailed bio for Karl Lueck.
- C. **Bags** for materials at PETS were discussed with various options and potential costs presented by Karoline Woodruff. Final agreement was for 500 BLUE bags with the Rotary Emblem in Yellow to be purchased at a cost of between \$2-3.

Task 4. Karoline to continue to pursue cost for above mentioned bag and report next meeting

- D. Event Resource Team: Doug McLemore presented progress on negotiations with Hotel's AV service. Initial proposal was for \$14,200 but Doug asked for specific requirements for global AV service for all three days to come in at \$12,000 and agreement has been reached. Further discussion about individual district's needs for District breakout rooms (projectors, screens microphones etc.) and potential add on cost for that if provided by the hotel. Potential for High Country PETS (HCPETS) to purchase individual small Microphone and Speaker systems was discussed. Doug will explore the additional cost for the hotel to provide as well as the cost of PETS purchasing such systems. DGE are encouraged to think about their needs for District breakout rooms and specific room setup. That form is available on the HCPETS website also. Task 5. Doug to look into issues of mike, screen etc. for specific district breakout rooms provided by Hotel AV service vs. cost of individual sound systems to be purchased by HCPETS or by individual districts.
- E. **Publicity Save the date flyer etc.** Discussed need to get "Save the Date" flyer on the district web site PETS brochure to be posted by November 1st. Hotel registration is already available as is the PETS registration available and some are already registered. PETS brochure and flyer clarifications will be adjusted per discussion. Questions about need to clarify need to register through the website for the rooms using the PETS discount rather than other points etc. emphasize issue of special discounts such as free WiFi in room and free parking. Discussion of prospect of not reimbursing for hotel room if NOT at the Renaissance. Letter to Presidents will discuss these issues and outline this policy. Letters to PEs to go out around November 1st. **Task 6. Arlene will work on sample letter to PEs outlining details of PETS as well as possible policy regarding reimbursement for hotel stay only if registered within PETS room block.**

- F. **PETS Exchange:** Arlene is confirmed to attend Carolinas PETS as a one way exchange this year. Likely they will send someone to our PETS in 2015. They will cover registration for Arlene but we will cover airline and hotel cost.
- G. Chuck Rutenberg- Facilitators, AG breakout and PEN session: Facilitators have responded, has a good mix of new and repeat. AG training session will need new scenarios especially fresh from current AGs. Carolinas PETS has several Scenarios that could be used Peter Ewing will get this information to Chuck. Rotary 101 to be run by Tamara Perkins of Evergreen RC. PEN training session on Saturday afternoon to be developed by Chuck with Diane Kessel-Knight with help of information on the Carolinas PETS web site. DG administrators session to run concurrently with Rotary 101 for PDGs etc. to include a one on one with RIDE Greg Podd and 2 or 3 Zone representatives.
- H. **Technology Center and Site Registrar**: Staffing and equipment being discussed in good shape. Will have individuals from each district to deal with problems. Technology center may have knowledgeable individual from districts as well as an individual from RI who will teach about the new Rotary Web site and "My Rotary". Staff from Registration will likely be available to staff once registration quiets down.
- I. **Registration:** Arlene has roughed out the registration site. PETS Steering Committee is able to register now. Breakout choices for Sunday likely to be Fund Raising, New Generations (Youth Services), Social Media and Running a Meeting. Saturday afternoon breakout sessions for PEs will likely remain the same as last year. Need to have registration give number of Rotary 101 registrants to Chuck. This will be done.
- Task 7: Details of Registration on HCPETS website to be ironed out by October 15th so Registration is ready to go and open by November 1st.
- J. **Meeting Date and Adjournment:** Next meeting date and time will be end of October. Date will be determined by an on-line survey. Motion was made, seconded and adopted to adjourn at 5:33 PM

Minutes respectfully submitted by Peter Ewing DGE District 5450