

# Multidistrict PETS Alliance

## July 20-21, 2007 — Evanston, Illinois

### Meeting Minutes

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Meeting began at 1:00pm on Friday by Chair [Al Hethcock](#)

#### **Russell Hampton Company Gift**

A "Thank You" note would be nice to:

Mr. Bob Lowe  
Russell Hampton Company  
110 Leawood Drive  
New Century, KS 66031-1136

#### **Comments by [Ed Futa](#)**

What is a typical week at RI Headquarters?  
RI and TRF must be dynamic organizations.  
Don't let Rotary be a noun, let it be a verb.  
MDP events should be a beacon of what we can do.

#### **Brief History & Introductions by [Ken Morgan](#)**

Please review the History document and help us correct any errors. Ken Morgan reviewed the history of the Alliance and the dates that various multi-district PETS events began. The early meetings were approximately twenty participants; in 2007 we have almost seventy. *Handout*

#### **Greetings and Comments by D. K. Lee**

Introduction of D. K. Lee by President's Aide Mike Pinson.  
Warm welcome by D. K. as he shared his thoughts about the office President. He knew he would have to make very important decisions that would effect many people. D. K. looked forward to his opportunity to prepare to take office. Time to plan & prepare, time to consider the office and its meaning, time to train for the office in order to succeed. Ultimately, the success of each Rotary officer is up to the individual. It is up to the training events' leaders to provide training and inspiration to all of the incoming leaders. Senior leadership is important but not as the leadership in the local club where projects are planned and implemented. Great clubs need the direction & motivation of a great club president. PETS is the place where great presidents begin their journeys. We should remain true to Rotary's core values through our training events. Our every action should have a positive impact on the world.

#### **Review of Agenda and Topics From Attendees by [Al Hethcock](#)**

#### **The Rotary Foundation Goals & Update by James Robinson**

General Manager Humanitarian Grants  
James is a Past President of the Chicago Far North

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Current polio report is: 294 cases in four countries: 103 India, 122 Nigeria  
This year we need to raise \$5,000,000, TRF is matching 50% of contributions to PolioPlus Partners. We are encouraged to include this information in our PETS events.  
Worldwide per capita \$100 and grow Permanent Fund  
US \$100,000,000 Annual Giving  
US \$20,000,000 Restricted Giving

Make better use of the TRF Fund Development Staff: invite them to PETS  
RRFC, Major Gift Advisors, Alumni, etc. can help design an effective program at PETS  
CLP is a key for PETS that can help integrate TRF info into PETS

Peace Centers emphasis: World Peace Symposium held at the Salt Lake City Convention. This was the first time to host a meeting of this type for those involved with the Peace Centers. Received \$1MM in pledges & donations during the convention. By 2015, TRF hopes to accumulate \$95MM to endow sixty Peace Scholars.

Clubs are encouraged to allow Rotary Foundation Alumni to visit meetings and even become club members. Please don't overlook TRF Alumni as an additional resource for your PETS.

#### **Risk Management** by [Jodi Steel](#) & Scott Meise

Provided an overview of the general liability insurance coverage provided to all clubs & districts.  
General Liability covering legal liability for bodily injury and property damage  
Covers non-owned automobile liability (in addition to the insurance already on the vehicle)  
Liquor Liability  
Who is insured?  
Clubs, districts, RYLA, Youth Exchange, Interact, Rotaract, GSE, Club & District Foundations, MDP organizations  
[www.rotary.org/support/insurance](http://www.rotary.org/support/insurance)  
[insurance@rotary.org](mailto:insurance@rotary.org)  
Vendors exhibiting at our MDPETS should sign a hold harmless agreement with the event.

#### **RI Board Recommended Club-Level Trainer Position** by [Michele Berg](#)

Leadership, Education & Training  
Club & District Training  
Liz Anderson, Editor of Rotary Training Talk  
Rebecca Krall  
MDP events are a primary client of the RI Leadership, Education & Training Division  
Club Trainer position & responsibilities (defined by RI Policy 8.090)  
How does RLI impact/impacted by Club Trainer?  
*Handout*

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#### **New Training Materials for 2007-2008 and Publications Under Review** by [Sarah Remijan](#)

This is her sixth year at this meeting. Sarah lauded us generously for our commitment to training club leaders. RI Materials are revised every three years. The Leader's Guide (2006 edition is current) will be mailed to the DGEs in August; New manuals will be mailed to the DGEs in December; All materials are available through the website; District Assembly Leader's Guide is same version as 2006 (current); Minor edits to President's Manual & Secretary's Manual driven in part by Council on Legislation changes.

[Leadership.training@rotary.org](mailto:Leadership.training@rotary.org)

*Handout*

#### **PETS Mailings** by [Lori Bailey](#)

Handles all mailing to the DGEs. Each DGE in a MDPETS must notify Lori in writing before October 1st if the materials are to be mailed to a different person. Mailing quantity of PETS materials is quantity of clubs plus five additional.

Send her an email and she will share the entire listing of DGE mailings; Club Officers Kit mailed to DGEs in November. Check your event's inventory from 2007 against the items marked with an asterisk as those publications with an asterisk have changed. *Handout*

#### **Club Leadership Plan — Questions, Concerns** by [Michele Berg](#) & [Ken Morgan](#)

It is optional. The largest conflict is over Four Avenues of Service vs. Club Leadership Plan. CLP committee structure not mandated by RI and this is a major shift in policy. Many decisions are left up to the individual clubs as to implementation. This is an annual process, not an end. A Powerpoint presentation is available on the district website as to implementation. The *Four Elements of an Effective Rotary Club* is a good companion document. Staff just completed a survey of the implementation of the District Leadership Plan. The plan is being used fairly consistently.

What tool could be developed (graphic representations, implementation notes, etc) that might help the district implement the District Leadership Plan and the clubs implement the Club Leadership Plan?

#### **Review RI Code of Policy, Multi-District PETS** by [Ray Klinginsmith](#)

Clubs PEs must attend PETS or cannot serve. There is a mistake in 23.02.0 as to primary purpose of PETS. Examples of policies that are unrealistic in application:

Are the DGEs in total control of the event? No and are not even identified early enough to help plan and commit to a particular hotel property.

Too many districts; too many district trainers to have sole influence over content. *Handout*

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#### **Credit Card Overview** by [Robert Mintz](#)

Rotary credit card program raises millions of dollars for TRF.

Also, creates 1% cash back to the cardholder.

Clubs get \$25 on each first-time applicant.

*Handout*

#### **Assignment of TRF Trustee to a MDPETS** by [Ray Klingensmith](#)

Just complete a Trustee request form and one will be assigned to your event. The travel expenses will be incurred by TRF and not the MDPETS.

#### **Review of Survey Information** by [Eric Grubb](#) & [Steve Denning](#)

There's a lot to share between events using the survey. The completed survey will be available on the Alliance website next week. Have a problem? Thinking of a change in some aspect of your event? Visit the survey for a tip on events that might already have experience in that area.

*Handouts*

#### **Panel — Representatives of Four MDP Events:** [Al Hethcock](#), Convener

[Gary Siracusa](#), *Far West*; [Karen Wentz](#), *Mid-South*

[Hal Atzingen](#), *Florida*; [Alan Hurst](#), *Northeast*

Sharing What We Do: Role of DGE, DG, DGN, & Others; Registration;

Training of DL & Facilitators; Evaluations and Hotel Contracts

DGEs chair all committees within the PETS organization and facilitate the event. DGs work for selection committee on keynote speakers. DGNs do not have a major role in structure but do participate. DGNs used as Sgt-at-Arms. DGEs coordinate selection of DLs. Use DGs as DLs. DGs' PETS registration fees are paid by Districts and/or from RI DG allowance.

DLs have a mandatory one-day training event in the fall

Evaluations are a key to improvement

Immediate end-of-class evaluations

Include technology training for DLs

DLs mixed of PDGs & DGs

Quantity Balance among the districts for DL selection

How many years can someone be a DL

DLs are Past Club Presidents, recommended by the DGs, three-year term (Pacific NW)

Size of break-out sessions for panelist events: 15 to 32, 25 to 60, app. 30, 30s

Length of sessions: 50 min, 1 hr, 1 hr, 1½ hr

Use of RI-provided training slides

Hotel contract terms (2 to 8 yrs)

Most use hotels, some use convention centers, college campus

Event evaluations; try a random sample in an on-line evaluation

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The value of evaluations from one-time attendees are difficult to assess because “against what training event are they comparing PETS?”

Collect evaluations at the door prior to attendee exit

Constant Contact is a communication tool [www.constantcontact.com](http://www.constantcontact.com)

Registration methods

On-line, DGE follow-up, district payment for all PEs per district reduces registrar’s work

Postal mail & faxes remain in use

Districts are encouraged to locate \$\$ sponsors to help offset costs

**Sharing of Materials** by [Bonnie Housley](#)

Please forward information to Steve Denning for posting to the website. Bonnie brought materials from All Ohio PETS. Color-coded notebook sleeves by district. Mini-program inserted into the name badge holder. Hotel floor plan on rear of notebook. Electives for optional Thursday participation.

**Keynote Speakers/Coordination** by [Ken Morgan](#)

Plan ahead, two years. Send invitation to RI Pres, PE, PN and to the appropriate staff person. Be aware of complimenting/conflicting dates among another nearby event.

Some Top Speakers:

Diane Kessel (Membership Denver)

Sheila Cavanaugh (87-88 Ambassadorial Scholar) NE PETS

Peace Scholar FLORIDA PETS

Anne Matthews (RRFC SC)

Jean Irwin (Ambassadorial Scholar Reno NV) Several PETS

Ron Denham (Canada, Water Resource Group)

**Overview of Budgets – What it Costs You** by [Pat Derr](#)

Be sure to file IRS Form 990.

Bond the Treasurer, at the expense of the event. Good for both parties.

Annual Financial Review by uninvolved third party.

**Utilization of Web Sites** by [Steve Denning](#)

Help us keep the Pets Alliance website current! Please email your dates, personnel, district changes to Steve Denning. The site is a valuable resource for each of us as well as others planning to convert to a MDPETS and for RI staff/leadership.

Each MDPETS can have its own website. It doesn’t need to be expensive or fancy. Just create something that is user-friendly: Design it for the user, make it inviting not overwhelming, easy to navigate, current content. Be careful with animation — it is easy for a fun idea to make a site feel busy and cluttered.

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#### **Small Group Breakout**

Discussion Leaders during lunch

Participants were assigned to one of six groups, with only one person per event per group.

Topics were selected from the surveys:

Discussion Leaders/Facilitator training, selection

Content for the DGE in District sessions

Attendance overall, especially SEs and TEs

On-line registration methods

#### **Report back from Small Groups** by Discussion Leaders

[Judy Herlache](#), *Upper Midwest*; [Christine Montan](#), *So. Cal/Nevada*

[Charlie Rogers](#), *Florida*; [Harry Brogden](#), *Carolinas'*

[Bill Dillard](#), *Lone Star*; [Bonnie Housley](#), *All Ohio*

#### **Alliance Business Meeting** by [Al Hethcock](#)

**Lodging for 2008:** Unanimous — Return to Hilton Garden

#### **Operating Guidelines** by [Al Hethcock](#)

#### **Treasurer's Report** by [Bonnie Housley](#)

Revised report coming from Bonnie.

#### **Nominating Committee Report** by [Ken Morgan](#)

2008 Steering Committee:

Chair [Eric Grubb](#), *Mid-Atlantic*

Vice-Chair [Karen Wentz](#), *Mid-South*

Treasurer [Bonnie Housley](#), *All Ohio*

Past Chair [Steve Denning](#), *Carolinas'*

Past Chair [Al Hethcock](#), *Lone Star*

Advisor [Ray Klinginsmith](#), *Show Me*

Advisor [Ken Morgan](#), *Carolinas'*

Meeting adjourned at 2:30pm