



NE Multi-District PETS Policies and Practices



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Introduction

PDG Terri Fitch, D 7950, was the original author of this document in 2008 and I updated in 2009 to reflect decisions and events of this year's NE PETS. This document is meant to be a guideline and a record of the NE PETS' traditions. Each year's DGEs have final responsibility for the operation of NE PETS as well as a duty to foster continuity and cooperation from one year to the next. For this document to be meaningful, it is necessary to review this on a continuing basis -- and to make changes that are reflective of the current practices, while keeping a record of past procedures.

Continuity is a never-ending process. Its primary purpose is to be of service to those who follow. NE PETS is strong because for 22 years we have worked together to provide the very best training possible for our club presidents. There truly is strength in numbers. To borrow from recent Rotary International themes, may this document serve to *Lead The Way* as we remember that *Rotary Shares* to make it possible for all to have the opportunity to *Make Dreams Real* because the *Future of Rotary Is In Your Hands*.

You've been a great committee to work with and for. I know that Rotary will be strong because of your leadership. I wish you all my best.

Julia

NEPETS Policies and Practices

Mission Statement – Our mission is to provide appropriate, comprehensive and professional Rotary leadership training to all incoming club presidents and assistant governors in an atmosphere of fun, fellowship and inspiration!

History – Planning for the first multi-district PETS, hosted by then District 779, began in the early fall of 1988. The first NEPETS event was held in Portland, Maine in 1989 attended by Districts 779, 787, 791, and 793. The 1990 PETS was held in Nashua, New Hampshire, relocated to Westborough, Massachusetts in 1991, moved to Fitchburg in 1993, and returned to Nashua in 1994 where it resides still. NEPETS is now eight districts strong with annual attendance of more than 600 Rotarians representing more than 430 Rotary clubs in New England and part of Canada. The eight districts are 7780, 7850, 7870, 7890, 7910, 7930, 7950, and 7980.

This Document – This document is meant to be a guideline and a record of the NEPETS' traditions. Each year's DGEs have final responsibility for the operation of NEPETS as well as a duty to foster continuity and cooperation from one year to the next. For this document to be meaningful, it is necessary to review this on a continuing basis -- and to make changes that are reflective of the current practices, while keeping a record of past procedures.

Committee Members – In addition to the Chair and the Chair-elect, committee members include all sitting Governors, Governors-elect, Governors Nominee, and "outsourced" chairs.

Spouses/Partners – All spouses and partners of committee members are encouraged to participate at NEPETS as volunteers should they so desire. Their assistance is warmly welcomed and deeply appreciated.

NEPETS Committee Meetings –

- The August and the January meetings are for DGEs only. (DGNs are invited to the discussion leader training as observers. This training is usually scheduled in January. In 2008 and 2009, conflicts arose with the January date for training, so an additional "DGE only" meeting was held both of these years.
- The Chair-nominee is elected at the December meeting. Those who are interested should let their intentions be known to the Chair prior to the December meeting. The Chair-nominee can be selected by a ballot vote or by consensus. It is the decision of the DGE's to how this person is selected. Only the DGE's vote / reach consensus on this position.
- Due to space and time considerations, spouses/partners who accompany committee members are asked to relax elsewhere in the facility and to join the committee for a light breakfast and lunch. Committee members may wish to solicit spouse/partner input by sharing minutes and committee discussions outside of the meeting.
- Committee meeting expenses (to include light breakfast and lunch) are paid by NEPETS. The budget also allows for a light lunch for volunteers on the Thursday of PETS.

Chair – The PETS Chair conducts the meetings, sets the meeting schedule after consultation with DGEs, contacts VIPs, assigns aides for VIPs, follows RI PETS requirements, attends PETS Alliance, and provides assistance and guidance to the DGEs and the PETS committee. The Chair assigns discussion leaders, except for the Foundation Team, if they are asked to present, and classrooms for all sessions. The Chair extends written invitations to speakers and coordinates their speaking schedules (see additional comments under "Speakers"). The Chair assigns convener duties for each plenary session, i.e. convener, pledge, song, invocation, introduction of speaker. The Chair also should publicly thank volunteers, VIPs, and others, usually at the Saturday luncheon; the Chair sends written thanks to guest speakers and others as appropriate. The Chair provides a "welcome" letter to all Presidents-elect for inclusion in the registration packet or for Pre-PETS. The Chair is the committee's official conduit to the NEPETS Webmaster. The Chair and Chair-elect design and operate the Discussion Leader Training Session with assistance from the DGEs. The Chair sends a "welcome" letter to all Discussion Leaders re-emphasizing their important role and responsibilities. The Chair provides a welcome letter for the program booklet.

Chair-elect – The Chair-elect organizes and operates the AG program, attends all PETS meetings, attends PETS Alliance, and assists the Chair. The Chair and Chair-elect design and operate the Discussion Leader Training Session with assistance from the DGEs. The Chair-elect assumes the Chair position after the “de-briefing” session is called to order immediately following PETS.

Chair Nominee – The Chair-nominee's primary responsibility is to function in his/her role as a DGE and is not expected to assume any immediate administrative duties.

Secretary – The Secretary prepares and sends meeting minutes and agendas in advance of each meeting, maintains the PETS roster, provides other reports as requested or required, and provides tent cards at each meeting. The Secretary is chosen from among the DGNs at the October meeting and is immediately appointed as Assistant Secretary (i.e., Secretary-elect) until the position responsibilities begin in March of the following year.

Treasurer – The Treasurer creates a budget, pays invoices and balances the books, invoices/collects all payments, and provides a report at each meeting. The Treasurer, Assistant Treasurer (i.e., Treasurer-elect), Chair, and Chair-elect are authorized signers on the NEPETS account. The Treasurer is chosen from among the DGNs at the October meeting and is immediately appointed as Assistant Treasurer (i.e., Treasurer-elect) until the position responsibilities begin in March of the following year.

- The NEPETS policy is to be financially self-supporting through the fees charged for the annual NEPETS event.
- A financial reserve will be maintained in the amount of 20% of the current budget's anticipated gross expenses. Excess reserves will be reviewed on an annual basis and, if appropriate, used to subsidize attendee expenses or to avoid future fee increases.
- NEPETS does not pay expenses for the DG, DGE, DGN, and Chair-elect to attend PETS or to participate in committee meetings. Most, or all, of the expenses for these individuals might be provided by their respective district budgets, or covered in the RI Allocation.
- Expenses for the NEPETS Chair are provided in the NEPETS budget.
- The NEPETS budget will provide for the travel and registration expenses for the following to attend PETS Alliance in Evanston each July: Chair, Chair-elect, Alternate Chair-elect, for a total of three (3) representatives.
- All districts are billed in January. For 2007-2008, all districts will pay the registration fee, currently \$90, and the meal fee, currently \$135, for each President-elect. If a President-elect attends an alternate (outside of NEPETS) PETS, a reimbursement for fixed costs only may be provided to the district. However, this cannot be guaranteed.
- The NEPETS budget will waive the \$90 registration fee for Discussion Leaders, the Foundation Training Team, all Committee Members (DG, DGE, DGN), and the committee spouses/partners.
- No registration fees are charged to the NEPETS Chair, Chair-elect, speakers, TRF representative(s), or any Rotarians functioning as “outsourced chairs,” e.g., Sergeant-at-Arms, Webmaster.
- The NEPETS budget will provide meal expenses for the NEPETS Chair and for speakers and for invited RI staffers. All other attendees, including committee members, their spouses/partners, all discussion leaders, including Foundation Team, and volunteers are responsible for their own meal expenses.
- Individual collections, billing, and/or refunds for all other attendees are the responsibility of each district.
- Pre-booked “no show” hotel nights are the responsibility of the individual districts.
- A Thursday night event, if offered, will be optional and paid by each individual attendee upon registration. The \$35.00 meal charge was subsidized by the 2008 and 2009 NEPETS budget at \$10 per attendee (i.e., meal to be billed at \$25).
- Vendors are billed at \$100.00 per “booth” (8' table space) plus \$50.00 for each additional 8' table space. (See also “Vendors”).
- Complimentary hotel rooms at the Radisson are assigned as to the following attendees: Chair, RID or RIDE, TRF Trustee, keynote speaker, Sergeant-at-Arms. Complimentary hotel rooms at the Marriott were given as door prizes at the AG Assembly in 2008.
- Each speaker will be given an honorarium of \$300 to TRF is provided in the NEPETS budget.
- The Treasurer will work with the Registrar to facilitate on-line processing with credit card vendors, the bank, and the registration software provider.
- The Treasurer will ensure that raffle marketing expenses, e.g., flyers, trinkets, costumes, are paid out of the PETS operating budget. Raffle proceeds will be first credited to the individual donor's TRF account. Any unallocated raffle proceeds shall be used to fund Paul Harris Fellowship raffle prizes if given, after

which the remaining unallocated raffle proceeds will be credited to the participating districts. Credit of these unallocated raffle proceeds will be determined by dividing the total number of clubs invited to NEPETS by the total number of clubs in each district. *(Note: most raffle proceeds are allocated to individuals. Generally, enough unallocated proceeds are collected to make it possible to “award” one or more Paul Harris Fellowships as a prize. However, this decision is made by the DGN’s that are responsible for the raffle).*

- Any and all signed contracts must be made a part of the official records of the Treasurer.

DGs – The DGs attend PETS meetings and accept volunteer assignments. They have a responsibility to provide guidance and continuity to the process, i.e., to serve as advisors; this is good training for their next role as a PDG. PETS committee attendance also provides an opportunity for DGs to continue to benefit from their association and fellowship with each other throughout their own year in office. The DGs host the head table at Saturday breakfast. The DGs traditionally serve as “aides” for RI officers and other “VIP” speakers or attendees.

DGEs – The DGEs attend meetings, have overall responsibility for the tone and direction of the event, serve as Secretary and Treasurer, and chair the following sub-committees: **Facilities, Programs, and Technology & Equipment.**

- They should seek the guidance of the DGs and provide meaningful continuity/training opportunities to the DGNs.
- In December, DGEs will elect one of their group to serve as PETS Chair two years hence, and elect one to serve as an alternate.
- DGEs will build a registration database to include all PEs, or their Proxies, AGs, and all other district participants (committee members, volunteers, discussion leaders) with necessary contact information (including email address).
- The DGEs serve as greeters – welcoming attendees as they arrive to the PETS event.
- The DGEs host the head table at Friday breakfast, to “open” PETS, Friday dinner, to honor the keynote speaker, and at Saturday lunch, to “close” PETS.

DGNs – The DGNs attend meetings, accept volunteer assignments, and chair the following sub-committees: **Volunteers, Registration, TRF Raffle, Evaluations.** DGNs should take this opportunity to build fellowship among their group and to observe and begin planning for the following year. They will choose, or volunteer, one among their group to serve as Treasurer and one as Secretary for the following year. DGNs, as per their district’s tradition, organize a Friday night district reception prior to the Friday evening banquet. The DGNs host the head table at Friday lunch.

DGNDs – Technically, there is no such “position”. However, most districts elect and confirm a “DGND” prior to PETS. In that situation, the “DGND” *may* be invited to attend PETS meetings as an observer. Committee members may also wish to solicit “DGND” input by sharing minutes and committee discussions outside of the meeting.

Discussion Leader Training Team and Discussion Leader Training –

- The Training Team is selected by the Chair in consultation with the DGEs.
- It has been the practice of past PETS committees to use Past District Governors or other experienced district volunteers, who have appropriate abilities in a “train the trainer” role.
- DGEs must clearly communicate the program details to the Training Team for best results.
- The Chair and Chair-elect design and facilitate the Discussion Leader Training session in consultation with the DGEs.

Discussion Leaders –

- Each DGE shall provide four (4) discussion leaders for PETS and one (1) discussion leader for AG training (a.k.a. Assistant Governor Assembly). These names must be submitted by the October meeting. In 2007, each DGE was also asked to identify one (1) experienced AG to serve as a panelist for AG training. This was not necessary in 2008 – however, we continued to ask that the DGEs identify 1st, 2nd, and 3rd year AGs to tailor the training to the level of experience.
- DGEs understand that the effectiveness of the programming is directly linked to the ability of the discussion leader; they should carefully consider their choice of discussion leaders. DGEs should

choose discussion leaders based on their abilities, not on their position in Rotary. Information contained on past evaluations should be considered when selecting discussion leaders.

- All discussion leaders, who have not attended the PETS discussion leader training within the past two years, must attend the training session, usually scheduled in January, but was scheduled in February for the 2008 and the 2009 PETS.
- DGEs and DGNs may not serve as discussion leaders due to the demands on their time.
- The Foundation Training Team will select and train their own discussion leaders (see following section) if they are asked to participate at PETS.
- The date for the discussion leader training should be communicated to the RI Director and DRRFC as soon as it is determined in order to avoid scheduling conflicts.

Foundation Training Team –

- The Foundation Discussion Leaders are provided by the Regional Rotary Foundation Coordinator (RRFC) and his/her assistants. These discussion leaders are usually current or past RRFCs or DRFCs or others in our Zone with significant TRF experience and appropriate annual Foundation training.
- Their preparation and training is the responsibility of the RRFC, who follows the mandates and direction of TRF and RI.
- The RRFC can be invited to the January “DGE only” meeting to discuss program content for Session #6 and to confer with the DGEs as needed, if the Foundation Training team is going to be participating in NE PETS. The RRFC attended the 2008 and 2009 meeting via “Skype”.

Speakers – The Chair, in consultation with the DGEs, selects and invites speakers, and assigns aides. Traditionally, the RI President or RI President-elect is invited (although not always available), as well as the RID or RIDE. The “ranking” officer serves as the keynote speaker on Friday evening, if possible. A trustee of The Rotary Foundation is assigned by TRF and usually speaks at Saturday breakfast. The Chair is asked to list one or more TRF Trustee selections, in order of preference, while in attendance at PETS Alliance. An Ambassadorial Scholar, a Peace Fellow or a Foundation Alumni traditionally fill the remaining speaker slots. For the past three years, the keynote speaker and the RID/RIDE served as speakers for the AG breakfast and AG lunch at the Marriott. Unless provided by RI, all travel expenses for speakers, including airfare, hotel accommodations to include extra nights if needed, mileage, and necessary meals outside of the scheduled program meals are paid by NEPETS. An honorarium of \$300.00 to TRF is paid by NEPETS budget for each speaker. When it is necessary to provide additional meals for VIPS, their assigned aides should be invited as well. Such meals are NEPETS expense. A small gift of candy or another appropriate item, provided by NEPETS, is placed in each VIP hotel room.

Conveners and other plenary duties are assigned by the Chair. In 2008 and 2009, the DGEs convened the Friday breakfast, to “open” PETS, Friday dinner, to honor the “keynote” speaker, and Saturday lunch, to “close” PETS. The DGs convened Saturday breakfast. This allows the Chair-elect to participate with her/his classmates. The DGNs convened Friday lunch. The convener/plenary duties include convening the meeting, leading the pledge, delivering an invocation and introducing the speaker. It is suggested that song leaders for the plenary sessions be chosen for their musical talent rather than their Rotary position. Announcements are generally made by the SAA or his/her designee.*

Rotary International may also ask to send one or more staff members to NEPETS. Invitations to staff members are extended by the Chair in consultation with the DGEs. RI will pay all travel and hotel expenses for these staff members – NEPETS pays meals and registration fees for these guests. Generally, these staff members are available to serve as speakers at the individual district breakout sessions. Their primary role is as a resource for the President-elect and the DGEs – both at NEPETS and in the districts. Their attendance is an opportunity to build relationships between the RI staff and the district leadership. Honoraria are not provided to staff members. Aides are recommended in order to maximize use of the staff member(s) time and availability.

**Other announcements may be required at a plenary session. For example, in 2008, President Wilf Wilkinson requested that a 5-minute promotion for the Los Angeles International Convention be delivered at all multi-district PETS.*

Facilities – The Facilities sub-committee works closely with hotel management of each hotel to provide meeting space, meals, audio/visual and other infrastructure necessary to conduct the program. They also arrange meeting space and meals for the monthly committee meetings and for discussion leader training. The committee reviews the contracts and adjusts them as needed. Other items to note:

- One or two DGNs will serve on this committee and assume the Chair/Co-Chair position(s) as a DGE the following year.
- The hotel staff should receive a gift of candy and publicly thanked by the Chair at Saturday’s luncheon.
- DGEs should provide details of their project display to the Facilities Committee on or before the October meeting. Space is limited to one 8’ table – larger displays cannot be accommodated.
- A vegetarian option shall be provided for all meals.
- Arrange with the hotel for the receipt and storage of needed supplies, books, vendor items, etc. prior to PETS.
- Select vendors and assign space as appropriate. Vendors are assessed a \$100 fee to include a single 8’ table plus \$50.00 for each additional 8’ table space. (See also “Vendors”).
- This committee, together with the Chair, Chair-elect, and Chair-nominee, meet at 10:00 am on Thursday of PETS to review meals, logistics, etc. with the hotel management and staff.
- This committee meets daily with hotel staff to review changes or corrections vis-à-vis facility needs, and to check the meal counts and facility charges.
- This committee works closely with the Technology/Equipment Committee to facilitate the proper installation of audio/visual needs.
- Arrange hotel amenities for the VIP rooms. NEPETS provides a gift; the hotel usually provides something as well.

Programs – The Programs sub-committee reviews and updates all breakout session materials, and works with the Foundation Training Team to develop and coordinate Foundation breakout sessions. They should use the previous year’s evaluations, direction from RI, and input from their fellow DGEs to guide their decisions.

They, with the Chair’s assistance, also coordinate the speaker program, and work with the Facilities sub-committee to organize the timing, location and infrastructure needed for all program events.

The Chair works with the Program Committee to assign head table responsibilities including pledge, invocation, and song, as well as the introduction of scheduled speakers. Generally, the DGEs sit at the head table for Friday breakfast, to “open” the event, and again at Friday dinner, for the keynote speaker presentation and at Saturday lunch, to “close” the event. The DGNs host at the head table for Friday lunch. The DGs host the head table at Saturday breakfast, this allows the Chair-elect to sit at the head table with his/her classmates as the Chair-elect is unavailable for Friday breakfast or lunch due to the Assistant Governor Assembly.

Other responsibilities include

- music or other entertainment
- hard badges*
- ordering MOPs and other printed RI materials
- speaker gifts (other than TRF speaker donations)
- ordering President-elect gift (e.g., padfolios or totes, pens, Woodruff keys, etc.)**
- program booklet
- planning guide

*Hard Badges will be provided to all Presidents-elect; first year assistant governors; future district governors and district governors’ partners. At the discretion of the Committee, DGEs may order additional badges at their own expense. Unless changed by the Committee, badges will be in the following formats:

| | | | |
|---|--|--|--|
| Name President 20xx-20xx Rotary Wheel Club Name State District 7xxx | Name Assistant Governor (NO YEAR) Rotary Wheel Club Name State District 7xxx | Name Governor 20xx-20xx Rotary Wheel Club Name State District 7xxx | Name Governor's Partner 20xx-20xx Rotary wheel Club Name State District 7xxx |
|---|--|--|--|

** Note: for reference, previous NEPETS have also arranged additional “gifts” such as a small banner signed by RIP Bill Boyd, a copy of “Frank Talks” signed by PRIP Frank Devlyn . . . these were given in consideration of a TRF donation or as part of the raffle prizes.

Technology and Equipment – This sub-committee, headed by a DGE, has responsibility to procure the necessary equipment (PowerPoint, DVD displays, easels), if used and to work with the Facilities sub-committee

to identify needed hotel equipment and assistance. This committee also provides the program CDs to include Foundation and AG sessions for the registration packets, if used. This committee provides all necessary equipment for use during Discussion Leader Training if necessary.

Volunteers – This sub-committee, chaired by a DGN, solicits volunteers for the PETS registration areas, to serve as Sergeants-at-Arms, to hang banners, set up displays, to serve as greeters, ticket-takers, timekeepers, and to perform any other tasks necessary to insure the smooth functioning of the event. It is requested that committee members' spouses/partners who attend PETS accept volunteer assignments. Volunteers may also be found among other district attendees such as district trainers, PDGs, and others attending on their own*. DGEs and DGNs are not available to serve as volunteers, except that DGEs are the official greeters in the front lobby. The Chair works closely with the Sergeant-At-Arms, an outsourced chair, to avoid duplication of assignments. It has been suggested that volunteers be provided to serve as valets to assist with luggage and parking in the event of a snowstorm! A shuttle service between hotels on Friday afternoon and/or for a few hours after the Friday banquet.

**Regretfully, NEPETS is unable to extend invitations to any spouses/partners other than those of committee members. Uninvited spouses/partners who attend NEPETS may not purchase a meal plan – there is no space in the ballroom to accommodate them. In the interests of fairness to all concerned, NEPETS strongly discourages the attendance of spouses/partners of discussion leaders, Presidents-elect, and assistant governors.*

In addition, those who attend PETS as volunteers (district trainers, PDGs, their spouses/partners, and others without an official function) may not purchase a meal plan and may not book a room in the Radisson.

Registration – This sub-committee, chaired by one or more DGNs, works closely with the Database Coordinator/Registrar, or an outsourced database manager, if applicable. If this coordinator position is outsourced, one DGN should act a “point of contact” with the Coordinator. The Coordinator/Registrar manages whichever database software program the committee chooses to use. RegOnLine was chosen for use 2008 and was continued in 2009.

There also are three other areas of responsibility: **Printing, Packets, and the Registration Center.**

- **Printing:** soft badges, tent cards, meal entry tickets and meal choice tickets, room signs
- **Packets:** registration packets are provided for each attendee to include soft badges and holders, hard badges, tent cards, program CD, meal tickets, program booklets, and other necessary items. (Note: A Thursday morning volunteer group generally meets to stuff packets with hard and soft badges, and other materials – and to prepare the registration center). A printed copy of the program slides was presented to each PE and AG in 2008 – these were handed separately to each participant when they collected their registration packet. This was not done in 2009 because all materials were on a USB flash drive that every participant received.
- **Center:** the registration center is organized and operated by this sub-committee to include the provision of necessary computer and office equipment.

Lodging Assignments:

- Radisson lodging is provided first to committee members, VIPS and their aides, those with disabilities, all discussion leaders, including the Foundation Team if they are used, and others with a bona-fide need to be on-site.
- Radisson lodging is provided next to those who meet the registration deadlines as follows: first to PEs with roommates, second to PEs traveling alone, and last to all remaining participants. All overflow is assigned to the Marriott Courtyard or to another nearby lodging facility as necessary.
- The Database Coordinator/Registrar will track rooming assignments and provide this information to the hotels at the agreed-upon time.

Other items to note:

- Those PEs who register early are more likely to be lodged at the Radisson.
- At Pre-PETS, DGEs should encourage registrants to consider roommates. PEs who are doubling up will be given first preference for lodging at the Radisson.
- Radisson rooms usually “sell out” quickly after the release of the email invitation.

- Due to space constraints, those without official invitations* cannot be accommodated in the official hotels nor may they attend meals. Those wishing to stay overnight are welcome to arrange their own meals and accommodations at other nearby hotels and motels.

**Those who attend PETS as volunteers (district trainers, PDGs, their spouses/partners, and others without an official function) may not purchase a meal plan and may not book a room in the Radisson.*

The Rotary Foundation (TRF) Raffle – DGNs operate the raffle. All proceeds are donated to TRF and credited to each individual donor's account. Unallocated monies raised from the raffle/auction are allocated to each district proportionately. DGNs are responsible for contributing a raffle gift item from their district valued at a minimum of \$100. This expense is paid by each individual district. All raffle marketing expenses, e.g., flyers, trinkets, costumes are paid out of the PETS operating budget. This committee works closely with the Treasurer and the Sergeant-At-Arms to ensure proper recordkeeping and the design of appropriate safeguards to handle cash donations.

** For reference: previous NEPETS have also arranged additional "gifts" such as a small banner signed by RIP Bill Boyd, a copy of "Frank Talks" signed by PRIP Frank Devlyn . . . these were given in consideration of a TRF donation or as part of the raffle prizes. See "Programs" for more information.*

Evaluations – A DGN is assigned to organize the collection of an evaluation form from each participant at each session. The SAA office will work closely with the DGN for this purpose. Following the event, the DGN will tabulate the forms and provide a report at the August "DGE only" PETS meeting. This report will be made available, to each DG and to each DGE for their own district. An abbreviated report for each district other than their own will be made available to each DGE and to each DGN. All reports for all districts will be made available to the Chair and to the Chair-elect.

The evaluations are the "official property" of the DGEs (who will be the DGs once the report is available). **Only the DG may choose (or not) to make the results known to an individual discussion leader.** Dg's are strongly encouraged to share the results with each discussion leader individually. A copy of the report is made available to the DGNs, who will be the DGEs once the report is available, for the purpose of guiding their selections in the following year.

The evaluations must be viewed "in context". There are a variety of issues that can impact the results. For example, the subject matter, the participation level, the time of day . . . even the temperature in the room can have an effect. A Discussion Leader may get rave reviews from one group and lukewarm reviews from another. The comments are key . . . "tells great stories" or "made me cry" is not what we need from a Discussion Leader. Comments such as "great participation" or "lots of discussion" are vastly preferable.

Note: All districts should provide effective, well-trained discussion leaders for the PEs benefit. DGEs should review the report with the purpose of assigning only those discussion leaders who meet these standards.

AG Program – The AG Program (a.k.a. "Assistant Governor Assembly") content and organization is the responsibility of the PETS Chair-elect. Consideration should be given to past participant evaluations for the improvement of this event. The success of the AG program will directly impact the ability of the DG to be as effective as possible in his/her district.

Possible Outsourced Chairs or Vendors –

RegOnLine – a web-based software program designed to manage the registration database.

Database Coordinator/Registrar – coordinates and maintains the RegOnLine site (or other vendor provided database), downloads and updates data, provides rooming lists to each hotel, provides reports and tracking information by district as required; may be a DGN or may be outsourced; serves on Registration Committee.

Webmaster – updates and maintains the NEPETS website; reports to NEPETS Chair; Chair must secure a permission form from each DGE and others whose name and photo will be published on the website; access to the committee member link will require a user name and password (password to be changed at least annually). Access for the discussion leaders to the program slides will be provided with a separate password. The program slides will be made available to all visitors on the resource page only after PETS has concluded.

Planning Guide – updates and arranges printing, if necessary, of the annual "Presidents Planning Guide" to be provided to all PEs at each district's Pre-PETS meeting; reports to Program Committee.

Program Booklets – updates and arranges printing of the “Program Booklet” to be included in each registration packet; reports to Program Committee.

Sergeant-At-Arms (SAA) – This position has been outsourced for the past several years to PDG Jack Ryan; reports to Volunteer Committee. Responsibilities include:

- assigns, collects, and maintains props donated by each district,
- manages and assigns volunteers, names to be provided by the DGNs in consultation with the DGEs,
- assigns SAAs to facilitate the timely completion of sessions and movement of participants through the program,
- works with Chair of the Evaluation Committee (a DGN) to collect evaluation forms,
- works with Chair of the TRF Raffle (a DGN) to arrange storage and provide a collections area
- makes announcements as needed at each plenary session,
- in 2008, the SAA helped to coordinate “table hosts” and utilized all of the VIPs, RI staff members, and PETS committee members to host tables scattered throughout the ballroom at each meal. This was not done in 2009.

Equipment – NEPETS owns certain equipment (e.g., DVD players), flip charts, and signage. The Chair-elect should be informed as to the “keeper” and storage location of these items.

Conference Planner – a professional conference planner may be engaged, at no cost to NEPETS, to manage the facility, review hotel invoices, and seek alternative sites for future NEPETS events and to negotiate future contracts.

Vendors – outside vendors may be selected by the Facilities Committee, in consultation with the DGEs; a rental fee is charged to each vendor. Vendors may not purchase a meal package and may not secure rooms in the Radisson. NEPETS assumes no responsibility for the security or storage of vendor property at any time.

Planning Team – A committee of current, past, and future NEPETS Chairs may be formed to consider:

- future event locations
- research and site visits
- the addition of new districts to the group (or re-grouping of same)
- equipment purchase and maintenance
- technological improvements
- methods and processes to foster continuity

Miscellaneous Comments –

- DGEs usually negotiate pin, banner, and registration gift pricing at GETS with districts in Zones 32 for better prices. One DGE usually volunteers to handle these negotiations.
- Participants should be offered a contact list of other participants and of all Discussion Leaders. Participants may indicate whether they want their contact information shared as part of the registration process.
- The PETS Committee should consider maintaining a list of contacts, vendors, and other static information for the use of future committees (such list to be made a part of the Secretary’s folder).
- Mid-Atlantic PETS includes District Trainers on their PETS committee.
- Share and Care is a program destined to collect and share effective service projects and fundraising ideas among clubs via the NEPETS website. This program has not been activated in several years.

Appendix 1: Past Chairs of Northeast Multi-District PETS

| | | | |
|------|-----------------|-------------------------------|------|
| 1987 | | | |
| 1988 | | | |
| 1989 | Dan Mooers | South Portland-Cape Elizabeth | 7780 |
| 1990 | | | |
| 1991 | | | |
| 1992 | Ralph Vigeant | Marlborough | 7910 |
| 1993 | Mort Schmidt | Portsmouth | 7780 |
| 1994 | Ron Cowan | Lebanon | 7850 |
| 1995 | Bill Damour | Henniker | 7870 |
| 1996 | Mac Leask | Fairfield | 7980 |
| 1997 | Carolyn Pierce | Dalton | 7890 |
| 1998 | Ken Grabeau | Nashua West | 7870 |
| 1999 | Jonathan Bursaw | Greater Georgetown | 7930 |
| 2000 | Mike McGovern | South Portland-Cape Elizabeth | 7780 |
| 2001 | Chris Fraser | Amesbury | 7930 |
| 2002 | Win Allen | Westport | 7980 |
| 2003 | Peter Johnson | Yarmouth | 7780 |
| 2004 | Tim Placey | Casco Bay Sunrise | 7780 |
| 2005 | Ed King | Northborough | 7910 |
| 2006 | Ron Bedell | Lebanon-Riverside | 7850 |
| 2007 | Alan Hurst | East Hampton | 7980 |
| 2008 | Terri Fitch | Newport | 7950 |
| 2009 | Julia Phelps | Malden | 7930 |

Appendix 2: Process for Assigning Hotel Rooms

Past practice has been to first provide lodging in the main hotel (Radisson) to committee members, VIPS and their aides, those with disabilities, all discussion leaders (including the Foundation Team), and others with a bona-fide need to be on-site. The main hotel lodging was provided second to those who meet the registration deadlines as follows: first to PEs with roommates, second to PEs traveling alone, and last to all remaining participants. All overflow and all AGs are assigned to the Marriott Courtyard or to another nearby lodging facility as necessary.

The rationale has been that committee members need to be housed at the main hotel in order to effectively manage the event. Discussion leaders (including members of the Foundation Training Team) were housed at the main hotel as a matter of courtesy. VIPs, particularly the keynote speaker, as well as any RI staffers are always housed at the main hotel.

Those with mobility issues (wheelchairs, difficulty walking long distances) are also housed at the main hotel.

The main hotel (Radisson) expects that we will first fill their rooms with the most lucrative clients (i.e., those staying more than one night). We need to balance this against our wish to house discussion leaders and those with mobility issues – even though they may only reserve one room night. While the Radisson request is certainly in their best interests, it may also be in our best interests. Working cooperatively with the hotel allows both parties to offer incentives and assistance in the planning of the event.

The fact that the Radisson is not, and never has been, large enough to accommodate the entire event under one roof, is known to most of the returning discussion leaders. Having attended year after year, they are well aware of this issue.

While we have always tried to house as many PEs as possible in the main hotel, the Radisson is right to suggest that those staying only one night should not have first preference.

Consideration could be given to asking discussion leaders to “volunteer” to stay at the second hotel if they are staying only the one night. Discussion leaders could also be encouraged to room together when possible or practical – at which point their housing will automatically revert to the main hotel. Or, the committee could simply adopt the practice of assigning all discussion leaders, Foundation Team participants, and PEs to the second hotel unless they are rooming together or staying more than one night.

“Uninvited Guests”:

Despite being informed that spouses and children are not invited and may not participate, some registrants will still bring their spouse or family. There are several reasons offered:

- I cannot travel alone due to a medical difficulty.
- My spouse cannot be without me due to a medical difficulty.
- My spouse is staying in my room and will be shopping in the area.
- I insist that I be allowed to bring my spouse and children or I will not attend.
- It is too long a drive to take alone and I wish to bring my spouse.

It is not possible or practical to “police” this. In fact, some of the medical issues are ones we should want to accommodate. In these cases, it should be made very clear that the spouse and family members may not participate in the event or attend the meals. Even if we have room at the meals, it would be difficult to explain to the other PEs why these particular family members were allowed to attend the event. Further, excess meal tickets should be offered to the many Rotary volunteers, and not to “uninvited guests”.

When participants bring family members for non-approved reasons, they should be automatically assigned to the second hotel.

Assuming these revised practices are the choice of a future PETS committee, following would be the step-by-step process for assigning hotel rooms:

- 1.) Choose a cut-off date after which later reservations will be automatically assigned to the second hotel, no exceptions.
- 2.) Automatically assign rooms in the main hotel to:
 - VIPs and their assigned “aides”
 - RI staff members attending at RI’s request
 - All committee members (Chair, Chair-elect, DGs, DGEs, DGNs, SAA, Webmaster, and their spouses/partners)
 - Foundation Team participants with roommates or who are staying more than one night
 - Discussion Leaders (including AG Discussion Leaders) with roommates or who are staying more than one night
 - Participants with disabilities, older people who cannot walk great distances, others with a bona-fide need to be on site.
 - All PEs with roommates who are staying a minimum of two nights
- 3.) Automatically assign rooms in the second hotel to:
 - All assistant governors
 - Foundation Team participants without a roommate or who are staying just one night
 - Discussion Leaders (including AG Discussion Leaders) without roommates or who are staying just one night
 - Any participants traveling with a spouse/family for other than a medical or other committee-sanctioned reason
- 4.) All remaining participants will be PEs. Sort first by number of room nights and then by RegOnLine registration date. Assign to the main hotel as follows:
 - Those staying two nights or longer
 - Those saying just one night
 - Remainder to the second hotel
- 5.) All registrations received after the cut-off date will be, out of necessity, assigned to the second hotel.

TRUMP CHART:

| | | |
|--------------------------------|---|----------------------|
| VIPs and their “aides” | DGs usually serve as aides | Radisson |
| Guests (RI Staff) and “aides” | DGs usually serve as aides | Radisson |
| Committee Members/Partners | Chair, Chair-elect, DGs, DGEs, DGNs, SAA, Webmaster | Radisson |
| Foundation Team | w/official roommate OR staying 2 or more nights | Radisson |
| Discussion Leaders (PE and AG) | w/official roommate OR staying 2 or more nights | Radisson |
| Special Needs | disability, other bona-fide need | Radisson |
| Presidents-elect | w/official roommate OR staying 2 or more nights | Radisson |
| All Remaining PEs | in order of RegOnLine reservation date/time | Radisson or Marriott |
| Assistant Governors | all | Marriott |
| PE Proxies | all | Marriott |
| Foundation Team | no roommate OR staying only 1 night | Marriott |
| Discussion Leaders (PE and AG) | no roommate OR staying only 1 night | Marriott |
| Those Traveling w/Family | no roommate OR staying only 1 night | Marriott |
| Volunteers* | all | N/A |

** Volunteers are usually local Rotarians, spouses of official participants, other Rotarians who arrange their own housing in the area*

A spreadsheet comparing the assignment methods follows:

Table:

| COMPARISON FOR HOTEL ROOM ASSIGNMENTS - 2008 | | | | | | | | | | | | |
|---|-------------------|--------|----------|--------|----------------------|--------|----------|--------|--|--------|----------|--------|
| Category | VIPs | | | | CM | | | | FT | | | |
| Hotel | Radisson | | Marriott | | Radisson | | Marriott | | Radisson | | Marriott | |
| People/Room Nights | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts |
| using former "rules" | 5 | 16 | n/a | n/a | 38 | 60 | n/a | n/a | 10 | 15 | n/a | n/a |
| providing extra room nights to the Radisson | 5 | 16 | n/a | n/a | 38 | 60 | n/a | n/a | 10 | 15 | n/a | n/a |
| using proposed "rules" | 5 | 16 | n/a | n/a | 38 | 60 | n/a | n/a | 4 | 9 | 6 | 6 |
| Category | DL | | | | Special Needs | | | | PE | | | |
| Hotel | Radisson | | Marriott | | Radisson | | Marriott | | Radisson | | Marriott | |
| People/Room Nights | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts |
| using former "rules" | 35 | 56 | | | 3 | 6 | | | 244 | 446 | 133 | 225 |
| providing extra room nights to the Radisson | 35 | 56 | | | 3 | 6 | | | 248 | 494 | 129 | 183 |
| using proposed "rules" | 27 | 48 | 8 | 8 | 3 | 6 | | | 267 | 515 | 110 | 162 |
| Category | AG | | | | Proxies | | | | Guests (RI Staff) | | | |
| Hotel | Radisson | | Marriott | | Radisson | | Marriott | | Radisson | | Marriott | |
| People/Room Nights | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts |
| using former "rules" | 6 | 2 | 62 | 112 | 1 | 2 | 2 | 4 | 2 | 5 | | |
| providing extra room nights to the Radisson | 6 | 2 | 62 | 112 | 1 | 2 | 2 | 4 | 2 | 5 | | |
| using proposed "rules" | | | 68 | 114 | | | 3 | 6 | 2 | 5 | | |
| Category | Volunteers | | | | GRAND TOTAL | | | | Changing the "trump" rules can result in increased room nights for the Radisson - as well as an increased number of PEs staying at the Radisson. | | | |
| Hotel | Radisson | | Marriott | | Radisson | | Marriott | | | | | |
| People/Room Nights | People | Rm Nts | People | Rm Nts | People | Rm Nts | People | Rm Nts | | | | |
| using former "rules" | 8 | 0 | 0 | 0 | 299 | 517 | 197 | 341 | | | | |
| providing extra room nights to the Radisson | 8 | 0 | 0 | 0 | 303 | 565 | 193 | 299 | | | | |
| using proposed "rules" | 8 | 0 | 0 | 0 | 307 | 574 | 189 | 290 | | | | |