

Land of Lincoln P.E.T.S.

March 12,13 & 14, 2009

Planning Session

February 28, 2009 - 8:00 a.m.

Westin Lombard Yorktown Center

Agenda

Welcome & Introductions - PDG, Wayne Gerlock, Chair, 2009 LOLPETS

Attendance: See Attachment

Wayne reviewed the hotel reservations up-date

Approval of the minutes from November 1, 2008 meeting

1st - Kelly Skinner 2nd - David Parsons

Motion passed.

Treasurer's Report: Jeff Thornton

Need three digit numbers to process the credit card payments

\$77,641 - Projected Income \$78,812 Projected Expenses

Insurance cost for event is \$539 for \$84,000 worth of coverage

Committee Reports:

Program, David Parsons

Basic stuff is done

Practice sessions Thursday evening for presenters

Reminder, need laptop and projectors by Thursday

Room assignments

Room A - District 6420

Room B - District 6460

Room C - District 6510

Room D - District 6440

Room J - District 6450

Magnolia A - District 6490

Speaker gifts - Busts of Lincoln, two want donations to their favorite charity

Printed program (500) - Larry Thompson

Need number of reserved tables

\$50 late check out fee (12:00 Noon Check out)

Friday & Saturday - Business Casual

Friday Dinner - Jacket & tie

Facility, PDG Dick Galitz

493 room nights reserved

Extended discounted rate till March 6

Additional breakout room for hospitality

Districts 6440/6450 will sponsor a hospitality room Thursday evening

Cost of \$116 for AV for each breakout room, each District will need to bring flip charts, easels, projectors, laptop, markers, tape, etc.

Must commit meals 72 hours in advance of meeting date - 4 meals with full registration

Sgt. of Arms will head count at each meal

Dick is the "ONLY" authorized person who can make additions to the room accommodations

There will be two bag rooms available for early check out Saturday morning

Free wireless availability in lobby

Need volunteers to stuff bags on Thursday

Support Services, Scott Anderson

See attachment

Also Handout from Kelly Skinner, Sergeant-at-Arms

Registration, PDG Catherine Taylor Yank

Passed out list of registered participants

Old Business

Thursday Night & Friday Morning Activities

New Business

Comments

Adjourn and the next annual meeting Tuesday, May 19th- 10:30 am, Hilton, Effingham