

## 2014 Summer Forum Meeting Agenda Template

Upd: 10/25/2013

*Note: Use the PGRTAZ membership directory for contact information and the Committee member E-mails*

	<b>Repeat Committee Members</b>	<b>SF Committee Focus</b>	<b>Organization</b>	<b>Collaborate</b>	<b>Attend:</b>
1	Melissa Kemp	Interim Chair/Sustainability and Learner Centric	Premium Organization	All working groups	
2	Russ Goldstein	PGRTAZ President, Sponsor Representative	US Trust Bank of America	Board	
3	Ed Knight	PGRTAZ Program Committee Chair	ACF/AEBI, Giving Counsel	All working groups	
4		2014 Event Chair		SF Committee	
5		Communications/Messaging/PR, Social Media		Marketing Collaborators	
6		Social Media, Step and Repeat Interviews, Community Lounge		Phoenix Fashion Week	
7		End of Day giveaways, 50/50 Raffle			
8	Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Monthly meetings	
9		Program Planning		Monthly meetings	
10		Program Planning		Monthly meetings	
11		Program Planning		Monthly meetings	
12	Jackie Palmenberg	Event Day Volunteers	Aid for the Adoption of Special Kids	Membership	
13	Beth Salazar	LAL liaison, cttee member at large	YMCA/Consulting	Leave a Legacy	
14		Board member or Philanthropic Interest POV, eg: AZ Grantmakers' Forum			
15				AFP liaison	
	Adele Dietrich		Arizona Community Foundation		
	Nicole Powers		Make a Wish Foundation	Sponsorship	
	Jack Marks		Glencroft		
	Diane Jezek-Powell		Gompers Center		
	Mallary Tytel				
	Steve Brock	Sponsorships	Bell Financial	Sponsorship	
	Allison Gee	Sponsorships	Allison Gee Fine Art Appraisals	Sponsorship	
	Tiffany Coggeshall	Sponsorships	Beyond the Ask	Sponsorship	
	Sierra Kamela	Sponsorships	Hacienda Health Care	Sponsorship	

Zee Peters? She has a new position; we need to reach out to her there.

### Pre Meeting Attachments:

1. Planned Call Agenda
2. Calliflower User Information
3. Dynamic Governance Cheat Sheet
4. Link to the Committee Reference Page on the PGRTAZ website
5. Link to the 2013 Summer Forum Final Report
6. October SF Committee Report to BOD
7. Learner Centric Programming
8. Draft SF Event Budget
9. E-mail Invitation to Renew Sponsorships (released on 10/24/13)
10. Link to OurVolts for volunteer hours tracking

**Kick off Call: All Procedural Stuff, AKA “way too much Melissa”**  
***We need to adjourn at 3:42 pm, latest.***

**3:02 pm: Call to Order**

**Next two meeting calls: Nov 11, 2013, and then Dec 9, 2013, at 3:30 pm.**

Committee meetings are posted to the Events section of the PGRTAZ website; committee members are encouraged to RSVP either there, or via Calliflower tool.

***We will use the Nov 11<sup>th</sup> meeting for committee discussion and decisions/actions on all items introduced today.***

**3:04 Brief Introduction to the Calliflower Conferencing Tool**

Audio only is an option (just like conference call services you are probably very familiar with)  
Ideal for us is visual, too...log in to online meeting space.

No need to download software, but watch for your e-mail invitation, and note your PIN  
This first call is using a universal PIN...our next call will not...you will each have your own PIN's  
This call is being recorded; I won't be spending so much time taking notes, and if you miss a call, you can listen to the MP3 of the call.  
I will focus on capturing mostly action items.

**3:07 Introduction to Dynamic Governance and the Opening Round**

DG Summary sheet: we will use Circle meeting elements, but this is an operational meeting.

At our monthly shirtsleeves meetings, our committee chairs will be asked to use the operational meeting functions.

What is a round?

Popcorning.

Opening round and closing round functions described.

These rounds are critical, so we will need to learn how to use them together.

We will use a Consent format to move decisions and actions forward.

Range of Tolerance introduced. Is the proposed element within your range of tolerance?

If so, you must consent.

**3:12 Committee Functions/Positions Described**

**3:14 Opening Round: What committee function/position do you wish to align with?**

**3:19 Action Items Table Process**

For a sample from our last meeting last season: see appendix

**3:21 2014 Summer Forum: Mark your Calendars: Tuesday, June 3<sup>rd</sup>, Phoenix Country Club.**

Broad Theme has been set: Planned Giving Across Generations

We need to narrow the theme; give it a better name and choose our graphics approach on Nov 11

**3:25 Successful Event Goals**

- PGRTAZ Board of Director goals for this event
- Committee Owned goals for defining a successful event

**3:30 PGRTAZ Website for Committee Support and Committee Resources**

**3:35 Introduction to Our Volts**

**3:37 Closing Round: Did we spend our time and use our talent well?**

**3:42 Adjourn**

## Initial Action Items List for Nov 11<sup>th</sup> Committee Meeting

*Quick Review: Outstanding Tasks: note, those DONE on prior notes will be removed from the next call agenda*

10-1	All	Think about the broad theme: Planned Giving Across Generations, and e-mail ideas for how to capture it/narrow it/focus it, make it "catchy"	Now thru Nov 11
10-2	All	Review the list of suggested Summer Forum Committee Success metrics, be prepared to comment/add/delete/ for a consent round	By Nov 11
10-3	All	Review the Draft Budget, gather questions, for a consent round	By Nov 11
10-4	All	Visit Our Volts: create a user name; sign in, enter hours	By Nov 11
10-5	All	Visit Calliflower; look for meeting e-invitation, find your PIN	By Nov 11
10-6	All	Review the 2013 Summer Forum Event Report	By Nov 11
10-7	All	Review Learner Centric Programming; prepare for call discussion	By Nov 11
10-8	All	Send potential SF sponsor contact names to Melissa and Steve Brock	Now thru Nov 11
10-9			

## Appendix

*Quick Review: Outstanding Tasks: note, those DONE on prior notes will be removed from the next call agenda*

<b>3-1</b>	Russ	Seek and share video examples of bloggers in action at events	If possible by June 10
<b>3-2</b>	Russ/Melissa	Connect with YNPN re: marketing collaborator status	Multiple outreaches made; no response from YNPN
<b>3-6</b>	Jackie	Proactively check her calendar for dates to move SF volunteers fwd; connect with Stephanie directly	done
<b>3-7</b>	All	Send ideas for end of day giveaways/connections to Nicole	done
<b>3-8</b>	Russ/Melissa	Connect offline for best handling of US Trust BofA sponsorship placement	done
<b>4-1</b>	Committee	Final decision on Slugg breakout	done
<b>4-2</b>	Committee	Set debriefing date/place? (per budget); invite sponsor representatives	Scheduled for Jun 28; doodle optional dates
<b>4-3</b>	Committee	Set 2014 Event date for a save the date announcement at this year's event	Scheduled for Jun 3 2014; double check on competing options
<b>4-4</b>	Ed	Reach out to Kimberly Kur re: Jewish Association as marketing collaborator?	???
<b>4-5</b>	Melissa	Send Sierra sponsor contact list for access: make sure she can access committee pages of website. Start with 3 who requested breakouts.	done
<b>4-6</b>	Sierra	Reach out to sponsors for quotes and eventually invitation to committee debriefing meeting (when settled)	In process
<b>4-7</b>	Ed	Arrange call with Jackie Alling/Laura Golke re: philanthropist view of SF program for messaging and outreach	By 4/19/13
<b>4-8</b>	Melissa/Beth	Connect directly with KJZZ to develop best potential sponsorship approach for SF and PGRTAZ as a whole	Done: reframing appeal to breakout level sponsorship by Jun
<b>4-9</b>	All	Additional Sponsorship Ideas for Russ and Melissa!	ASAP
<b>4-10</b>	Jackie	Finalize event volunteer list; get them registered	done
<b>4-11</b>	Jackie	Plan/hold volunteer training call with Stephanie	Scheduled for May 30
<b>4-12</b>	Ed	Review Susan Raymond's sample case studies to decide which ones will be included in her breakout session for the Basic Track	done
<b>4-13</b>	Russ/Melissa	Meet with PCC for community lounge layout/logistics	done
<b>4-14</b>	Melissa	Contact secret shopper attendee; set up criteria for event review	done
<b>4-15</b>	All	Book Russ at every marketing collaborator event possible; distribute flyers	done
<b>4-16</b>	Zee	Ck in with AFP on CAP discussion and thoughts	done
<b>5-1</b>	All	Push out event registration piece, forward Press releases, promote within your organization, try to sell Advertiser Attendee option through Jun 3, ideas for Sponsors to Russ and Melissa	Jun 3
<b>5-2</b>	Stephanie/Jackie	Define volunteer success objectives and metrics for SF event	May 31
<b>5-3</b>	Stephanie/Jackie	Develop agenda for volunteer training call	May 31
<b>5-4</b>	Melissa	Schedule emcee meeting with Carol	1 <sup>st</sup> week in June
<b>5-5</b>	All	Send ideas for event day announcements to Melissa	1 <sup>st</sup> week in June
<b>5-6</b>	All	June 28 Summer Forum Debriefing Meeting at ACF: Mark your calendars	ASAP
<b>5-7</b>	All	Send in ideas for 2014 Summer Forum Themes	Thru June 3
<b>5-8</b>	All	Ideas for 2014 Summer Forum Committee Chair	Thru Jun 28