

## 2014 Summer Forum Meeting Agenda

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	Sustainability and Learner Centric emphasis	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	Adele Dietrich	2014 Event Chair	Arizona Community Foundation	SF Committee	
5	Lindsey Jackson	Communications/Messaging/PR, Social Media		Marketing Collaborators	
6		Social Media, Step and Repeat Interviews, Community Lounge		Phoenix Fashion Week	
7	Nicole Powers	End of Day giveaways, 50/50 Raffle	Make a Wish Foundation	All committees	
8	Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Monthly meetings	
9	Mallary Tytel	Program Planning		Monthly meetings	
10	Jack Marks (If Jack Agrees)	Program Planning	Glencroft	Monthly meetings	
11		Program Planning		Monthly meetings	
12		Event Day Volunteers		Membership	
13	Beth Salazar, Diane Jezek-Powell	LAL liaison, cttee member at large	YMCA/Consulting Gompers Center	Leave a Legacy	
14		Board member or Philanthropic Interest POV, eg: AZ Grantmakers' Forum		Program Planning and Marketing Collaborators	
15				AFP liaison	
16	Steve Brock	Sponsorships	Bell Financial	Sponsorship	
17	Brad Harris	Marketing Collaborators		SF/Programs	
	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. Dynamic Governance Cheat Sheet
3. Link to the 2013 Summer Forum Final Report
4. 2014 Sponsorship Update/Status
5. For discussion, leading to a proposal on a narrower Theme: Across Generations
6. For discussion, leading to a proposal on our Sample Themes (Graphic looks), For Consent
7. For Consent: Summer Forum Success Metrics
8. For Consent: SF Event Budget
9. For Consent: Learner Centric Programming
10. Link to OurVolts for volunteer hours tracking

## SF Committee Call 2:

**Next Call: Monday, Dec 9, 2013**

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

### **3:32 pm: Call to Order**

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

**3:34 Opening Round:** Time to Check In to the Meeting. What are you bringing to the call? What may disrupt or enhance your ability to engage for the next hour? What agenda adjustments/changes would you offer?

### **3:40 Outstanding Action Items QUICK review (see appendix)**

Consent round for prior committee notes and/or comments and additions

### **3:45 Introduction/Welcome your 2014 Summer Forum Chair: Adele Dietrich!**

### **3:47 Committee Functions/Positions Described: *Open Positions:***

*We've tried to capture more data for this committee every year, but in most cases, written job descriptions don't exist, but do exist via "pass down lore".*

1. Social Media, Step and Repeat, Community Lounge
2. Event Day Volunteers
3. AFP Liaison
4. Philanthropist/Non Profit Leadership

### **3:50 2014 Summer Forum: Mark your Calendars: Tuesday, June 3<sup>rd</sup>, Phoenix Country Club.**

Broad Theme has been set: Planned Giving Across Generations

1. Narrow the theme; give it a better name and
2. Choose our overall graphics approach

### **4:00 Successful Event Goals**

PGRTAZ Board of Director goals for this event

1. Committee Owned goals for defining a successful event
2. Event Budget Consent Round

### **4:15 For Discussion: Learner Centric Presentations**

### **4:25 For Discussion: Programming Ideas, and set Program Subcommittee meeting.**

Call for Presentations? PGRTAZ membership benefit: VOTE on topics and presenters.

Target dates:

Before end of November: 1<sup>st</sup> Subcommittee meeting

Nov 30: Call for Presenters and Presentations

Dec 31: End Call for Presenters and Presentations

Jan 15: Membership Vote for Preferences/ committee sifting/sorting/checking/calling/budget work

Jan 31: Program Committee decides: Book all Plenaries, ½ of Breakouts

Feb 20: All sessions booked (speakers/topics)

### **4:35 Closing Round: Did we spend our time and use our talent well?**

### **4:40 Adjourn**

## Appendix

*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
11-1	MK	Embed OurVolts into PGRTAZ committee page	Nov 30
11-2	SB	Work with sponsorship committee members to follow up with outreach list by Nov 25th	Nov 25th
11-3	EK/RG/AD, programs committee	Set Nov sub committee meeting	On/before Nov 30th
11-4	AD	Plan Dec 11 <sup>th</sup> SF Committee Call Agenda	Dec 8th
11-5	All	Utilize PGRTAZ monthly meeting for committee shirtsleeves	Nov 12th
11-6			
11-7			
11-8			
11-9			
11-10			
11-11			