

2014 Summer Forum Meeting Agenda

December 9, 2013 3:30pm

Call In: 602-354-9464

Code: 1709044

Invites were sent to all with a link to join online

Upd: 12/5/2013

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

7 repeat committee members, without counting Event Day Volunteers who may repeat. We've met that committee success metric!

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	Repeat Committee Members	SF Committee Focus	Organization	Collaborate
1	Melissa Kemp	Sustainability and Learner Centric emphasis	Premium Organization	All working groups
2	Russ Goldstein	PGRTAZ President, Organizational 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, AFP liaison	Arizona Community Foundation	SF Cmmttee, AFP
5	Lindsey Jackson	Communications/Messaging/PR, Social Media	Gammage & Burnham	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 11/25, 11/26 & 12/3: emailed Jack-his phone number is invalid	Glencroft	Monthly meetings
11		Program Planning		Monthly meetings
12	Tiffany Coggashall	Event Day Volunteers		Membership
13	Beth Salazar, Diane Jezek-Powell	LAL liaison, cttee member at large-LAL generally has a table in the community lounge for promoting LAL	YMCA/Consulting Gomper's Habilitation Center	Leave a Legacy
14		Board member or Philanthropic Interest Point Of View, eg: AZ Grantmakers' Forum		Program Planning and Marketing Collaborators
15	Steve Brock	Sponsorships	Bell Financial	Sponsorship
16	Brad Harris	Marketing Collaborators		SF/Programs
17	Allison Gee	Sponsorships	Allison Gee Fine Art Appraisals	Sponsorship
18	Tiffany Coggeshall	Sponsorships	Beyond the Ask	Sponsorship
19	Sierra Kamela	Sponsorships	Hacienda Health Care	Sponsorship

As of 11/11/13, 9 direct SF Committee Volunteers. 3 additional with the efforts of the sponsorship committee to sell SF sponsorships. 2 additional with LAL liaisons. 2 additional with BOD leadership link We meet this success metric!

****Reference Documents/Links:**

1. Planned Call Agenda
2. Dynamic Governance Cheat Sheet
3. Committee metrics
4. Prior Call Notes
5. Proposed Draft Budget
6. Key timeline target dates
7. Learner Centric Programming
8. OurVolts FAQ
9. [Link to the SF Committee Reference Page on the PGRTAZ website](#)
10. [Link to OurVolts for volunteer hours tracking](#)
11. [Link to the 2013 Summer Forum Final Report](#)

5 minutes: Opening Round

Set/Agree upon next call: Second Friday's of each month through May at 9:30am?

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

5 minutes: Action Items Table Process

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

10-3	All	Review the Draft Budget, gather questions, for a consent round	By Dec 9
10-4	All	Visit Our Volts: create a user name; sign in, enter hours	By Dec 9
10-8	All	Send potential SF sponsor contact names to Melissa and Steve Brock	Now thru Nov 25
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 25 th .	Nov 25th
11-3	MK/RG/AD, programs committee	Set Nov programs sub-committee meeting	On/before Nov 30th
11-4	AD	Plan Dec 9 th SF Committee Call Agenda	Dec 8th
11-5	All	Utilize PGRTAZ monthly meeting for committee shirtsleeves	Nov 12th
11-6	MK	Update Committee Success Metrics** to reflect budget and graphic theme agreed upon by Dec 9	Dec 9
11-7	MK	E-mail all committee members the current samples for this years' graphic design theme	ASAP
11-8	MK	Let graphic designer know about "Shift Happens" tighter event theme	ASAP
11-9	All	e-mail comments/thoughts/preferences about the graphic design themes	November

45 minutes: Matters of Content

Consent round to approve prior call notes (Adele)**

Consent round to approve draft Budget (Adele)**

Graphic Design Theme **

- Consent round to confirm graphic design theme

Timeline - targets for January and February**

- [2014 SF committee reference page on PGRTAZ website](#)

Committee and subcommittee volunteer recruitment status - what still needs to be filled?

- Additional programs committee member
- Board member or Philanthropic Interest Point of View
- Additional social media committee member

Committee reports on activity

- Sponsorships (Steve)
- Programs (Adele)
 - Program sub-committee first meeting scheduled for December 20th at 9:30am
- Volunteers (Tiffany)
- Social Media and communications (Russ and Lindsey)
- Marketing Collaborators (Stephanie)

Review of Learner Centric Programming (Adele)**

- Germane to Program Subcommittee- impacts speaker conf. letters and evaluations

OurVolts (Stephanie)

- FAQ**-Demo
- Ed and Nicole entered time from 10/28 - Yeah!!!

5 minutes- Closing Round

- Evaluate facilitation, meeting efficiency, group effectiveness: "What went well? What can we improve?"

4:30pm: Adjourn