

2014 Summer Forum Meeting Notes
December 9, 2013 3:30pm

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!

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

	Repeat Committee Members	SF Committee Focus	Organization	Collaborate	Attending
1	Melissa Kemp	Sustainability and Learner Centric emphasis	Premium Organization	All working groups	No
2	Russ Goldstein	PGRTAZ President, Organizational Sponsor Representative	US Trust Bank of America	Board	No
3	Ed Knight	PGRTAZ Program Committee Chair	ACF/AEBI, Giving Counsel	All working groups	No
4	Adele Dietrich	2014 Event Chair, AFP liaison	Arizona Community Foundation	SF Cmmtee, AFP	Yes
5	Lindsey Jackson	Communications/Messaging/PR, Social Media	Gammage & Burnham	Marketing Collaborators	Yes
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	Yes
8	Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Monthly meetings	Yes
9	Mallary Tytel	Program Planning		Monthly meetings	Yes
10	Jack Marks (If Jack Agrees)	Program Planning 11/25, 11/26 & 12/3: emailed Jack-his phone number is invalid	Glencroft	Monthly meetings	No
11		Program Planning		Monthly meetings	
12	Tiffany Coggashall	Sponsorships/Event Day Volunteers		Membership	Yes
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	Beth-Yes
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	Yes
16	Brad Harris	Marketing Collaborators		SF/Programs	No
17	Allison Gee	Sponsorships	Allison Gee Fine Art Appraisals	Sponsorship	No
18	Sierra Kamela	Sponsorships	Hacienda Health Care	Sponsorship	No

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 provided:

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](#)

An opening round was conducted to include consent to the agenda as submitted. With no edits or additions, all consented to the agenda as submitted.

Future monthly committee calls were confirmed for the second Friday of each month through May at 9:30am. Stephanie will have these meeting posted to the events section of the website.

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	Done
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	Ongoing
11-1	MK	Embed OurVolts into PGRTAZ committee page	Done
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	Done
11-4	AD	Plan Dec 9 th SF Committee Call Agenda	Done
11-5	All	Utilize PGRTAZ monthly meeting for committee shirtsleeves	Ongoing
11-6	MK	Update Committee Success Metrics** to reflect budget and graphic theme agreed upon by Dec 9	Done
11-7	MK	E-mail all committee members the current samples for this years' graphic design theme	Done
11-8	MK	Let graphic designer know about "Shift Happens" tighter event theme	Done
11-9	All	e-mail comments/thoughts/preferences about the graphic design themes	Done
12-1	SW	Request the graphic designer to provide three Save the Date card samples using different photos of working groups as requested with the chosen color scheme/theme layout	ASAP
12-2	SW	Forward requested Save the Date card samples to committee for review/feedback	12/13/2013
12-3	SW	Post confirmed schedule of committee meetings to the PGRTAZ website	ASAP
12-4	SW	Connect with Steve B. to offer direction, clarification and support of the sponsorship drive	ASAP
12-5	SW	Connect with Brad H. to offer direction, resources and support for the marketing collaborators committee	ASAP

Prior meeting call notes

Adele requested edits and/or comments to the prior meeting minutes as submitted. With no edit requests or comments provided, all consented to approve the prior call notes as submitted.

2014 Summer Forum Draft Budget*

The draft budget was provided to committee members in October for their review and feedback at this call. Adele requested clarifying questions, edits or comments to the budget as presented. With no edit requests or comments, all consented to approve the draft budget as presented.

Graphic Design Theme

Three design themes were presented for committee review. After all committee members weighed in and provided feedback, it was decided to request the graphic designer to provide three samples using the V1 color theme/graphic design with three different photos. The photos requested are to include working groups with variations to include: people of color, males, females and generational representatives. Stephanie will share this request with the graphic designer requesting the samples ASAP in an effort to finalize the choice by the end of this week.

Timeline

The initial timeline for target deliveries and action was presented. According to this initial timeline, the committee is on target for all items reflected to include approving the budget, theme/logo and design of the save the date cards. Adele asked for any questions or suggested edits to the timeline as presented. There were none.

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

All were encouraged to keep an eye/ear out for associates that may be potential candidates to join the SF committee in some capacity. The most noted openings as of this call:

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

Sponsorships (Steve Brock)

The sponsorship renewal requests and mass sponsorship appeal are out. Steve requested support with determining the next steps and clarification on what has been done to date. Stephanie will connect with Steve directly to provide direction, clarification and support as needed.

Beth noted Ron Wilson with Morris Hall has been given SF sponsorship information. Ron has agreed to share sponsorship opportunities with board for possible sponsorship commitment at the \$1500 level.

Programs (Adele)

The program sub-committee has confirmed their first meeting for December 20th at 9:30am. This will be held via conference call.

Adele encouraged all too purposefully forward potential speaker/topic ideas to her for consideration.

Volunteers (Tiffany)

Since the volunteers committee work begins just as the hard push for sponsorships wrap up, Tiffany has agreed to chair the volunteers committee. She will give up the chair position if another person steps forward with interest to chair. Focus on the work of the volunteer committee will commence in January.

Social Media and communications (Russ and Lindsey)

Lindsey reported her and Russell Goldstein have not had a formal meeting yet to discuss social media/communications. Delay of a meeting until after the Dec. 10th holiday mixer was purposeful, using the event as the starting line for moving social media works forward. Discussion has taken place to possibly implement pre-planned tweets and LinkedIn.

Marketing Collaborators (Stephanie)

Brad Harris has volunteered to chair the marketing collaborators committee. In the absence of Brad on the call, Stephanie noted she is behind in connecting with Brad to get him up to speed on marketing collaborators process, resources and support. Stephanie will connect with Brad this week to get this work started.

Review of Learner Centric Programming (Adele)**

Adele clarified the Learner Centric Programming document is germane to the Program Subcommittee as it impacts speaker selection. Notable points for the Learner Centric Programming are: interactive presentations and speaking to the audience at their level.

Adele will reference this while soliciting and vetting speakers. Tiffany noted a motivational as the breakfast keynote was highly favorable at previous Summer Forums.

OurVolts (Stephanie)

Stephanie provided an FAQ for navigating the OurVolts website to enter volunteer hours from the anywhere while on the internet. OurVolts has also been embedded into the PGRTAZ website for quick access and use. All were encouraged to enter their time for the past three months. Those who had not set up an account to enter time were encouraged to set up an account and enter time for the past three months.

Kudos to Ed and Nicole for entering their time from 10/28 committee call. Yeah!

Closing Round

Adele conducted a closing round to include evaluating the meeting facilitation, meeting efficiency, group effectiveness: "What went well? What can we improve?" All provided feedback on the meeting with most noting the meeting was facilitated well, their time was well spent and the information/dialogue was valuable.

The meeting was adjourned at 4:26pm