

2014 Summer Forum Meeting Agenda

January 10, 2014 3:30pm

Call in: 602-354-9464

Code: 1709044

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	
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 Cmmtee, AFP	
5	Lindsey Jackson	Communications/Messaging/PR, Social Media	Gammage & Burnham	Marketing Collaborators	
		Social Media, Step and Repeat Interviews, Community Lounge		Phoenix Fashion Week	
6	Nicole Powers	End of Day giveaways, 50/50 Raffle	Make a Wish Foundation	All committees	
7	Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Monthly meetings	Regret
8	Mallary Tytel	Program Planning		Monthly meetings	
		Program Planning		Monthly meetings	
		Program Planning		Monthly meetings	
10	Tiffany Coggashall	Sponsorships/Event Day Volunteers		Membership	
111	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	Diane-RSVP
12	Brad Harris	Marketing Collaborators		SF/Programs	Regret
		Board member or Philanthropic Interest Point Of View, eg: AZ Grantmakers' Forum		Program Planning and Marketing Collaborators	
13	Steve Brock	Sponsorships	Bell Financial	Sponsorship	
14	Allison Gee	Sponsorships	Allison Gee Fine Art Appraisals	Sponsorship	
15	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 provided:

1. Planned Call Agenda
2. Prior Call Notes
3. Save the Date card
4. 2013 Registration Brochure
5. Programs committee topic and sessions ideas
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](#)

9:30am: Opening round

- Meeting focus
- Time restraints
- Approve agenda

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

Committee Members

- Jack Marks
- Open seats

Approve prior meeting call notes

- December 9, 2013

Save the Date Card

- Final theme and graphic confirmed
- Print status
- Distribution target

Registration Brochure

- Content
- Target delivery to printer
- Distribution target

Sponsorships (Steve Brock)

Programs (Adele)

- Committee meeting notes
- Topics and sessions ideas

Social Media and communications (Russ and Lindsey)

Marketing Collaborators (Brad Harris)

Timeline

- Are we on target?

OurVolts

Reminder to log your hours

Closing Round

Next Meeting

February 14, 2014 9:30am

The meeting was adjourned at Next meeting