

2014 Summer Forum Steering Committee Meeting
February 14, 2014 9:30am

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	Yes
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	Yes
		Social Media, Step and Repeat Interviews, Community Lounge		Phoenix Fashion Week	
6	Nicole Powers	End of Day giveaways, 50/50 Raffle	Make-A-Wish® America	All committees	
7	Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Monthly meetings	
8	Mallary Tytel	Program Planning		Monthly meetings	
		Program Planning		Monthly meetings	
		Program Planning		Monthly meetings	
10	Tiffany Coggashall	Sponsorships/Event Day Volunteers		Membership	Yes
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	Yes Yes
12	Brad Harris	Marketing Collaborators		SF/Programs	Yes
		Board member or Philanthropic Interest Point Of View, eg: AZ Grantmakers' Forum		Program Planning and Marketing Collaborators	
13	Steve Brock	Sponsorships	Bell Financial	Sponsorship	Yes
14	Allison Gee	Sponsorships	Allison Gee Fine Art Appraisals	Sponsorship	
15	Sierra Kamela	Sponsorships	Hacienda Health Care	Sponsorship	
16	Stephanie Weadock	Administrative Support	Premium Organization	All	Yes

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. Visual Art Communicator
4. OurVolts FAQ
5. [Link to the SF Committee Reference Page on the PGRTAZ website](#)
6. [Link to OurVolts for volunteer hours tracking](#)
7. [Link to the 2013 Summer Forum Final Report](#)

9:30am: Opening Round

- Attendee 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.

1 minutes: Action Items Table Process

Quick Review for AIs completed: Yes or No Request agenda time if items need discussion

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
11-2	SB	Work with sponsorship committee members to follow up with outreach list	2/14/2014
1-1	SW	Check on Allison Gee's logo formatting to confirm it is ok as reflected	1/31/2014
1-2	SB	Coordinate and schedule a sponsorships committee call	1/17/2014
1-3	SB	Follow up on the potential to have a speaker from Bell & Associates on the topic of life insurance	1/15/2014
1-4	BS	Report back to the committee on a basic track session for endowment	1/15/2014
1-5	TC	Review topics and sessions ideas summary and provide feedback to the committee	1/15/2014
1-6	SW	Research options to avoid conference call feedback	1/31/2014

Committee Members

- Open spots
 - Social Media
 - Board member or Philanthropic Interest Point of View

Approve prior meeting call notes

- January 10, 2014

Save the Date Card (Stephanie)

- Supplies needed?

Sponsorships (Steve Brock)

Programs (Adele)

Social Media and communications (Russ and Lindsey)

Marketing Collaborators (Brad Harris)

Visual Art Communicator (Adele Dietrich)

Timeline

Early Bird Registration Opens	3/3/14	
VIP/Media/Comp Registration Opens	3/3/14	
Confirm Collaborators: start Press Releases	2/28/14	
Registration Brochures Distributed	2/28/14	
Outreach invite to Collaborators for 2014	2/14/14	
Registration Brochures to Printer	2/14/14	
Registration brochure content to graphic designer for layout	1/31/14	
Deadline for Sponsors/Speakers in Reg Brochures	1/31/14	
Headliners; breakout speakers Booked and confirmed	1/31/14	
All Speakers desired INVITED	1/15/14	
Settle on program topics/list of headliners	1/10/14	
Best Possible Visibility and PR Coordinated sponsorship follow up	1/1- 1/31/14	
Save the Date Notice posted to website and ready to go to print	12/13/13	done
Mass Sponsorship Appeal out	11/30/2013	done
Begin work on look/feel graphic options	10/28/2013	done
Budget, Theme, Logo, Committee OK	10/28/2013	done
Board basic OK: budget/theme/goals	8/2013	done

OurVolts

Reminder to log your hours

Closing Round**Next Meeting**

March 14, 2014 9:30am

Meeting adjourned