

2014 Summer Forum Steering Committee Meeting  
March 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	
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	No
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® 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	
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	
12	Brad Harris	Marketing Collaborators		SF/Programs	No
		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. Speaker Summary
4. [Link to the SF Committee Reference Page on the PGRTAZ website](#)
5. [Link to OurVolts for volunteer hours tracking](#)
6. [Link to the 2013 Summer Forum Final Report](#)
7. [Link to recording of this call](#)

**9:30am: Opening Round**

- Attendee focus
- Time restrains
- Approve agenda as presented

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*

10-8	All	Send potential SF sponsor contact names to Melissa and Steve Brock	Ongoing
11-2	Steve B	Work with sponsorship committee members to follow up with outreach list	2/14/2014
1-2	Steve B	Coordinate and schedule a sponsorships committee call	1/17/2014
1-4	Beth S	Report back to the committee on a basic track session for endowment-LAL education event in the Fall....	1/15/2014
2-1	Steve B	Forward update on sponsorships available/sold to sponsorship committee members	2/14/2014
2-2	Adele D	Program line up as of today distributed to all for reference	2/14/2014
2-3	Lindsey	Forward twitter handles to all	2/21/2014

**Approve prior meeting call notes**

- February 14, 2014

**Registration Brochure (Stephanie)**

**Open Registration (Stephanie)**

**Sponsorships (Steve Brock)**

**Programs (Ed)**

- Visual art communicator for luncheon plenary session

**Social Media and communications (Russ and Lindsey)**

## 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	done
Deadline for Sponsors/Speakers in Reg Brochures	1/31/14	done
Headliners; breakout speakers Booked and confirmed	1/31/14	done
All Speakers desired INVITED	1/15/14	done
Settle on program topics/list of headliners	1/10/14	done
Best Possible Visibility and PR Coordinated sponsorship follow up	1/1- 1/31/14	done
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

April 11, 2014 9:30am

**Meeting adjourned:**