

2014 Summer Forum Steering Committee Meeting  
April 11, 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!

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	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	Yes
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	Yes
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	No
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	
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	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. Prior Call Notes
3. Premium Organization written report
4. Sponsor opportunities and benefits (for reference of what's sold/what's available)
5. Program Schematic
6. [Link to the SF Committee Reference Page on the PGRTAZ website](#)
7. [Link to OurVolts for volunteer hours tracking](#)
8. [Link to the 2013 Summer Forum Final Report](#)

Call the meeting to order at 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.

### 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
2-1	Steve B	Forward update on sponsorships available/sold to sponsorship committee members	2/14/2014
2-3	Lindsey	Forward twitter handles to all	2/21/2014
3-1	Stephanie	Forward link to visual art communicator website to all for their review	3/14/2014
3-2	Premium Organization	Research re-activating/combining LinkedIn accounts	3/31/2014
3-3	Nicole	Forward giveaway contact info to Premium Organization for possible use in reaching out to sponsor list	3/31/2014

### Approve prior meeting call notes

- March 14, 2014 call notes

### Registration Brochure (Stephanie)

- Done and in distribution mode

### Registrations (Stephanie)

- Explanation of different levels offered

### Sponsorships (Steve Brock)

- What's sold/what's available
- KJZZ/K-Bach trade agreement
- Goodwill of Arizona
- Community lounge designers

### Programs (Adele)

- Program schematic

### End of the Day Giveaways (Nicole Powers)

### Volunteers (Stephanie)

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

## Timeline

Committee De Brief	6/20/14	
Summer Forum	6/3/14	
Community Lounge Materials at PCC	6/2/14	
Assemble Conf Book/Name Tag/Flash	5/30/14	
Standard Registration Ends	5/30/14	
Speaker Flash Drives ordered	5/16/14	
Proceeding Book to Printer	5/16/14	
Final Speaker Outlines Turned In	5/12/14	
Early Bird Closes	5/15/14	
All proceedings book content to graphic designer for layout	5/5/14	
Deadline for Ads and all other proceedings book content	5/15/14	
Early Bird Registration Opens	3/3/14	done
VIP/Media/Comp Registration Opens	3/3/14	done
Confirm Collaborators: start Press Releases	2/28/14	
Registration Brochures Distributed	2/28/14	
Outreach invite to Collaborators for 2014	2/14/14	done
Registration Brochures to Printer	2/14/14	done

## OurVolts

- Reminder to log your hours

## Closing Round

- Final comments
- Assess the value of this call
- Assess the facilitation of the meeting

## Next Meeting

May 9, 2014 9:30am

**The meeting adjourned at:**