

2014 Summer Forum Programs Committee Meeting Agenda Template

December 20, 2013

Call in: 602-354-9464

Code: 1709044

Upd: 12/19/2013

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

<b>Member</b>	<b>Position</b>	<b>Organization</b>	<b>Attend</b>
Adele Dietrich	2014 Event Chair, AFP liaison	Arizona Community Foundation	
Ed Knight	PGRTAZ Program Committee Chair	ACF/AEBI, Giving Counsel	
Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	
Mallary Tytel	Program Planning		
Melissa Kemp	Sustainability and Learner Centric emphasis	Premium Organization	

\*Pre Meeting Attachments:

1. Planned Call Agenda
2. Previous Summer Forum survey results
3. [Link to the SF Committee Reference Page on the PGRTAZ website](#)
4. [Link to OurVolts for volunteer hours tracking](#)
5. [Link to the 2013 Summer Forum Final Report](#)

**Opening Round**

- Check-in: focus, time restraints
- Request for agenda items and/or approve agenda as presented

**Set/Agree upon next calls:**

Committee meetings are posted to the Events section of the PGRTAZ website; committee members are encouraged to RSVP either there, or via Calliflower tool.

**Action Items Table Process**

Quick Review: Done? Yes or No Need agenda time for discussion?

AI#	Responsible	Action	Target date

**Matters of Content**

- **Define our audience: Legal, CPS, Financial Advisors, Non Profit Professionals**
- **Verify/solidify 3 tracks**
- **Given main theme – form session topics**
- **Begin to gather speaker names**
  - Call for speakers
- **Review great past speakers**
  - Previous Summer Forum survey responses\*
  - Dr Cofield?
- **Motivational speaker kick-off “Be Your Best”**

**Closing Round**

**Adjourn**