

2014 Summer Forum Programs Committee Meeting Agenda  
January 15, 2014

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	
Stephanie Weadock	Staff support	Premium Organization	Yes

**Pre Meeting Attachments:**

1. Planned Call Agenda
2. Speaker and session draft
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](#)

**11:00am: Opening round**

- Attendees meeting focus
- Time restraints
- Approve agenda

**Set/Agree upon next calls**

**Action Items Table Process**

*Quick Review: Done? Yes or No Need agenda time for discussion? Items noted as done will not show on the next agenda*

AI#	Responsible	Action	Target date
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**Save the Date status**

**Speaker and session draft**

**Target deadlines and action plan:**

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

**Closing round to assess:**

- Facilitation
- Meeting efficiency
- Time value

**Adjourn**