

2014 Summer Forum Programs Committee Meeting Notes
January 15, 2014

Upd: 12/19/2013

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

Member	Position	Organization	Attend
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](#)

The call was brought to order at 11:03am

Attending: Adele Dietrich, Ed Knight, Chris Sar and Stephanie Weadock

An opening round was conducted to include:

- Assessing attendee time restraints. All good for an hour.
- All consented to the agenda as submitted.

Set/Agree upon next calls

The next call is scheduled for January 24th at 1:30pm.

In the meantime, all will reports back to Adele, via email, on their assigned speaker outreached.

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
1-1	All	Forward to Adele reports on speaker outreach via email	1/23/2014

Save the Date status

Stephanie advised the Save the Date cards are ready for pick up. She will be picking them up from the printer on 1/17. Target for mailing distribution is 1/24.

Speaker and session draft

The call focused mostly on the speaker and session summary presented by Adele. Some conversation took place for breakout sessions but most conversation focused on plenary sessions and speakers. After much conversation on plenary speakers, the ending results noted favorable to an inspirational speaker at breakfast, technical at lunch and a combination of inspirational and technical for the reception. It was also noted to adhere to a mix between men and women for plenary speakers. The speaker and session summary will be the working document for these discussions and results and will be made part of these notes for reference.

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
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Closing round to assess:

- Facilitation: Chris=progress made; marching orders clear; Ed: likewise;

The call was adjourned at 12:23pm