2014 Summer Forum Programs Committee Meeting Agenda
January 24, 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	

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

1:30pm: Opening round to include:

- Attendee focus
- Assessing attendee time restraints
- Approve the 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
1-1	All	Forward to Adele reports on speaker outreach via email	1/23/2014

Speaker and sessions summary

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
- Group effectiveness

Adjourn