

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	Yes
Ed Knight	PGRTAZ Program Committee Chair	ACF/AEBI, Giving Counsel	Yes
Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Yes
Mallary Tytel	Program Planning		No
Melissa Kemp	Sustainability and Learner Centric emphasis	Premium Organization	No
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](#)

1:30pm: Opening round to include:

All attendees are good for an hour call.
The agenda was approved as submitted

Set/Agree upon next calls

Jan. 31st at 1:30pm

Feb. 6th at 1pm

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
1-2	All	Review session topic suggestions with no speaker and forward any speaker names you think may be able to speak	1/31/2014
1-3	All	Review assigned track sessions for making the session topic content titles sharper for advising the speakers what to speak about	1/31/2014
1-4	Stephanie	Connect with Melissa re: reaching out to Frank Minton	

Call Recording

Speaker and sessions summary

A review of the speaker and sessions summary noted several updates. This summary is made a part of these notes for reference with updates from this call noted in **red font**.

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

A closing round was conducted with all noting they believe progress was made on this call.

The call was adjourned at 2:22pm