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	
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 summary
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**

1:00pm: Opening round to include:
- Attendee focus and time restraints
- Approve agenda

Set/Agree upon next calls
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	1/31/2014

Speaker and session's summary

Target deadlines and action plan:

Registration Brochures to Printer	2/14/14	
Registration brochure content to graphic designer for layout	1/31/14	
Deadline for Sponsors/Speakers in Reg Brochures	1/31/14	
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
- Evaluate facilitation, meeting efficiency, group effectiveness (What went well, what can we improve on?)

Adjourn