

2014 Summer Forum Programs Committee Meeting Notes  
February 6, 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>
<a href="#">Adele Dietrich</a>	2014 Event Chair, AFP liaison	Arizona Community Foundation	Yes
<a href="#">Ed Knight</a>	PGRTAZ Program Committee Chair	ACF/AEBI, Giving Counsel	Yes
Chris Sar	Program Planning	Phoenix Children's Hospital Fdtn	Yes
Mallary Tytel	Program Planning		Yes
<a href="#">Melissa Kemp</a>	Sustainability and Learner Centric emphasis	Premium Organization	No
<a href="#">Stephanie Weadock</a>	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. 6<sup>th</sup> 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

**[Call Recording](#)**

**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**