

**2015 Summer Forum _ Programs Committee Call
November 12, 2014 at 1:30pm**

Committee members

RSVP/ Regret	Committee Members (continued engagement)	SF Committee Focus	Organization	Email/Phone	Collaborate
RSVP	Adele Dietrich	Program Planning-chair	Arizona Community Foundation	ADietrich@azfoundation.org 602-682-2025	Monthly Meetings
	Russ Goldstein	PGRTAZ President	US Trust Bank of America	Russell.goldstein@ustrust.com 602-523-2924	Board
RSVP	Peter Leifer	PGRTAZ Program Committee Representative	ValuesQuest	peter@valuesquest.com 602-765-2224	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
RSVP	Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	csar@phoenixchildrens.com 602-933-2670/480-2620-6785	Monthly meetings
RSVP	Mallary Tytel	Program Planning	Healthy Workplaces	mallary@simplerulesfoundation.org 860-874-7137	Monthly meetings
RSVP	Monica Malhotra	Program Planning		mmalhotra@suffolk.edu	Monthly meetings

Opening Round:

- Time restraints
- Approve/edit agenda

2014 debrief notes highlights/discussion matters:

- **Overall timing of the day:**
 - Longer breaks for networking preferred
 - Event begin and end time/proposed agenda for the day

7:30am-8am: Registration
8am-8:45am: Breakfast
8:45am-9:15am: Community lounge/networking/break
9:15am-10:30am: Breakouts
10:30am-11am: Community lounge/networking/break
11am-12:15pm: Breakouts
12:30pm-1:30pm: Lunch
1:30pm-2pm: Community lounge/networking/break
2pm-3:15pm: Breakouts
3:15pm-5:00pm: Closing/reception (3:30-3:45 shout outs, etc)

- **Breakfast:**
 - Dr. Cofield was very well received and most enjoyed his opening plenary presentation to kick off the day.
 - Inspirational speaker to kick off the day?
- **Lunch plenary**
- **Closing plenary:**
 - May benefit from having PGRTAZ board members present on reflections of the day, PGRTAZ mission and vision, and inspiring take aways. This would allow for those connected so close to PGRTAZ and the Summer Forum to really hit home the point of the organization and the event.
 - Closing plenary location
- **Speaker communications**

- The learner centric effort needs to be emphasized with the speakers.
 - Speaker confirmation letters
- Clear communications with speakers for presentation expectations is needed.
 - Speaker confirmation letters
- **Logistics to make for comfortable learning atmosphere**
 - The number of attendees in each session needs to somehow be defined for determining the size of the presentation room for each session.
 - Registration = which session most likely to attend
- **There is a desire for a Planned Giving 101 track**
- **There is a need for clear and concise track descriptions**
- **Presentations lacked focus on the overall event theme**
 - Omitted theme focus/more broad theme
- **Most attendees were non-profit staff**

Speaker/program suggestions

- Number of tracks/content for each track
- Duplicate presentations
- Hot topics
- Speaker suggestions

2014 Key Target Dates and Deadlines

Final Speaker Outlines Turned In	5/12/15
Early Bird Closes	5/15/15
All proceedings book content to graphic designer for layout	5/5/15
Deadline for Ads and all other proceedings book content	5/2/15
Early Bird Opens	3/3/2015
VIP/Media/Comp Registration Opens	3/3/15
Confirm Collaborators: start Press Releases	2/28/15
Outreach invite to Collaborators for 2014	2/14/15
Headliners; breakout speakers Booked and confirmed	1/31/15
All Speakers desired INVITED	1/15/15
Settle on program topics/list of headliners	1/10/15
Best Possible Visibility and PR Coordinated sponsorship follow up	1/1- 1/31/15
Save the Date Notice posted to website and ready to go to print	12/2014
Mass Sponsorship Appeal out	11/2014
Begin work on look/feel graphic options	11/14/2014
Budget: Steering Committee OK	11/14/2014
Board basic OK: budget/theme/goals	11/13/2014

Next Call: December 2, 2014 at 8:30 at The Henry