

**2015 Summer Forum _Programs Committee Meeting Notes
December 2, 2014**

Committee members

Attend ed	Committee Members (continued engagement)	SF Committee Focus	Organization	Email/Phone	Collaborate
Yes	Adele Dietrich	Program Planning-chair	Arizona Community Foundation	ADietrich@azfoundation.org 602-682-2025	Monthly Meetings
No	Russ Goldstein	PGRTAZ President	US Trust Bank of America	Russell.goldstein@ustrust.com 602-523-2924	Board
No	Peter Leifer	PGRTAZ Program Committee Representative	ValuesQuest	peter@valuesquest.com 602-765-2224	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
Yes	Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	csar@phoenixchildrens.com 602-933-2678/480-620-6785	Monthly meetings
No	Mallary Tytel	Program Planning	Healthy Workplaces	mallary@simplerulesfoundation.org 860-874-7137	Monthly meetings
Yes	Monica Malhotra	Program Planning		mmalhotra@suffolk.edu	Monthly meetings
Yes	Stephanie Weadock	Administrative Support	Premium Organization	info@pgrtaz.org 602-840-2900	All committees

Responsible Party	Action Item	Target Due Date
All	Review proposed agenda for the day and provide feedback/suggestions as applicable	Done
Stephanie	Incorporate a “which sessions are you most likely to attend” field in the registration process	1/1/2015
Adele	Reach out to PGRTAZ board to secure board members for the closing plenary presentation	12/02/2014
All	Collaboratively draft/agree upon track content descriptions	1/1/2015
Stephanie	Forward agreed upon agenda and track information to Sponsorship committee	12/9/2014

- **For 12/17:**
- **most current list of sponsors**
- **suggestions for KJZZ in closing plenary**
- **Matt Dana**
 - I will defer to the folks who know him/his presentation style and content. If you think he’ll be an asset (pun intended) then let’s go for it.
Mallary
- **Kathleen Taddie**

Overall timing of the day

- Longer breaks for networking; longer sessions; one less breakout
- Event begin and end time/proposed agenda for the day was favored by all

7:30am-8am: Registration
8am-8:45am: Breakfast (<i>Inspirational/kick off presentation</i>)
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 (<i>Strategic Philanthropy</i>)
1:30pm-2pm: Community lounge/networking/break
2pm-3:15pm: Breakouts

Tracks:

- Planned Giving 101 (Two presentations; one repeated)
- Technical/Professional Advisors (Two presentations; one repeated)
- Board/Executive Director; Staff (Three presentations-9:15am = Russ; 11am = Policies; 2pm = Staff)

Next Meeting: December 17, 2014 at 8:30 in person at The Henry

Target Dates

Sponsor renewal invites out	10/27/14	Done		Standard Registration Ends	5/29/15	
Board basic OK: budget/goals	11/13/14			Assemble Conf Book Name Tags/Flash Drives	6/2/15	
Budget/Goals: Committee OK	11/14/14	Done		Community Lounge Materials at PCC	6/2/15	
Begin work on look/feel graphic options	11/14/14			Summer Forum	6/3/15	
Mass Sponsorship Appeal out	12/1/14	Done		Committee De Brief	6/19/15	
Save the Date Notice posted to website and ready to go to print	12/19/14					
Best Possible Visibility and PR	12/15/14-1/31/15					
Coordinated sponsorship follow up	1/5/15-1/31/15					
Settle on program topics/list of headliners	1/16/15					
All Speakers desired INVITED	1/23/15					
Headliners; breakout speakers Booked and confirmed	1/31/15					
Outreach invite to Collaborators for 2014	2/2/15					
Confirm Collaborators: start Press Releases	2/13/15					
Bundled Registration Opens	3/2/15					
Early Bird Opens	3/2/15					
Deadline for Ads and all other proceedings book content	5/8/15					
All proceedings book content to graphic designer for layout	5/11/15					
Early Bird Closes	5/15/15					
Standard Reg. Opens	5/16/15					
Proceeding Book to Printer	5/18/15					
Final Speaker Outlines Turned In	5/20/15					
Speaker Flash Drives ordered	5/22/15					