

**2015 Summer Forum _Programs Committee Meeting Notes
January 13, 2015**

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
Yes	Russ Goldstein	PGRTAZ President	US Trust Bank of America	Russell.goldstein@ustrust.com 602-523-2924	Board
Yes	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
Yes	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

A link to the recording of the call

http://apps.calliflower.com/recording/download/65712?rec_key=024acda7003a79c02ba91257456674fca6bfb214

Responsible Party	Action Item	Target Due Date
Stephanie	Incorporate a “which sessions are you most likely to attend” field in the registration process	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	1/2015

Matt Dana

The committee agreed not to extend an invitation to Matt Dana to present at this year’s conference. Adele will connect with Tiffany to advise of this decision after confirming Russ has connected with Matt.

Kathleen Taddie

After some discussion for Kathleen to be a potential speaker, the committee agreed the presentation content was better suited for a monthly meeting.

PG101

The list of topics currently under consideration:

- CGAs: When indicated; how they are set up; how to have the conversation
- Just Do Something: Planned giving-can’t wait until everything is perfect; move forward in a non-perfect situation; 10 things to do in next 10 months to start PG program
- Real-life stories CGAs, LI: Real life conversations on when and what type work; LI-Life Insurance policy
- Metrics: Measure success in a PG program? \$s realized in a bequest; staff person; forward motion?
- Gift Agreements: Different types of agreements that clarify donor wishes; future reference to ensure wishes are carried out
- Myths of Solicitation: Solicitations isn’t really what happens in PG; move into relationship building and conversation
- Who’s the Expert: Issue spotting; donor notes their estate plan-who do we direct them to? Estate Planner; CPA; development director; job descriptions

After some discussion and a vote amongst all committee members for their top four favorites, the narrowed list, with the most desired first, is:

Just do something
Metrics
Real life
Myths
CGAs
Who's
Gift agreements

PA

The list of topics currently under consideration:

CRTs: Learning about them

CGAs: How to prepare them as a professionals; what donor and/or non profit get out of them

Real Estate Gifts: How to use them to benefit the donor and organization

Do's & Don'ts of working with Development Professionals: What conversations should we have/not have; what will build the relationship

Investing the Endowment – Do's & Don'ts: How to guide donors to trust the PA and not making changes quickly based on their personal interest

Ethics of Serving on NPO Board: Policy in the context of ethics

Policies in the Context of Ethics: policies necessary to protect the donor and non profit; ensure a gift is done as intended

After some discussion and a vote amongst all committee members for their top four favorites, the narrowed list, with the most desired first, is:

Ethics
Do's & don'ts of working with Development Professionals
Policies in context of ethics
CRTs
CGAs tied with Real estate

Possible Speakers

- Bryan Clontz
- Mallery Tytel
- Ron Wilson
- Greg Bodine
- Jim Greenfield
- Motivational for breakfast plenary: check in with Tiffany on Cofield recommendations
- Bruce Weber – Greater Boards
- Dennis McMellan
- Robert Sharpe
- Ron Schiller
- Charles Schultz

All	Come to next meeting with speaker suggestions tied to top 4 topics in 101 and PA tracks	1/27/2015
Russ	Advise on structure/vision for Board/ED/Staff track	1/27/2015

Calendar Next Meeting: January 27th at 2pm-Conference Call

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	Done		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	12/29/14	Done				
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					