

**2015 Summer Forum _Programs Committee Meeting Notes
January 27, 2015**

Committee members

Attend ed	Committee Members (continued engagement)	SF Committee Focus	Organization	Email/Phone	Collaborate
	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
	Peter Leifer	PGRTAZ Program Committee Representative	ValuesQuest	peter@valuesquest.com 602-765-2224	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
	Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	csar@phoenixchildrens.com 602-933-2678/480-620-6785	Monthly meetings
	Mallary Tytel	Program Planning	Healthy Workplaces	mallary@simplerulesfoundation.org 860-874-7137	Monthly meetings
	Monica Malhotra	Program Planning		mmalhotra@suffolk.edu	Monthly meetings
RSVP	Stephanie Weadock	Administrative Support	Premium Organization	info@pgrtaz.org 602-840-2900	All committees

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

PG101

Topics in order of preference:

- 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
- Metrics: Measure success in a PG program? \$s realized in a bequest; staff person; forward motion?
- Real-life stories CGAs, LI: Real life conversations on when and what type work; LI-Life Insurance policy
- Myths of Solicitation: Solicitations isn’t really what happens in PG; move into relationship building and conversation
- CGAs: When indicated; how they are set up; how to have the 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
- Gift Agreements: Different types of agreements that clarify donor wishes; future reference to ensure wishes are carried out

PA

Topics in order of preference:

- Ethics of Serving on NPO Board: Policy in the context of ethics
- Do’s & Don’ts of working with Development Professionals: What conversations should we have/not have; what will build the relationship
- Policies in the Context of Ethics: policies necessary to protect the donor and non profit; ensure a gift is done as intended
- 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

Topics presented by not top preferred:

- 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

PPP Speakers’ Bureau*

Possible Speakers

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

- 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

Calendar Next Meeting:

Target Dates

Sponsor renewal invites out	10/27/14	Done		Standard Registration Ends	5/29/15	
Board basic OK: budget/goals	11/13/14	Done		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					