

**2015 Summer Forum _Programs Committee Meeting Agenda
February 12, 2015**

Committee members

Attended	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
	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
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

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 and secure board members for the closing plenary presentation	2/2015
All	Collaboratively draft/agree upon track content descriptions	1/2015
Adele	Connect with Greg Bodine for presenting on CGAs in the PGE track	2/2015
Peter	Confirm assigned task/act upon task of gathering a pool of speakers for the Practical Applications track for proposing at the February 12 th meeting	2/12/2015
Chris	Confirm with Ronald Wilson if Linda Bowers is the one he was referencing to possibly present and communicate the finding to Peter and Adele- Katie Hill	2/2015
Peter/Adele	Connect with Linda Bowers for possibly presenting	2/2015
All	Scan PPP bureau of speakers list, Chris Looney’s topic list, and other resources and be prepared to come to next meeting with speaker suggestions tied to top 4 topics in the PGE or PA tracks	1/27/2015
Russ	Advise on structure/vision for Board/ED/Staff track	1/27/2015
Adele	Confirm with Russ on the structure/vision/speakers for Board/Ed/Staff Track	2/2015
Adele	Send out a list of topics presented by Chris Looney	2/2015
Adele	Follow up with Tiffany on a possible motivational Breakfast plenary presenter	2/2015
Adele	Propose lunch plenary speakers	2/12/2015

Breakfast Plenary

- Pamela Jett
 - Pamela Jett, CSP is a professional speaker, author and communication skills expert whose dynamic keynote presentations and customized communication training and breakout sessions focus on remarkable communication skills for business success. Her high-energy, high-content and high-impact programs earn rave reviews and can help make your convention, association meeting or corporate event an effective and rewarding experience. Pamela delivers effective communication tips and strategies for remarkable results.
 - FAQ*
 - List of Presentations*

Lunch Plenary

- Technical speaker?

Planned Giving Essentials Track: “These sessions are provide to enrich your planned giving program to ensure a solid foundation for planned giving”

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

Practical Applications for Planned Gifts-What’s Working Now?

- Adele: As I was driving to work this morning, my mind was playing around with the PA sessions – Practical Apps – and the following rose to the surface. What if we call the current “Do’s and Don’ts” session something like “Who Else Is at the Planning Table with your Client?” This supports the philosophy of study that several of us are learning in the CAP program. It directly involves the PA, whether legal, accounting, financial, and close the gap in communication between the professional groups. We may be able to ask one of the CAP faculty to be a presenter with support from local professionals. It will cover the “do’s and don’ts” by virtue of providing reasons of “this is what you should do more than a “what not to do.” Development professionals and professional advisors each have their associations for content in their respective areas of expertise. What PGRT aims to do is bring the two groups together – that is our niche – what can we provide that they cannot get anywhere else that will help them (us) serve our clients/donors to the best of our ability.

Chris: Excellent points, Adele. And I appreciate the positive spin on the topic. If the title and focus is on the question of “Who’s at the table?” which then leads into the implied next step of “...and how do we work together?”, then that seems it would lend itself very well to an interactive discussion on the subject, which could easily be facilitated by CAP faculty, as you suggest. I am really excited by this idea.

- Preferred/confirmed description
- Peter’s findings: Phil Cubeta?

Topics in order of preference:

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

- Bryan Clontz
- Mallary Tytel: Preference to present in the Board/Ed track
- Ron Wilson
- Linda Bowers: Not a presenter
- Greg Bodine: CONFIRMED in the PGE track on CGAs
- Jim Greenfield
- Motivational for breakfast plenary: check in with Tiffany on Cofield recommendations
- Bruce Weber – Greater Boards: Board/Ed track
- Dennis McMellan
- Robert Sharpe
- Ron Schiller
- Charles Schultz
- More Female presenters
- Chris Looney: Adele reaching out to see if topics can be applied to planned giving
- Cathy Sheffield: PPP = Dallas Texas: Lunch plenary and a PGE session?
- Closing plenary speaker
- Katie Hill

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					