

**2015 Summer Forum _Programs Committee Meeting Agenda
February 12, 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
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
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	2/2015
Adele	Reach out to PGRTAZ board and secure board members for the closing plenary presentation and advise of structure to include KJZZ/K-BACH	2/19/2015
All	Collaboratively draft/agree upon track content descriptions	2/2015
Adele	Connect with Greg Bodine for presenting two sessions (AM2 and PM1) on CGAs in the PGE track	2/19/2015
Peter	Solicit speakers for the Practical Applications track: Phil Cubeta & ??	2/19/2015
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	Done
Peter/Adele	Connect with Linda Bowers for possibly presenting	Done
Russ	Advise on structure/vision for Board/ED/Staff track	Done
Adele	Confirm with Russ on the structure/vision/speakers for Board/Ed/Staff Track	Done
Adele	Send out a list of topics presented by Chris Looney	Done
Adele	Follow up with Tiffany on a possible motivational Breakfast plenary presenter	Done
Adele	Propose lunch plenary speakers	Done
Adele	Connect with Pamela Jett for presenting in the breakfast plenary	2/19/2015
Chris	Connect with Cathy Sheffield for presenting in the first session of the PGE track and the lunch plenary	2/19/2015
Stephanie	Forward dynamic governance cheat sheet to all	2/2015
Adele	Communicate to Peter the committees preferred session content for the PA track	2/2015
Stephanie	Connect with Taryl Hansen for the closing plenary	2/19/2015

Breakfast Plenary

Maryanne Zimmerman proposed Pamela Jett as an inspirational speaker in lieu of Dr. Cofield. All were in favor of approaching Pamela for this opportunity. Adele will reach out to Pamela.

Lunch Plenary

Cathy Sheffield, a PPP speaker resource, was proposed for the lunch plenary presentation speaking to building and sustaining relationships. It was noted Cathy could perhaps make it an interactive presentation to challenge participants to connect and build relationships with fellow attendees throughout the rest of the event and to carry over outside of the event going forward. It was also recommended to request Cathy present on planting seeds for a bountiful program in the first AM session in the PGE track. Chris will reach out to Cathy.

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

All were in favor of the following proposed topics/speakers. Assigned committee members for outreach are noted in (>):

- 9:15-10:30am: Cathy Sheffield – Planting seeds for a bountiful program (Chris)
- 11:00am-12:15pm: Greg Bodine – CGAs: Real life stories/conversations on when and what type work (Adele)
- 1:30pm-2:00pm: Greg Bodine – CGAs: How they are set up and how to have the conversation (Adele)

Practical Applications for Planned Gifts-What’s Working Now? “Insert description here”

Peter is reaching out to potential speakers for this track. All were in favor of the following topics. Adele will share the committees recommended topics:

- 9:15-10:30am: Phil Cubeta? – Who else is at the Planning Table with your Client?
- 11:00am-12:15pm: Speaker?? – Serving the client while walking the conflict of interest line
- 1:30pm-2:00pm: Phil Cubeta? – Who else is at the Planning Table with your Client?

Board/CEO/Staff Track: “Insert description here”

All were in favor of the following proposed topics/speakers. Assigned committee members for outreach are noted in (>):

- 9:15-10:30am: Dennis McMellan – Protocol for boards to work with staff (Adele)
- 11:00am-12:15pm: Bruce Weber – Critical policy knowledge and the tools necessary to implement them (Stephanie)
- 1:30pm-2:00pm: Dennis McMellan – Protocol for staff to work with boards (Adele)

Closing Plenary

All are in favor of a PGRTAZ board (current and past) reflection and takeaways presentation to include KJZZ/K-BACH associates. Adele will draft the structure of this presentation, reach out to board members, and advise how KJZZ/K-BACH will fit in the presentation.

All were in favor of inviting Taryl Hansen to capture the closing plenary/reflections of the day through visual art. Stephanie will reach out to Taryl.

Next Meeting: February 19th at 1pm via 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	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	Done				
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					
Flash Drives ordered	5/22/15					