

**2015 Summer Forum \_Programs Committee Meeting Agenda  
February 19, 2015**

**Committee members**

Attended	Committee Members (continued engagement)	SF Committee Focus	Organization	Email/Phone	Collaborate
RSVP	Adele Dietrich	Program Planning-chair	Arizona Community Foundation	<a href="mailto:ADietrich@azfoundation.org">ADietrich@azfoundation.org</a> 602-682-2025	Monthly Meetings
	Russ Goldstein	PGRTAZ President	US Trust Bank of America	<a href="mailto:Russell.goldstein@ustrust.com">Russell.goldstein@ustrust.com</a> 602-523-2924	Board
Possibly	Peter Leifer	PGRTAZ Program Committee Representative	ValuesQuest	<a href="mailto:peter@valuesquest.com">peter@valuesquest.com</a> 602-765-2224	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
	Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	<a href="mailto:csar@phoenixchildrens.com">csar@phoenixchildrens.com</a> 602-933-2678/480-620-6785	Monthly meetings
	Mallary Tytel	Program Planning	Healthy Workplaces	<a href="mailto:mallary@simplerulesfoundation.org">mallary@simplerulesfoundation.org</a> 860-874-7137	Monthly meetings
	Monica Malhotra	Program Planning		<a href="mailto:mmalhotra@suffolk.edu">mmalhotra@suffolk.edu</a>	Monthly meetings
RSVP	Stephanie Weadock	Administrative Support	Premium Organization	<a href="mailto:info@pgrtaz.org">info@pgrtaz.org</a> 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
All	Collaboratively draft/agree upon track content descriptions	2/2015
Stephanie	Forward dynamic governance cheat sheet to all	2/2015

**Breakfast Plenary (Adele)**

Adele	Connect with Pamela Jett for presenting in the breakfast plenary	2/19/2015
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**Lunch Plenary (Chris)**

Chris	Connect with Cathy Sheffield for presenting in the first session of the PGE track and the lunch plenary	2/19/2015
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**Planned Giving Essentials Track:** “These sessions are provide to enrich your planned giving program to ensure a solid foundation for planned giving”

Adele	Connect with Greg Bodine for presenting two sessions (AM2 and PM1) on CGAs in the PGE track	2/19/2015
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- 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?** “These sessions will address issues that go beyond the techniques of planning. As planning and charitable giving become more complex and strategic, consider who else should be “at the table” to serve your client/donor for a secure, successful, and fulfilling future.”

Adele	Communicate to Peter the committees preferred session content for the PA track	2/2015
Peter	Solicit speakers for the Practical Applications track: Phil Cubeta & ??	2/19/2015

- 9:15-10:30am: Phil Cubeta? – Who else is at the Planning Table with your Client?

- 11:00am-12:15pm: Speaker?? (We want someone local) – 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:** “CEO’s, ED’s and Board Chairs have a unique position in furthering a non-profit’s mission. These sessions speak specifically to the roles that each play in advancing the organization’s mission through their networks and by providing the structure for success”

Stephanie	Connect with Bruce Weber for presenting in the Board/CEO/Staff track	2/19/2015
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- 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)

**On 2/12: Monica and Adele wrote:**

I brainstormed a bit and came up with a few ideas for the track titles we were debating:  
[Walking the Line: Managing Conflicts of Interest](#) or Walking the Line: Managing your Interests that Conflict  
[Leveraging Workplace Philanthropy to Benefit Your Nonprofit](#) Afternoon session title?  
[Leveraging Your Board: Achieving Thoughtful Governance](#) Morning title foe session by Dennis or by Bruce?

**Closing Plenary**

PGRTAZ board (current and past) reflection and takeaways presentation to include KJZZ/K-BACH associates.

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
Stephanie	Connect with Taryl Hansen for the closing plenary	2/19/2015

**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	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					