

**2015 Summer Forum _Programs Committee Meeting Agenda
March 5, 2015**

Committee members

Attending	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
	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
Yes	Stephanie Weadock	Administrative Support	Premium Organization	info@pgrtaz.org 602-840-2900	All committees

1pm: Opening round to include:

- Time restraints
- Approve/amend agenda

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	3/5/2015
Stephanie	Connect with Taryl Hansen for the closing plenary	3/5/2015

Clear: confirmed

Yellow: Unconfirmed

Grey: Duplicate

Session	Speaker	Proposed Title	Proposed Content	Honorarium	Travel
8am-8:45am Breakfast keynote (45 minutes)	Pamela Jet Adele	Success in An Attitude or Words Matter: Remarkable Communication Skills for Remarkable Results	Motivational	1000	0
9:15- 10:30am/PGE	Alexandra Brovey Chris				
9:15- 1030am/PA	Alan Pratt	Who's at the Table		1750	750? (airfare & 2 nights lodging)
9:15- 10:30am/BD	Dennis McMellan		Protocol for boards to work with staff	1000	750? (airfare & 2 nights lodging)
11- 12:15pm/PGE	Greg Bodine Adele		CGAs: Real life stories/conversations on when and what type work		
11- 12:15pm/PA	TBD Peter				
11- 12:15pm/BD	Bruce Weber Stephanie		Critical policy knowledge and the tools necessary to implement them	0	N/A-Local
12:30- 1:00pm/Lunch keynote	Alexandra Brovery Chris				
2-3:15pm/PGE	Greg Bodine Adele		CGAs: How they are set up and how to have the conversation		
2:3:15pm/PA	Alan Pratt	Who's at the Table			
2-3:15pm/BD	Dennis McMellan		Protocol for staff to work with boards		
3:15- 5pm/Closing plenary	PGRTAZ Board and KJZZ Board/KJZZ people TBD Adele		Reflection and takeaways	0	N/A-local

Next Meeting: 3/5 @ 1pm

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					