

2015 Summer Forum Steering Committee
Meeting Agenda: February 13th at 9:30am

Committee members

Attending	Committee Members (continued engagement)	SF Committee Focus	Organization	Email/Phone	Collaborate
RSVP	Adele Dietrich	2015 Event Chair, AFP liaison	Arizona Community Foundation	ADietrich@azfoundation.org 602-682-2025	SF Cmmttee, AFP
		2015 Event vice chair			
	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
RSVP	Adele Dietrich	Program Planning-chair	Arizona Community Foundation	ADietrich@azfoundation.org 602-682-2025	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
RSVP	Chris Sar	Program Planning	Phoenix Children’s Hospital Fdtn	csar@phoenixchildrens.com 602-933-2670/480-2620-6785	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
	Diane Jezek-Powell	Sponsorships Chair	Gomper’s Habilitation Center	Djezek-powell@gomperscenter.org 602-283-3931	
		Sponsorships- Co-chair			
RSVP	Tiffany House	Sponsorships	MasterTech Financial	tiffany@mastertechfinancial.com 480-905-3260 480-242-9956	
		Sponsorships			
RSVP	Lindsey Jackson	Communications/Messaging/PR /Social Media	BMO Harris Bank	Lindsey.jackson@bmo.com 480-348-7722	Marketing Collaborators
		Communications/Messaging/PR /Social Media			Phoenix Fashion Week
		Community Lounge			Sponsorships
	Sierra Kamela	Marketing Collaborators	Hacienda Health Care	skamela@haciendainc.org 602-243-4231 X176	Programs
RSVP	Tiffany House	Membership	MasterTech Financial	tiffany@mastertechfinancial.com 480-905-3260 480-242-9956	
	Nicole Powers	End of Day giveaways, 50/50 Raffle Nicole solicits item donations from organizations for the event day giveaways. These items are sent to Premium Organization’s office for packaging	Make a Wish Foundation	npowers@wish.org 602-792-3249	All committees
RSVP	Stephanie Weadock	Event Day Volunteers	Premium Organization	info@pgrtaz.org 602-840-2900	Membership
	Melissa Kemp	Sustainability and Learner Centric emphasis	Premium Organization	melissa@premiumorganization.com 602-840-2900	

9:30am: Call the meeting to order (Adele)

- Time restraints
- Approve/amend agenda

Board consent to SF budget and setting board event goals (Stephanie)

Stephanie has requested these items be added to the January PGRTAZ Board meeting for review and/or acceptance.

Stephanie	Present budget* to board and request board event goals*	12/31/2014
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Committee Reports: (Committee Chairs)

- Programs* (Adele Dietrich)
- Sponsorships* (Diane Jezek-Powell)

Russ	Connect with Diane for assistance in writing a grant	12/2014
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- Community Lounge (Stephanie)

Target Dates

Sponsor renewal invites out	Done	Outreach invite to Collaborators for 2014	2/2/15	Standard Registration Ends	5/29/15
Board basic OK: budget/goals	11/13/14	Confirm Collaborators: start Press Releases	2/13/15	Assemble Conf Book Name Tags/Flash Drives	6/2/15
Budget/Goals: Committee OK	Done	Bundled Registration Opens	3/2/15	Community Lounge Materials at PCC	6/2/15
Begin work on look/feel graphic options	Done	Early Bird Opens	3/2/15	Summer Forum	6/3/15
Mass Sponsorship Appeal out	Done	Deadline for Ads and all other proceedings book content	5/8/15	Committee De Brief	6/19/15
Save the Date Notice posted to website and ready to go to print	Done	All proceedings book content to graphic designer for layout	5/11/15		
Best Possible Visibility and PR	1/1/15-1/31/15	Early Bird Closes	5/15/15		
Coordinated sponsorship follow up	1/5/15-1/31/15	Standard Reg. Opens	5/16/15		
Settle on program topics/list of headliners	1/16/15	Proceeding Book to Printer	5/18/15		
All Speakers desired INVITED	1/23/15	Final Speaker Outlines Turned In	5/20/15		
Headliners; breakout speakers Booked and confirmed	1/31/15	Speaker Flash Drives ordered	5/22/15		

Calendared calls: Second Friday of each month at 9:30am (Adele)

- Next call scheduled: March 13, 2015 9:30am

10:30am: Closing round and adjourn (Adele)