

2015 Summer Forum Steering Committee
Meeting Agenda: April 10th 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 Cmmtee, AFP
		2015 Event vice chair			
	Russ Goldstein	PGRTAZ President	US Trust Bank of America	Russell.goldstein@ustrust.com 602-523-2924	Board
30 mins	Peter Leifer	PGRTAZ Program Committee Representative	ValuesQuest	peter@valuesquest.com 602-765-2224	Monthly Meetings
	Adele Dietrich	Program Planning-chair	Arizona Community Foundation	ADietrich@azfoundation.org 602-682-2025	Monthly Meetings
		Program Planning – vice chair			Monthly meetings
	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
Regret	Diane Jezek-Powell	Sponsorships Chair	Gompers Habilitation Center	Djezek-powell@gomperscenter.org 602-283-3931	
		Sponsorships- Co-chair			
	Tiffany House	Sponsorships	MasterTech Financial	tiffany@mastertechfinancial.com 480-905-3260 480-242-9956	
		Sponsorships			
	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 Dietrich)

Programs (Adele Dietrich)

- Most current program schematic
- Bruce Weber's replacement on policies
- Ron Wilson, Tiffany House, and Anne Morgan confirmed their involvement w/ the closing plenary
- Taryl Hansen

Stephanie	Provide sponsorship committee confirmed track titles and descriptions and the confirmed speaker/topics once solidified	As available
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Sponsorships (Diane Jezek-Powell)

- Sponsorships report
- Call to action for immediate outreach to secure seven breakout sponsorships (budget vs. content)

Stephanie	Forward current list of sponsorship appeals to all committee members with the notes of this call	3/13/2015
All	Look over the sponsorship appeal list and offer any assistance with following and/or outreach. Follow up and outreach findings will be forwarded to the sponsorship committee as necessary.	ASAP

Communications/PR/Social Media (Lindsey Jackson)

Marketing Collaborators (Sierra Kamela)

Membership (Tiffany House)

End of Day Giveaways (Nicole Powers)

Event Day Volunteers (Stephanie Weadock)

Sustainability & Learner Centric (Melissa Kemp)

Community Lounge (Adele Dietrich)

Target Dates

Sponsor renewal invites out	Done	Outreach invite to Collaborators for 2014	Done	Standard Registration Ends	5/29/15
Board basic OK: budget/goals	Done	Confirm Collaborators: start Press Releases	Done	Assemble Conf Book Name Tags/Flash Drives	6/2/15
Budget/Goals: Committee OK	Done	Bundled Registration Opens	Done	Community Lounge Materials at PCC	6/2/15
Begin work on look/feel graphic options	Done	Early Bird Opens	Done	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	Done	Early Bird Closes	5/15/15		
Coordinated sponsorship follow up	Done	Standard Reg. Opens	5/16/15		
Settle on program topics/list of headliners	Done	Proceeding Book to Printer	5/18/15		
All Speakers desired INVITED	Done	Final Speaker Outlines Turned In	5/20/15		
Headliners; breakout speakers Booked and confirmed	Done	Speaker Flash Drives ordered	5/22/15		

10:30am: Adjourn

Next meeting May 8th at 9:30am