

2015 Summer Forum Steering Committee
Meeting Agenda: May 8th 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			
Regret	Russ Goldstein	PGRTAZ President	US Trust Bank of America	Russell.goldstein@ustrust.com 602-523-2924	Board
RSVP	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
	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@simplesrulesfoundation.org 860-874-7137	Monthly meetings
	Monica Malhotra	Program Planning		mmalhotra@suffolk.edu	Monthly meetings
RSVP	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
	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 meeting to order and conduct an opening round:

- Time restraints
- Approve/amend agenda

Adele	Provide talking point to committee for use in their outreach to their associates for serving on the committee this year, and possibly serving on the committee next year.	ASAP
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Registrations (Stephanie Weadock)

Budget update (Stephanie Weadock)

- Budget vs. actual as of May 7th*

Programs (Adele Dietrich)

- Most current program schematic*

Stephanie	Provide sponsorship committee confirmed track titles and descriptions and the confirmed speaker/topics once solidified	As available
Adele	Outreach to Ellis, Ed and Troy as applicable for presenting in the board/CEO track in place of Bruce Weber	ASAP
Adele	Follow up with Laura Malone in determining her presentation in the professional advisors track	4/13/15
Stephanie	Report back to the committee re: Taryl Hansen's determination to offer her services during the closing plenary	5/8/15

Sponsorships (Diane Jezek-Powell)

- Sponsorship report*

Tiffany	Forward sponsorship outreach talking points to the committee and PGRTAZ board	ASAP
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Marketing Collaborators (Sierra Kamela)

Membership (Tiffany House)

End of Day Giveaways (Nicole Powers)

Event Day Volunteers (Stephanie Weadock)

Community Lounge (Adele Dietrich)

Social Media (Lindsey Jackson)

Sustainability & Learner Centric (Melissa Kemp)

2016 Conference Date

- Other organizations' conference dates
 - Two major regional PG conferences late April and May
 - Western Regional Planned Giving conference last week of May
 - AFP statewide conference in July

Next call:

10:30am: Adjourn

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		