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**Overview Investee Midyear Review**

*Notes for PGC Members*

**ROLE OF PGC POINT PERSON:**

Every investee is assigned a PGC member as its Point Person. The Point Person acts as the PGC’s liaison to the investee and to its Lead Partner. The Point Person is expected to become familiar with the investee and its performance, especially in regard to the three evaluation criteria used by the PGC—organizational stability, capacity building, and SVP Partner/Investee engagement.

The Point Person maintains communication with the Lead Partner and the SVP Staff Member in order to provide consistent support for investees and to monitor the investee’s progress throughout the year. S/he may sign up for the investee’s newsletter or other regular communications and attend investee events in order to become more knowledgeable about the investee and to share information with other PGC members, during subteam or full PGC meetings. The Point Person may ask to accompany the Lead Partner on one of his/her regular meetings with the investee’s ED. It is important to maintain a good balance of staying informed of the work of the Investee while also letting the Lead Partner and Investee create a good working partnership with each other.

**MIDYEAR REVIEW: WHAT & WHEN**

The midyear review provides an opportunity for the PGC to learn about the investee, get a status report from investees, and discuss progress to date on their annual work plan. Midyear reviews occur each year in November or early December. The midyear typically takes 1.5 hours and is usually held at the site of the investee.

**LOCATION & ATTENDEES:**

Midyear reviews are usually held at the investee site so that the PGC member has an opportunity to see the investee’s location. If there is no meeting space available, a coffee shop or SVP offices would work. The midyear review is attended by the PGC point person, PGC shadow (if assigned), Lead Partner, lead investee contact (usually the Executive Director), an investee board member and any program staff they may want to bring.

**INVESTEE REQUIREMENTS & AGENDA:**

Investee Requirements: Investees are asked to submit financial statements (YTD Budget with Actuals and Balance Sheet). Investees are not asked to prepare anything in writing for the midyear. In most cases, the tone of the meeting is informal unless the investee had clear “red flag” issues identified in the most recent Annual Grant/Feedback Letter. If there are red flags, these should be addressed during the midyear and may “elevate” the tone of the meeting.

Agenda: The Point Person will use the investee’s annual work plan, feedback provided in the annual grant agreement/feedback letter, and the PGC’s evaluation criteria to develop an agenda for the meeting. Typically, the agenda will include:

* Review of progress on annual work plan
* Discussion and review of financials, including current or anticipated significant cuts or increases in funding
* Review of progress on capacity building projects
* Discussion of SVP volunteers, consultants, and requests for projects
* Identification of anything on the work plan or beyond that could affect the agency (e.g., anticipated staff changes, program shifts, mergers)
* For investees in year 3 or 4 of the SVP relationship, conversation about major milestones the investee would like to accomplish by the end of the 5th year

When there clear indications that an investee may be at risk of not getting refunded for the following year, the midyear review is an opportunity to give the investee a “warning”. In cases where the reasons for being at risk are known before the review meeting, the Lead Partner should know and understand the reasons and the reasons should be clearly communicated to the investee during the meeting.

***Note: A more detailed sample agenda is provided in the Appendix.***

**PREPARING FOR THE MIDYEAR**

Mike Q/SVP staff will

* Provide to Point Person an update on volunteer placements, paid consultants, and pending new volunteer requests
* Coordinate scheduling of midyear review meetings with investee, point person and Lead Partner
* Initiate request to investee for financials to be reviewed at midyear
* Conduct initial review of financials and communicate any significant concerns to point person

The point person should

* Review the investee’s PGC Evaluation Tool, including the “Annual Review Guide” tab to refresh his/her understanding of the evaluation criteria and the “Charts and Trends” tab to see how the investee has been evaluated by the PGC over time
* Review the investee’s annual work plan
* Review investee’s current capacity building projects (provided by SVP Staff and/or identified in the Investee Check-in document completed by the Lead Partner)
* Review financial statements. Identify revenue or expense issues that may affect operations or stability of investee
* Review feedback comments in the Annual Grant Agreement and Feedback letter from prior year(s).
* Contact the Lead Partner and set up a time to meet to discuss investee status and develop the agenda for the midyear review meeting. (In some cases, the Lead Partner and/or Mike Q may suggest adding to the agenda topics or questions unique to a particular investee.)
* Send an email to the investee ED, with Cc to Lead Partner and Mike Q, to confirm the midyear meeting and provide the agenda for the meeting (**sample email available from Mike Q**)

*New in 2013--If the Lead Partner has not already filled out an Investee Check-In document, the Point Person will ask him/her to do so prior to the midyear meeting.* The Lead Partner will provide answers to the questions in the Check-In document. The Lead Partner may need to meet with the ED before completing the Check-In.

**AFTER THE MIDYEAR**

After the midyear meeting, the Point Person should record notes in the midyear tab of the investee’s Evaluation Tool to describe the current condition of the SVP/investee relationship and any concerns about the investee’s status or progress. Notes are categorized according to the evaluation criteria used by the PGC at the Annual Review (See Evaluation Tool).

* Organizational Stability
  + Leadership
  + Financial
  + Program
* Capacity Building
* SVP Partner/Investee Engagement
* Grant Agreement/Feedback Letter

In addition, the Point Person should identify any concerns or “red flags” at midyear in the “Areas to Monitor Prior to Annual Review”. The Point Person’s notes will be available for viewing by all members of the PGC on the PGC shared intranet site.

Each Subteam should schedule a meeting or call to discuss the results of the midyear reviews for all of the investees assigned to the Subteam. This is an opportunity for all members of the Subteam to become familiar with all of the Subteam’s investees and how they are doing with regard to PGC evaluation criteria. Subteam discussion of midyear reviews better prepares all point persons to develop and ask critical questions regarding capacity building progress. As subteams build a greater level of familiarity with a small group of investees they are better able to explore each investee’s strengths and challenges and make better and more informed observations and recommendations to the full PGC.

Following the Subteam discussion of midyear reviews, point persons may want to want to add to or edit his/her notes in the Evaluation Tool consistent with the Subteam’s discussion. Notes in the midyear tab of investees’ Evaluation Tools will be used to guide the PGC’s debrief and discussion of midyears at a meeting of the full PGC in January. If a Subteam thinks that refunding for any of its investee’s may be in jeopardy, the Point Person should record this in the midyear notes and communicate it to Mike Q, who will inform the PGC Co-chairs. The full PGC will consider this possibility at the meeting in January. If the full PGC determines that the investee is in jeopardy, the PGC Co-chairs and Mike Q will inform the Lead Partner and work with him/her to notify the investee and clearly identify the areas of concern, as well as what the investee would need to do to continue funding.

**APPENDIX: Sample Agenda for Midyear**

*Introductions--5 mins*

* *(Note especially any changes in PGC point person that have occurred or are pending)*

*Program + Financials--20 minutes*

* *Quick update on (investee name) programs. Please share with us any major program accomplishments and challenges over the last 6 months*
* *Discuss and review Financials provided in advance of the meeting. Please send me the following by (date):*
  1. *Prior Year (identify investees’ beginning & ending dates) Profit and Loss Statement Compared to Budget*
  2. *Current Year (identify investees’ beginning and ending dates) Budget*
  3. *Balance Sheet (as of date of the most recently completed month) compared to same period last year*
  4. *Projected Cash Flow for next 6 months (if cash flow projections are produced for the organization)*

*Capacity Building Partnership--65 minutes*

* *Review progress on capacity building/infrastructure projects:(list all current projects )* 
  1. *(Project)*
  2. *(Project)*
  3. *(Project)*
  4. *(Project)*
* *Status of SVP volunteers and SVP supported paid consultants*
* *Discuss recent SVP volunteer requests (to gain understanding of new priorities only – not to question scope)*
* *Identify anything on the work plan or beyond that would affect your agency such as anticipated staff changes, program shifts, mergers, major cuts to funding, etc.*
* *Questions and Feedback for SVP*

About a week before the review meeting, the Point will email the investee’s ED to reconfirm the meeting, provide the agenda, and remind the ED to send the financials referenced in the agenda. The Lead Partner and Mike Quinn should be Cc’d in this email.