**PGC Calendar 2013-2014 *– DRAFT*** *(revised 8/7/13)*

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| Date | Who | What | Time Commitment/Task |
| September 30 | **Full PGC** | **Meeting:** Kick off meeting/social | 3.0 hours |
| October/Nov (Week of Oct 28 or Nov 4) | **Full PGC Meeting** **+ Lead Partners** | **Meeting: Mid-year prep – Re-setting expectations** | 3.0 hours – Clarifying expectations of refunding, explaining grant ranges, allowing time for PGC to meet with Lead Partners to get to know organizations, discuss progress and prep questions/identify any concerns for mid-year review. Explore other opportunities to connect with investee work (lead/ED meeting, investee event, etc). |
| November | Point person, Lead, SVP staff and Investee staff/board | **Meetings: Mid-Year site visits at Investees** | 1.5 hours + travel time per visit  plus 1.5 hours prep/reading of materials per investee. Immediately following meeting PGC member writes up 1-2 page notes from meeting identifying successes and any concerns that may need to be addressed prior to mid-year. |
| Week of Dec 3 or Dec 9 | PGC point person | **Deadline + Meeting:***Review Summaries completed plus meeting or conference call with subteam* | *Each committee member writes-up summary for each organization they serve as point person for and will review their subteam at in-person meeting or via conference call.* |
| Week of Jan 6 | Full PGC | **Meeting:** Debrief on Midyear Reviews (esp. “Red Flags”) | 3 hours plus 2 hours pre-reading |
| Week of Feb 17 | SVP staff | **Deadline: Mike sends out** *Refunding Proposals & Capacity Assessment Tool to investees + leads* | *none* |
| Week of Feb 17 or 24 | Full PGC | **Meeting: TBD Education Session/Working Meeting** | 2-3 hours plus pre-reading |
| Week of March 24 or April 1 | Full PGC | **Meeting: Nonprofit Finance II and Review Refunding Process** | 2.0 hours plus pre-reading |
| April 4 | Investees | ***Deadline:*** *Investee refunding materials due to Mike* |  |
| April 9-18 | Point person + Lead | **Meeting: Annual Review Prep** | 1.5 hours – PGC point person reviews annual review materials and connects with Lead partner **in person** to discuss progress and preparation for annual review |
| Week of April 21 | Sub-Teams | ***Deadline: Read your subteam proposals and send questions to point person*** | ***1-1.5 hours to read each proposal and draft questions*** |
| Weeks of April 28 May 5 | PGC point person | ***Deadline:*** *Proposal Questions due to Investees – DUE 5 Days Prior to Review* | ***1 hour to summarize questions from sub-team per each investee, consolidate w/ Mike, and point person sends to Investee and other sub-team members one week in advance of review*** |
| May 5 – May 16 | **Sub-team** | **Meetings:** Refunding Meetings with Investees | Sub-team members will attend 4-6 annual reviews.  Exact date/time TBD |
| May 13 - May 19 | Full PGC | Sub-teams draft initial funding recommendations, any follow-up discussions take place if needed. Email Mike for write-ups to compile | 2 hours to review all investee summaries, 1 hour per investee to draft initial recommendations for following year’s grant agreement letter. |
| **May 22** | **Full PGC** | **Meeting:** Decide refunding allocations | 3-4 hours |
| *May 13 – June 2* | *PGC point person* | ***June 3 Deadline:*** *Bullet points for grantee feedback letters finalized with each point person and staff* | *2 hours* |
| **June 11, 2014** | **PGC Co-Chairs** | **SVP Board Meeting:** Present PGC refunding decisions to board for approval | 1 hour plus 1 hour prep |
| Between June 12-27 | **Full PGC** | **Meeting:** PGC Post-mortem Social | 2 hours |
| June 16 – June 23 | **SVP staff with PGC point person input** | Announce refunding recommendations to investees + send out agreement letters + checks |  |