

Check-in Meeting Preparation Guide

Meeting Purpose

Check-in meetings are an opportunity for subgrantees to share their progress with JFNA, and for JFNA staff to provide coaching, technical assistance, and updates. These discussions will help subgrantees complete required reports and enable JFNA to identify and share best practices. JFNA is here to support the work of each subgrantee and help projects succeed!

Meeting Participation

The subgrantee staff managing the JFNA grant should participate in check-in meetings. Other staff or consultants involved in the grant may also attend. As these are working meetings, please include staff who can speak knowledgeably to the agenda topics listed in the Check-in Meeting Agendas section below. It is mandatory that at least one subgrantee staffer participate in each check-in meeting.

Meeting Dates

The dates of subgrantee check-in meetings can be found in the [Check-in Meeting Schedule](#) which is saved in the Policies and Forms Library. Check-in meeting times are listed according to Eastern Standard Time and last up to one hour. JFNA strongly encourages subgrantees to add the dates to their calendars. Meetings take place over Zoom through a link provided by JFNA, unless you are otherwise notified by JFNA staff.

Meeting Agendas

Please come prepared to discuss the agenda topics listed below.

April 2024. Programs and Evaluation Check-in Meeting

- Subgrantee responds to [Evaluation Guide](#) exercises 1 and 2 (identifying evaluation stakeholders and project goals)
- Projected number of participants, outreach strategy, and staffing updates
- Progress towards financial or in-kind match



- Anticipated challenges, how JFNA can provide support
- What makes each project innovative
- How each project will be PCTI

May 2024. Evaluation Check-in Meeting

- Review subgrantee responses to [Evaluation Guide](#) exercises 3, 4, and 5 (identifying project indicators, data collection tools, and PCTI considerations)

June 2024. Program Check-in Meeting

- Program progress, participant numbers, accomplishments, best practices
- Progress towards financial or in-kind match, spending down funds, budget issues
- Challenges encountered and how JFNA can provide support

August 2024. Programs and Finance Pod Meeting

- Facilitated discussion by JFNA staff
- Sharing best practices
- Challenges and problem-solving

September-October 2024. Programs Check-in Meeting

- Program progress, participant numbers, accomplishments, best practices
- Progress towards financial or in-kind match, spending down funds, budget issues
- Challenges encountered and how JFNA can provide support

December 2024. Programs and Finance Pod Meeting

- Facilitated discussion by JFNA staff
- Sharing best practices
- Challenges and problem-solving

Rescheduling

JFNA requests that subgrantees avoid rescheduling check-in meetings whenever possible. If a subgrantee must request a change to the meeting-date, the subgrantee should E-mail their JFNA project manager and Aging@JewishFederations.org.



JFNA Point-of-Contact

Within the [Check-in Meeting Schedule](#), subgrantees can view their points-of-contacts for programming and evaluation questions. When contacting JFNA staff, copy Aging@JewishFederations.org.

Name	Title	Email
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