



The Review Meeting will become your primary venue for on-going one-on-one engagements with your client. It is at these meetings that you will receive updates on your client's life changes, evolving goals and desires, financial changes and any other topics that will help you maintain and strengthen the relationship you have with your client.

It is through these meetings that you will move your client from just a Phase 3 client to a Phase 5 client fanatic who is your unpaid sales force. ([Review the Phases of your Client's Journey HERE](#)) So insure that you:

- Schedule each review meeting per the set schedule that was agreed upon with your client. (i.e. if it is quarterly, then meet every three months; semi-annual or annual, then every six or 12 months as appropriate)
- Meet with each client at least once in a 12 month period.
- Are fully prepared for every review meeting.
 - Have a set agenda
 - Make sure all paperwork that will be covered is completed and ready to sign as much as possible, and extra copies ready to give to the client
 - If using a laptop, ensure it is fully charged and all presentations loaded and tested to make sure they will work
- Confirm the meeting time and place at least one business day prior.
- Arrive at least 10 minutes before the start time if not at your office.
- Greet the client appropriately.
- Get started in timely manner so the meeting ends at the set time.
- Review the agenda first so that the client knows what will be discussed.
- End on time. If not everything is covered during the scheduled time, either defer to the next review or arrange for another means to finish the business that needs to be covered (i.e. phone call, video conference, email, etc.).

Key elements typically include:

On-going Review Meeting Agenda Checklist

- ✓ Ask Discovery Questions regarding
 - Life Transitions
 - New Challenges and Opportunities
 - Updates on Goals and Priorities
 - Progress on Plan Implementation
 - Family Updates
 - Insights, Questions and Concerns
- ✓ Review updated Circle Chart & Implementation Plan
- ✓ Review Account performance and significant changes
 - Use the Client Portal as able
- ✓ Confirm current Risk Tolerance and investment selection
- ✓ Review the completed True Wealth Tracker and note any changes so it is kept up to date
- ✓ Review any changes financial plan and probability of success in MGP
- ✓ Agree on a focal point for the next Meeting

The templates and tools available for productive and professional Review Meetings are listed and available at the links below:

- [Annual Review Packet](#)
- [Investment Advisory Agreement Amendment](#)
- [Risk Tolerance and IPS Document](#)
- [Circle Chart](#)
- [Implementation Plan](#)
- [Estate Planning Checklist](#)
- [Charitable Giving using Donor Advised Funds article](#)
- [Annual Client Review Meeting Topics](#)



Annual Client Review Meeting Topics

It is important to solidify and expand on the prospect's Confidence and Trust in Beacon Wealth Consultants, Inc. that you generated through all the communications and meetings as you moved your client from prospect to client. Maintain a long-term perspective and assist your client in achieving their life-long financial objectives. Have a plan that at a minimum review those long-term goals and objectives so that your client is growing their financial knowledge and education so that they see you as a partner and asset in achieving their goals. Preparations for each and every meeting should be geared to foster your client – advisor relationship.

Below is an annual meeting template that has topic suggestions that you should cover at least once each year. It is designed to educate your client and strengthen the relationship between you and your client.

1st Quarter – Investments & Plan Progress

- Identify client's priorities, goals, concerns and any potential transitions for the year.
- Investment Review
 - Prior year performance
 - Strategy Review
 - Update Risk Tolerance
 - Economic/Market updates & managing expectations for year
 - Recommended changes to portfolio/strategy as appropriate
- MGP Plan Progress
 - True Wealth Tracker & Current probability of success
 - Recommended changes/adjustments to plan
 - Identify any new investment opportunities per plan

2nd Quarter — Tax Planning

- Review tax returns
- Identify opportunities for reducing taxes

- Identify tax-favored opportunities for increasing/ optimizing savings and investments
- Discuss employer-sponsored plan options for business owners, self-employed, church leaders
- Educational Scholarship Tax Credit Programs

3rd Quarter — Insurance/Risk Review

- Discuss current liabilities and potential risk exposure
- Review existing insurance policies:
 - Life
 - Disability
 - P&C including Excess Liability (Umbrella) coverage
 - Health
 - LTC
 - Identity Theft
- Discuss recommendations for adding, modifying or terminating coverages

4th Quarter — Estate Plan Check-up (Setting your house in order)

- Review estate documents
- Document current estate design:
 - Instruments used
 - Distribution scheme (who gets what and when)
 - Per capita or per stirpes?
 - Is POA durable or springing?
 - Current planned charitable gifts
 - Plan for special needs children
- Using Donor Advised Giving Funds
- Benefits of establishing Revocable Living Trusts
- Other recommended updates and/or changes to estate plan
- Beneficiary check on IRAs, Qualified Plans, Life Insurance & Annuities
- Leaving a Legacy
 - Ethical wills
 - Family Mission Statement
 - Perpetual/ongoing gifts
- Peace of Mind Checklist