



K N I G H T S O F C O L U M B U S®

Sample District Organizational Meeting Agenda

1. Opening Prayer, Salute to Country, Welcome, Introductions
2. Council Operations Review
 - COVID-19 operational updates
 - LNNB and supporting Parishes as they reopen
 - Fraternal Planner - roadmap for success
3. Updated Training and Resources
 - Biweekly Webinars and Fraternal Leader Advisory
 - New training portal at kofc.org – no login required
 - Online Form 100
4. Membership Growth
 - Incentive programs
 - Recruitment during social distancing
 - Online Exemplifications
5. Member Engagement
 - Use Member Management portal to keep contact information current
 - Council Retention Committee
 - Engage younger members to help with technology and COVID activities
6. Star Council Review
 - NEW Columbian Award – no required / more featured
 - NEW McGivney Award – 5% NET membership growth
 - NEW Founders Award – Two FBE instead of insurance quota
7. Formation – programs adaptable to a virtual setting
 - Into the Breach
 - Holy Hour
 - Family Fully Alive
 - Novena for Life
8. Open Discussion
 - Best Practices; Idea Sharing
 - Event and Program Collaboration
9. Agency Report
 - Schedule FBNs
10. District Deputy Remarks
 - Supreme and State Council initiatives
 - Working with pastors
11. Closing Prayer



KNIGHTS OF COLUMBUS®

Planning Notes for District Organizational Meetings

Location: If in person meetings are permissible, schedule a time and place convenient for all Grand Knights. Follow all local public gathering guidelines. If necessary, schedule a virtual meeting at a time convenient for all Grand Knights.

Attendees: Invite all Grand Knights and consider expanding to DGKs, Chaplains, Membership and Program Directors. Ask for an insurance agency representative to attend your meeting.

Length of Meeting: Plan for 90 minutes, with extra time for socializing if local conditions permit.

Meeting Objectives: (1) Provide guidance and inspiration during this unique time (2) Set clear expectations for council actions during the new year (3) Support councils through shared best practices and council networking

Useful Resources: Fraternal Planner, Faith in Action Guidebook, Recent issues of Fraternal Leader Advisory, State Council newsletter/email, Notes from State Meetings

Agenda Notes

1. **Opening:** Have a Chaplain open the meeting in prayer and ask him to give a brief spiritual reflection.
2. **Council Operations Review:** Explain updated policy on COVID-19 operations as stated on ODR. Stress the need to implement LNNB and support our brothers, parishes and communities. Review the Fraternal Planner as an invaluable tool for council success.
3. **Updated Training and Resources:** Inform attendees of the leadership resources available on the new kofc.org website. Highlight the Fraternal Leader Advisory and Fraternal Webinars. Let attendees know about upcoming state trainings and trainings offered by the Regional Training Director.
4. **Membership Growth:** Explain how recruitment is vital to maintaining a council's success and critical to our support of Catholic families and parishes. Educate councils on recruiting during social distancing and the importance of attracting younger men to active council life. Review incentive programs and the resources available for membership growth. Highlight ON DEMAND online exemplifications.
5. **Member Engagement:** Stress the importance of regularly updating membership information in the Member Management portal. Lead a best practices discussion on how councils manage retention and communication. Highlight the need for younger members to lead the COVID-19 response and assist with enhancing council technology capabilities.
6. **Star Council Review:** Highlight the significant changes made to the Star Council Award for the new fraternal year. Review the expanded menu of featured programs. Lead a discussion on conducting virtual programs. Offer to host a district wide fraternal benefits seminar that all councils can promote.
7. **Formation:** With men's conferences and retreats cancelled, challenge your councils to form their members and men of the parish by sponsoring a virtual Into the Breach program. Inform councils on the resources we have to support personal and family faith development.
8. **Open Discussion:** Open the floor for other topics and solicit specific requests for district/state support.
9. **Agency Report:** Insurance representatives should be given time to speak about their efforts and support of councils. Schedule Fraternal Benefit Seminars.
10. **District Deputy Remarks:** Promote key state council initiatives and supreme programs. Be clear about any benefits and expectations on council participation. Always close with words of thanks and encouragement for both their participation and for all they are doing as leaders in the Catholic community and the Order.
11. **Closing Prayer:** Offer up all plans and work in prayer through the intercession of Our Lady of Guadalupe, Patroness of the Knights of Columbus and Venerable Father Michael McGivney, our Founder.