



2020/21 Sample Mid-Year District Meeting Agenda

1. Opening Prayer, Salute to Country, Welcome, Introductions
2. Council Status Review
 - New *Guidelines for Council Meetings* review
 - Successful operations during COVID-19 restrictions
 - Star Council Award progress
3. Membership Growth
 - Incentive programs
 - Resources and support review
 - Activity recruitment drives
4. Faith in Action
 - Guidelines for virtual programs
 - Leave No Neighbor Behind
 - Columbian Award review
5. Member Experience
 - Supporting Brother Knights
 - Member information maintenance
 - Retention plans
6. Formation
 - Supreme Chaplain's Challenge
 - Parish retreat
 - Into the Breach
7. Training
 - Upcoming opportunities
 - Leadership development for future officers
8. Open Discussion
 - Best practices and idea sharing
 - Event and program collaboration
9. Agency Report
 - Updates
 - Fraternal Benefits Seminars
10. District Deputy Remarks
 - Supreme and State Council initiatives
 - Working with our pastors
11. Closing Prayer



2020/21 Planning Notes for District Meetings

Venue: If an in-person meeting is not possible, select a suitable platform to hold a virtual meeting.

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: Ideally plan for 90 minutes, with extra time before and after for socializing if possible.

Meeting Objectives: (1) All councils should be active; either virtually or in person. (2) Assess where councils need assistance and provide guidance and inspiration. (3) Set clear expectations for council actions and areas of improvement. (4) Support councils through shared best practices and council networking.

Useful Resources: Fraternal Planner, Guidelines for Council Meetings, Leadership Resources, Faith in Action Guidebook, latest Fraternal Leader Advisory, State Council newsletter/email, Notes from State Meetings

Agenda Notes

1. **Opening:** Have a Chaplain open the meeting by reciting the Litany of Blessed Michael McGivney
2. **Council Status Review:** Explain the new council meeting structure. Review best practices and resources available for operations during COVID-19. Review Star Council requirements and the benefits of using this award as a roadmap for council success and retention. Review required State and Supreme forms and encourage online submission.
3. **Membership Growth:** Explain how recruitment is vital to maintaining a council's success and critical to our support of Catholic families and parishes. Review incentive programs and the resources available for membership growth. Educate councils on how to incorporate prospecting and recruiting into all council activities and programs.
4. **Faith in Action:** Explain the guidelines for virtual programs and encourage councils to be flexible and creative in their planning. Review Leave No Neighbor Behind and ask councils to make this program the cornerstone of their response to the pandemic. Share program calendars and create plans for each council to earn the Columbian Award.
5. **Member Experience:** Stress the significance of regular check-ins with all brother knights to assess their wellbeing. Explain the importance of maintaining current member contact information for effective member engagement. Lead a best practices discussion on managing retention and communication.
6. **Formation:** Encourage councils to adopt the Supreme Chaplain's monthly challenge as a discussion topic at monthly meetings. Challenge your councils to host virtual men's retreats or Into the Breach groups.
7. **Training:** Inform attendees of the leadership resources available on the new training portal at kofc.org. Notify attendees about upcoming state trainings and those offered by the Regional Training Director.
8. **Open Discussion:** Open the floor to 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. Discuss promoting fraternal benefits seminars.
10. **District Deputy Remarks:** Promote key state council initiatives and supreme programs. Be clear about any benefits and expectations on participation. Close with words of thanks and encouragement.
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 Blessed Michael McGivney, our Founder.