



Sample District Meeting Agenda

1. Opening Prayer, Salute to Country, Welcome, Introductions
2. Council Status Review
 - Council Health Assessment
 - Star Council Award progress
3. Membership Growth
 - Incentive programs
 - Resources and support review
 - Online Prospect Form
 - Recruitment Drives
4. Faith in Action
 - Required Programs
 - Columbian Award review
 - Program calendar and planning support
5. Member Experience
 - Engagement review
 - Onboarding, Communicating, Interacting, Formation, Recommitment
 - Member information maintenance
 - Retention Plans
6. Formation
 - Supreme Chaplain's Challenge
 - Retreat or Men's conference opportunities
 - Into the Breach
7. Training
 - Outstanding requirements
 - Upcoming opportunities
 - Leadership development for future officers
8. Open Discussion
 - Best Practices; Ideas Sharing
 - Event & Program Collaboration
9. Agency Report
 - Updates
 - Fraternal Benefits Nights
10. District Deputy Remarks
 - Supreme and State Council initiatives
 - Working with our pastors
11. Closing Prayer



2019/20 Planning Notes for District Meetings

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 Time: Ideally plan for 90 minutes, with extra time before and after for socializing

Meeting Objectives: (1) Assess where councils are and what assistance they need going forward (2) Provide guidance and inspiration for the next 3-6 months of council work. (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, Council Health Assessment, Faith in Action Guidebook, current issue of Columbia Magazine, 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 Status Review: Explain the benefits of Star Council as a roadmap for council success and retention. Review Star Council requirements. Announce upcoming degree dates. Review the required forms to be filed with Supreme and State. Encourage online submission. Have each council take the Council Health Assessment. Note which councils will need your attention.
3. 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 how to incorporate prospecting and recruiting into all council activities and programs. Review the Online Prospect Form as a helpful tool in doing this. Review incentive programs and the resources available for membership growth. Collect a schedule of council membership drives and offer to personally assist councils in running them.
4. Faith in Action: Review the Faith in Action program model and emphasize the required programs. Have every council complete a Columbian Award form (SP-7) for year-to-date and review together. Share program calendars and create plans for each council to earn the Columbian Award.
5. Member Experience: Lead a discussion on the 5 keys to successful member engagement: *Onboarding, Communicating, Interacting, Formation and Recommitment*. Explain the importance of maintaining current member contact information for effective engagement. Lead a best practices discussion on how councils manage retention and communication.
6. Formation: Encourage councils to adopt the Supreme Chaplain's monthly challenge as discussion topic at monthly meetings. Research and notify councils of any retreats or men's conferences in your area. Challenge your councils to form their members by leading Into the Breach groups.
7. Training: Inform attendees of the leadership resources available at Officers Online and the Online Training Portal. Make sure all officers understand their responsibilities. Let attendees know about upcoming state trainings and trainings offered (in-person and online) 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 our fraternal benefits and scheduling frequent fraternal benefits nights.
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 that 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.