

Michigan State District Meeting Agenda – Summer 2022

**Pre-meeting:**

1. **Registration**
2. **Check council prework** (Have forms on-hand for any that are not done (185, 365, 2629, MI-19 & Council Directory)
3. **Dinner** (Pray before dinner is served)

**Meeting:**

1. **Opening Prayer, Salute to Country, Welcome, Introductions**
2. **Star Council Requirements**
3. **Michigan Achievement Award**
4. **Membership Growth**
   * Exemplifications – Review District Exemplifications & Schedule on the State Website
   * Recruiting – MI-19 or CAT status, Drive Weekend & Best Practice checklist
   * Goals – Quotas, +1 from last year & active round tables
5. **Faith in Action**
   * Directors
   * Plans
   * Form 10784
6. **Member Experience**
   * Engagement review (Onboarding, Communicating, Interacting, Formation, Recommitment)
   * Member information maintenance
   * Retention Plans
7. **Council Training**
   * Youth Protection
   * State Website
   * Council Officer Training
8. **Agency Report**
   * Fraternal Benefit Nights
   * Field Agent Engagement
9. **Dignitary Remarks**
10. **Closing Prayer**

**Post-meeting:** Serve refreshments & snacks and allow time for Q&A and fraternity



Planning Notes for District Meetings

**What each council needs to send to your District Deputy prior to the meeting:**

1. MI-19 – Council Membership Recruitment/Program Action Plan (or Council Activity Tracker)
2. 185 – Report of Officers Chosen
3. 365 – Service Program Personnel Report
4. 2629 – Notice of Appointment of Round Table Coordinator
5. Council Directory Form
6. 1295 – Semi-Annual Council Audit (Due 8/15/2022)

**Items District Deputies should send out to each Grand Knight prior to the District Meeting**

1. Exemplifications scheduled by the State of Michigan and the District for July through December

**Council Attendees:** Invite all Grand Knights, DGKs, Chaplains, Financial Secretary, Membership and Program Directors.

**Other Attendees:** Invite your insurance agency representative (FA or GA), State Deputy Regional Representative (SDRR), and Diocesan Membership and Program Directors.

**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.

**Notes:**

1. **Before the Meeting:** 15 minutes
   1. **Each DD should Collect Council Prework** – If NOT done, have councils complete these during the meeting
   2. **Distribute hand-outs** (Email to all GKs prior to the meeting)
   3. **Ask about access to Michigan KofC Gmail use:** Have someone available to assist if needed
2. **Opening:** 10 minutes
   1. **Opening Prayer –** Have a Chaplain open the meeting in prayer and ask him to give a brief spiritual reflection.
   2. **Pledge of Allegiance –** Have a 4thDegree Knight or a District Deputy lead
   3. **Welcome –** Have the Host DD welcome everyone
   4. **Introductions –** Have each DD introduce attendees for their District. Host DD should also introduce dignitaries.
3. **Star Council Requirements:** 5 minutes – DD – These were reviewed at the Summer Meeting so review this quickly
4. **Michigan Achievement Requirements:** 10 Minutes – DD – This is new this year.
5. **Membership Growth:** 10 minutes – DD or DMD – Review the slide
6. **Faith in Action:** 10 minutes – DD or DPD – Review the slide
7. **Member Experience:** 10 minutes – DD – Review the slide
8. **Council Training:** 10 minutes – DD – Review the slide
9. **Agency Report:** 5 minutes – FA/GA – Review slide – ensure the process to schedule Fraternal Benefit Sessions is understood.
10. **Dignitary Remarks:** 10-20 minutes – All each dignitary 5 minutes to talk about whatever they wish
11. **Closing Prayer:** 5 minutes - Chaplin