

# Appendix B: Council Leader and District Deputy Meeting Agenda

1. Opening Prayer.
2. Assess Council Status (Appendix C). Clarify strengths and weaknesses.
3. Discuss the pastor's requests for council support.
4. Show available resources and train on use as needed:
  - a. Fraternal Leader Advisory ([Video](#) – [Past Issues](#) – [Sign Up](#))
    - i. Sign up leaders for email distribution and FLAs
  - b. Virtual capabilities ([Resource page](#) – [Planning Guide](#) – [Technical Guide](#))
  - c. Meetings ([Council Meeting Video](#) – [Officers' Planning Meeting Video](#))
  - d. Officers Online (Use "SIGN IN" button on [KofC.org](#))
  - e. Email tool in Member Management ([Video](#))
  - f. Webinars ([Training & Webinars](#))
  - g. Online ceremony ([Ceremonials](#))
5. Develop a COVID recovery plan that leverages assessed strengths and improves identified weaknesses:
  - a. Identify people for core leadership positions: Grand Knight, Financial Secretary, Treasurer, Program Director, Technology Director
  - b. Schedule at least six events for the next six months (Appendix E)
    - i. Reflect holidays, holy days, feast days, Founder's Day, McGivney feast day, etc.
  - c. Schedule council and officers' planning meetings
  - d. Create a member outreach plan ([Leave No Neighbor Behind](#) – [Email Tool Video](#))
  - e. Implement the use of virtual tools for meetings and events (see 3b above)
  - f. Develop a budget ([Tips for Council Budgeting](#) and [Sample Budget](#))
  - g. Share best practices and success stories from other local councils
  - h. Set measurable and achievable goals, ie.:
    - i. \_\_\_\_ events per month
    - ii. \_\_\_\_ attendees per event
    - iii. \_\_\_\_ prospective members per event
    - iv. \_\_\_\_ members attending council meetings
    - v. \_\_\_\_ members contacted successfully
    - vi. \_\_\_\_ Date to complete a full slate of officers and directors
6. Develop agenda for officer planning meeting.
7. Develop agenda for council meeting.
8. Closing Prayer.