

# Welcome

- **Thank you for attending this training session, we will start shortly.**
- **In this platform web/camera are not used.**
- **Please ensure you are muted. I will open a live Q/A at the end.**
- **You can ask a written question during the session. I will try to answer them live, or I will get back to you.**
- **Please answer the survey question after the webinar.**

Clicking here will open or shrink your dashboard

Here is the "Raising your Hand" tool for the live Q/A (do not use until the live Q/A)

Type your questions here

File View Help

▶ Audio

▶ Attendees: 24 of 1001 (max)

▼ Questions/Chat

Audience Question

Q: what does the triangle mean?

A: I will have to ask Google

Elke Thompson (to All - Entire

This is where you type your Question

Send

Knights of Columbus - GoToWebinar Traini...

Webinar ID: 840-756-235

This session is being recorded.

GoToWebinar



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# Grand Knight 102 Meetings

# WE WILL COVER TONIGHT:

- **Meetings**
  - What roles do we play?
  - What? 2 meetings a month?
  - “Reporting” and not “Talking”
  - Make your meetings something more
  - Who is Robert and why does he have rules?
  - The art of Thanking



August 18, 2022

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**MEETINGS**



# What? Two Meetings?

- **The council is more than the Grand Knight**
- **Council Business meetings**
  - Opportunity to SUMMARIZE what the council is doing
  - Realign council focus
  - Build Fraternal Spirit
  - Build Formation and Faith
  - Need to vote on specific manners
- **Officer's Planning meeting**
  - Plan Programs
  - Develop Budgets
  - Pay APPROVED Bills
  - Prepare and discuss what business meeting items will be brought forward



# Plan then execute

## Appendix F: Officers' Planning Meeting Agenda

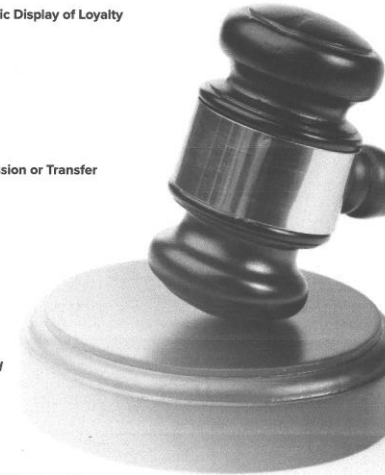
1. Opening Prayer
2. Grand Knight's Report
  - Overview of Council Issues
  - Review Correspondence
  - Review Schedule
  - Agenda for Next Council Meeting
  - Unfinished Business
  - New Business
3. Officers' Reports
  - Chaplain
  - Deputy Grand Knight
  - Chancellor
  - Recorder
    - Minutes
  - Financial Secretary
    - Council Standing
    - Reports
    - Receipts
    - Bills
    - Supplies
  - Treasurer
    - Accounts Status
  - Lecturer
    - Proposed Reflections
  - Advocate
  - Warden
    - Equipment
  - Trustees
    - Audits
  - Others as Needed
4. Membership Report
  - Candidates
  - Exemplifications
5. Program Reports
  - Faith
  - Family
  - Community
  - Life
  - Committees
  - New Ideas from members in attendance
6. Good of the Order
  - Prayers for Members
  - Upcoming awards for members, other
7. Closing Prayer (Prayer for the Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney)



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## Appendix B: Council Meeting Agenda

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance (USA) or Patriotic Display of Loyalty
4. Approve Minutes of Prior Meeting
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Report
8. Membership Report
  - Balloting of Candidates for Admission or Transfer
9. Other Reports
  - Programs
  - Committees
  - Fourth Degree
  - Insurance Agent
  - District Deputy
  - Other
10. Unfinished Business (*motions carried over from previous meetings*)
11. New Business (*new motions*)
  - Bills Not Previously Approved
12. Good of the Order
  - Awards (*Family and Knight of the Month, etc.*)
13. Lecturer's Reflection (*optional*)
14. Grand Knight's Summary
15. Closing Prayer (*including intentions for sick or distressed members*); Prayer for Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney
16. Adjournment



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# How do I do a good Officers Planning Meeting?

- **Relaxed environment**
- **Appendix F**
  - Prepare
    - Financials
      - Receipts
      - Bills
      - supplies
    - Who will be speaking?
    - Any voting?
    - Guest Speaker
  - Reports
    - Chaplain
    - DGK
    - Chancellor
    - FS
    - Treasurer
    - Recorder
      - Send out the minutes before the business meeting
  - Committees
    - Short reports

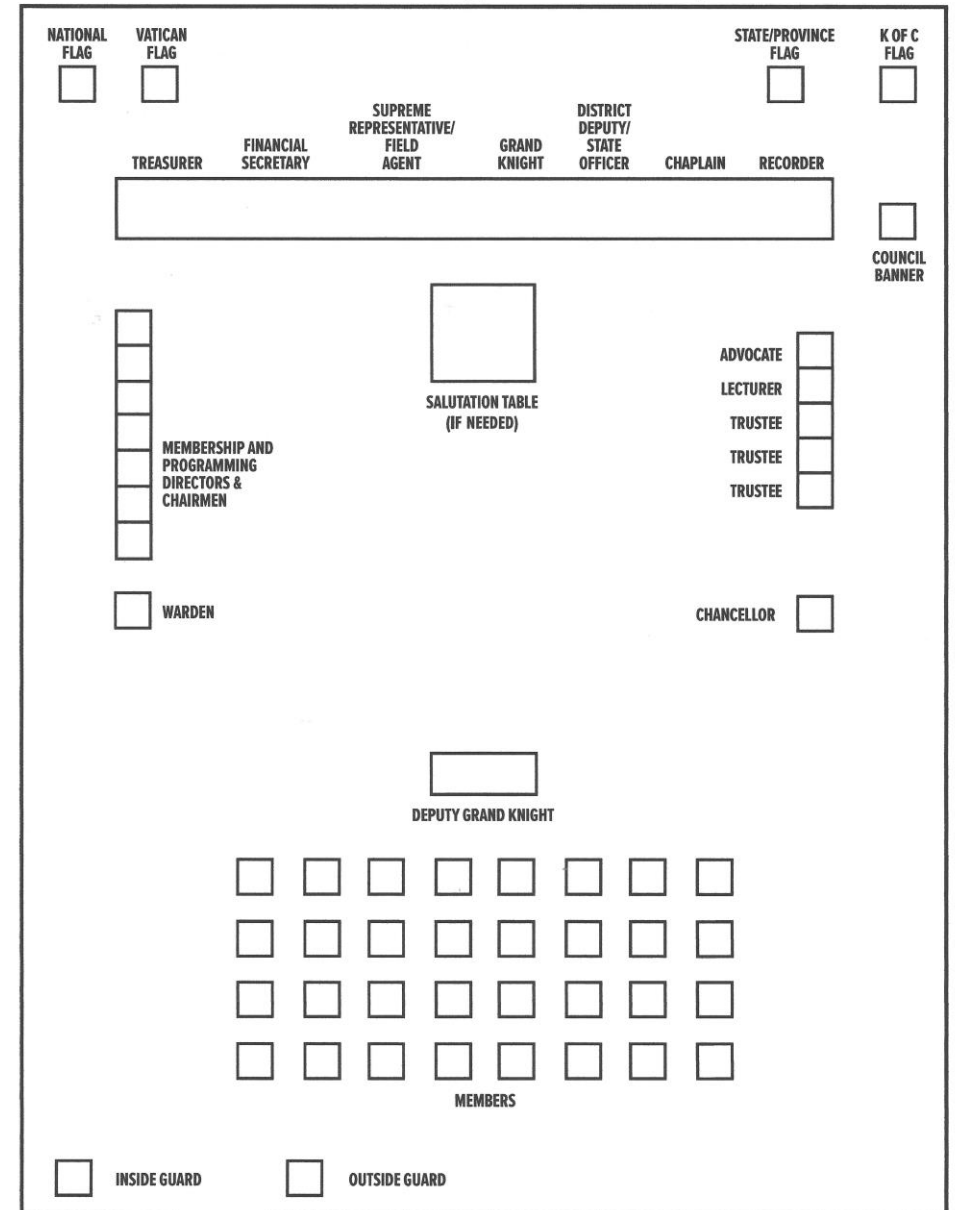


# Business Meeting Layout

- **Adapt and make it your own**
  - Do Not get hung up on exactness
  - Why is the DGK way out there?
  - Follow the meeting around the room



Council Meeting Chamber Setup



ENTRANCE

# How do I do a good Business meeting?

- **Plan, Plan, Plan**
- **Appendix A**
  - Minutes sent out before meeting
  - Notify and invite multiple times
  - Plan a social (food and drinks)
  - Guests?
  - Prepare
    - Awards
    - Invite the WHOLE Family
- Determine Topics and time
- Organize
- Read through the script
  - Appendix B and C
- Technology
  - Virtual
  - Sound for the room?
- Warden prepares the room
- Materials at the ready



# Reporting vs Talking at a meeting?

- **To report**
  - What has the committees done?
  - What is the committees going to do?
  - Congratulations
  - Recommendation of the committees
  - Voting
- **NOT Talk**
  - To spend time discussing it
  - 2<sup>nd</sup> guessing
  - Long speeches on things covered in committees



# Grand Knights Report

- 5 minutes maximum
- Thank, Thank, and Thank
- Welcome new and old
- Congratulate



# Oh No! We need to Motion!

- **Be specific in your Motion**
  - Exact amount or “not more than”
- You need a second BEFORE discussion
- **Be ready to amend**
  - Modifying the motion to be more specific
- Voting on the amendments first then the motion as a whole.
- **Don't be afraid to table it**
- If a committee did not bring the motion, then maybe a committee should
- **No more than 3 for and 3 against**
- 2 minutes for each
- No need to have 3 for if 0 are against



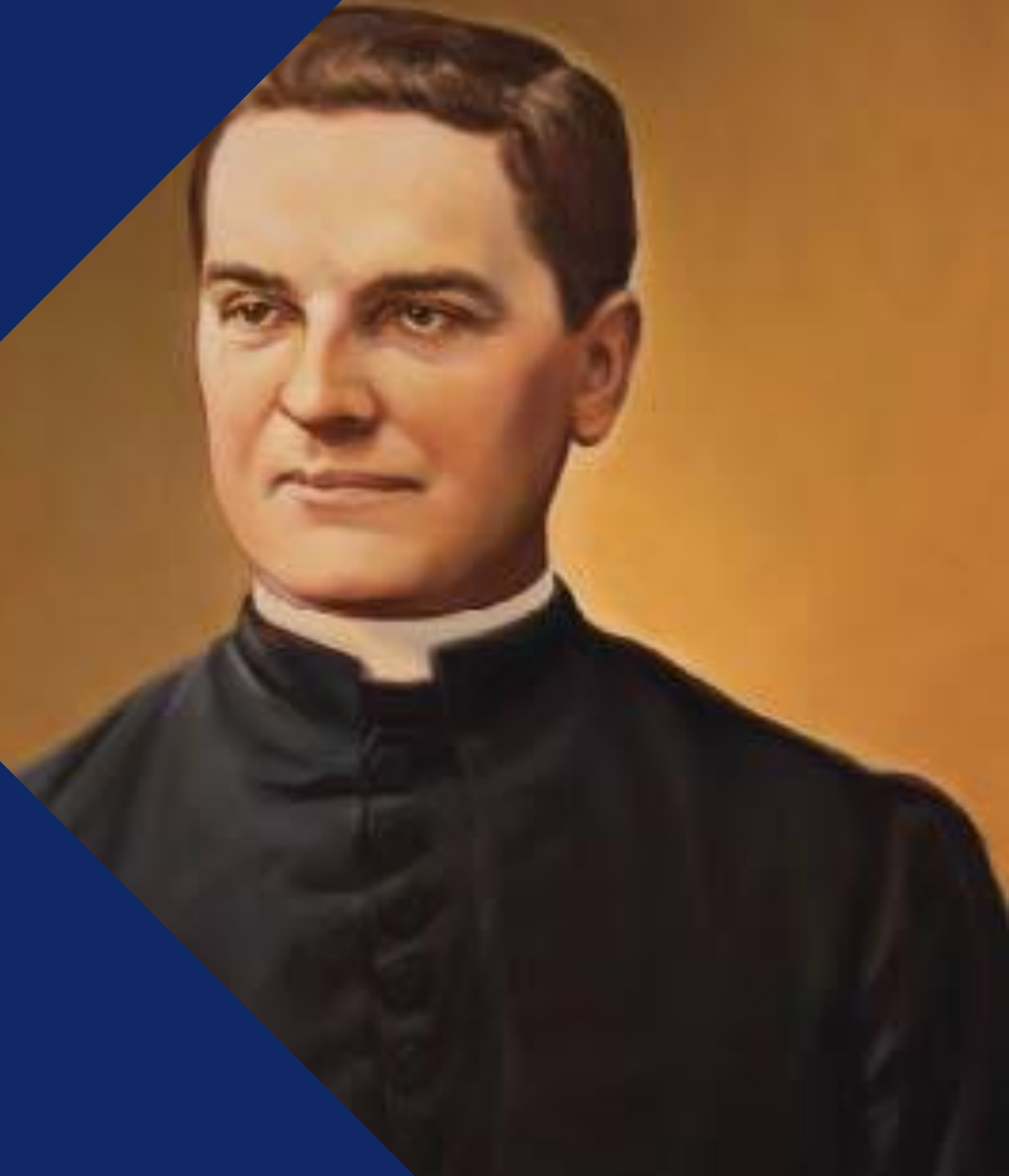
# Council Business Meeting

- **Should be Professional**
  - Not Boring
  - Worth the time to attend
  - People don't like a poorly run meeting
  - Do not forget Fellowship
  - Combine it with
    - A meal
    - A rosary
    - A social activity



# Prayer for the Canonization of Blessed Michael McGivney

**God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (*here make your request*). Through Christ our Lord. Amen.**





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**Thank you.**

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