

# Order of Conducting Meetings



August \_\_\_\_\_ Monthly Business Meeting  
Council \_\_\_\_\_

Meeting Called to Order:      **Warden's Report on Membership Cards**

**Opening Prayer**

**Prayer for the Canonization of Fr. Michael J. McGivney**

**Pledge of Allegiance to the Flag**

**Roll Call of Officers**

**Reading of Minutes of the previous meeting**

**Report of the Admission Committee & Reading of Applications**

**Grand Knight's Report**

**Chaplain's Report**

**District Deputy's Report**

**Treasurer's Report**

**Financial Secretary's Report**

**Reading of bills and communications      Motion to approve bills**

**Report of Committees by Program Director**

## ***Old Business***

1.

2.

3.

4.

5.

## ***New Business***

1.

2.

3.

4.

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5.

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6.

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7.

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8.

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**Insurance Agent's Report**

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**Spiritual / Faith Formation Program**

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**Monthly program from the Lecturer**

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**Good of the order**

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**Prayer for Vocations**

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**Closing Prayer**

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### ***Planning Items that should be considered***

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**Planning Items**

- Persons with Intellectual Disabilities Drive planning continues**
- Membership Drive (Church Drive/Blitz) planning**
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**Announce Activity Dates**

- Announce dates of State Campout**
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**Forms/Reports Due**

- August 15<sup>th</sup> – Semi-Annual Council Audit (Form 1295-1)**
- August 15<sup>th</sup> – Order Soccer Challenge Kit (Form SC-KIT)**
- September 1<sup>st</sup> – Order Substance Abuse Awareness Kit (Form SA-KIT)**
- September 30<sup>th</sup> – Quarterly Council Activities Report (Form IA 16)**

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### ***Miscellaneous Items***

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**Guests:**

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**Special Notes:**

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**Fill out all council monthly reports**

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**Create any needed publicity communications**

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