

# Order of Conducting Meetings



September \_\_\_\_\_ 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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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**

**Closing Prayer**

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

### **Planning Items**

- Persons with Intellectual Disabilities Drive planning continues**
- Order "Keep Christ In Christmas" Materials**
- 1<sup>st</sup> degree dates set**
- Membership Drive (Church Drive/Blitz) planning**
- Planning for October Baby Showers for Jesus**
- Planning for Birthright Roses Drive and Life Chain Activities for October**
- Start planning Memorial Mass for November**

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### **Announce Activity Dates**

- Announce Memorial Mass Dates**
- Announce dates of the Membership Blitz**
- Announce dates of KofC Men's Retreat**  
First weekend in November at American Martyrs Retreat House, Cedar Falls

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### **Forms/Reports Due**

- 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)**
- October 10<sup>th</sup> – July State Per Capita & Catholic Education Fund**
- October 31<sup>st</sup> – Persons with Intellectual Disabilities Fund Drive Report (Form IA 28)**

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## ***Miscellaneous Items***

**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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