

## **KFTC Virtual Annual Chapter Meetings**

Suggested agenda - revised, June 2020

Please take notes during your meeting. After the meeting, please fill out the paper chapter annual meeting report form and submit your information through the online webform at <https://www.surveymonkey.com/r/2020ChapterAnnualMeeting>

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### **1. Opening. (15 minutes)**

- Welcome
- Icebreaker
- Review agenda
- Ground rules & how to participate

### **2. Overview of the chapter and chapter's work (20 min)**

- Chapter membership and fundraising
- Perhaps create some poll questions for folks to answer?

### **3. Chapter petition (10 min.)**

### **4. Nominations for KFTC statewide committees (10 min.)**

### **5. Election of chapter officers (10 min.)**

### **6. Goal setting for year & upcoming opportunities (15 min)**

- Perhaps some poll questions?

### **7. Wrap-up, Evaluate, and Adjourn (10 min.)**

- Perhaps a link to a google form with feedback/plus/delta about how the meeting went?