**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

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?