

KFTC Annual Chapter Meetings
Suggested agenda - revised, March 2018

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/2018ChapterAnnualMeeting>.

Also mail your paperwork to KFTC, P.O. Box 1450, London, KY, 40743.

1. Ice-breaker/Introductions. Pass around the sign-in sheet (10 minutes)

2. Review the agenda (5 minutes)

3. Review the chapter's work in the past year (20 minutes)

- Briefly review the chapter's goals and activities from the past year.
- Discuss: What were some significant achievements or accomplishments? What are some areas that need improvement in the coming year?

4. Review upcoming events and opportunities to volunteer (10 minutes)

- Annual Meeting
- Other....

5. Ideas and suggestions for KFTC's platform (15 minutes)

- Use platform guidance handout to help explain...
 - That KFTC's platform is a set of positions taken by the statewide organization. Its purpose is to communicate – to ourselves and the outside world – the issues we are prepared to address or defend. It reflects issues that our membership is working on and committed to.
- That all chapters have the right to contribute revisions to the platform. These ideas will be considered by the Steering Committee in September. A proposed draft of the platform will be printed in *balancing the scales*. A final vote will be taken by the full membership at the annual meeting in August.
- Then give people a minute to find and review the platform (have copies available). Are there any proposals for changes to the platform? It is fine if there are no changes to be made at this time. Discuss and vote on proposed changes. (Please focus on the *content* of the platform, rather than trying to edit for style.). Make sure to record WHY the change is being recommend and develop the specific language you are proposing. If you don't have time to develop specific language during the meeting, select a small committee of members to do this after the meeting.

6. Review the chapter petition form and decide whether to remain a chapter. (10 minutes)

- Explain that local chapters are the building blocks of KFTC's power and democratic process. Each KFTC chapter has rights and responsibilities. Give people a moment to find the chapter petition form. (Have copies handy.) Ask someone to read the "rights" and "responsibilities" section of this form. *Ask for a motion whether to remain a KFTC chapter and take a vote.*

7. Nominations for KFTC statewide committees. (10 minutes)

- Explain that each chapter is asked to nominate at least one person to a statewide committee. Give people a moment to find the description of those committees (have a few copies handy). Let people know which chapter members currently serve on any of the statewide committees.
- Committees include: Personnel, Finance, Litigation, Leadership Development, Land Reform, Economic Justice, New Energy & Transition, Racial Justice, and Voting Rights.
- Ask for nominations or volunteers to serve on one or more of KFTC statewide committees. These positions will be finalized in September by the Steering Committee.

8. Election of Chapter Officers (20 minutes)

- Explain that each chapter is asked to elect people to 5 positions: Steering Committee Representative and Alternate, Membership Coordinator, Fundraising Coordinator and Publicity Coordinator. Give people a moment to find and review the descriptions of these roles (have a few copies available.) Let people know who currently serves in these positions and whether or not they are eligible to serve another term.
- Ask for nominations or volunteers for each position and call for a vote.
- Ask if there are any other positions that the chapter wants to establish, such as chapter chairperson, note-taker, etc. If so, ask for nominations and take a vote on those positions.

9. Review chapter membership statistics and set goals. (10 minutes)

- Report on the number of total members, the number of new members, and the percentage of members whose dues are paid as of May 31, 2018.
- Ask the group to set a membership recruitment goal for the remainder of the year.
- Briefly brainstorm ways that the chapter could meet that goal. Set a time for turning those ideas into a real, concrete workplan.

10. Review fundraising statistics and set new goals. (10 minutes)

- Report on grassroots funds raised as of May 31, 2018.
- Set a grassroots fundraising goal for the remainder of the year. (Minimum of \$500.)
- Briefly brainstorm ways the chapter could meet that goal. Set a time for turning those ideas into a real, concrete workplan.

11. Adjourn, fill out paperwork and head for home!