

ADVISORY COUNCIL REPORTS SCHEDULE and the RESPONSIBLE STATE OFFICER OR COMMITTEE CHAIR for Distribution

REPORTS OR DOCUMENTS NEEDED FROM AC	DATE REQ'D. (No Later Than)	AC MEMBERS RESPONSIBLE OR AC INDIVIDUAL RESPONSIBLE	KOT PERSON TO WHOM REPORT/DOCUMENT IS DIRECTED	Name	email address	phone
Bank Signature Card	January 31 of each year	AC Treasurer AC Chair	State Treasurer	Bob Crane	kairostxtr@gmail.com	817-948-4052
Budget Forecast	Last day of October	AC Fin. Sec. AC Chair	State Financial Secret	John Osborne	KOTjohnno@hotmail.com	832-423-3412
Master List Updates	January 31 & Quarterly (if changes)	AC Secretary State Rep/AC Chair	State Registrar	Julie Cole	julie@kotexas.com	432-352-2359
UAC Meeting Minutes	Within 2 weeks after AC meeting (Draft minutes of meeting can be sent)	AC Secretary AC Chair	State Vice Chair State Chair	Ray Sims Steve Newton	raysims@sbcglobal.net steve_newton@att.net	832-326-0625 817 228-3695
Monthly Financial Reconciliation	15th of following month	AC Fin. Sec. AC Chair	State Financial Secretary	John Osborne	KOTjohnno@hotmail.com	832-423-3412
KPMI Affiliation Fee	By the 20th of the month after quarter end	AC Treas. AC Fin. Sec./AC Chair	State Treasurer State Fin. Sec.	Bob Crane John Osborne	kariostxtr@gmail.com KOTjohnno@hotmail.com	817-948-4052 832 423-3412
State Affiliation & Audit Fees	Last Day of February	AC Treas. AC Fin. Sec./AC Chair	State Treasurer State Fin. Sec.	Bob Crane John Osborne	kariostxtr@gmail.com KOTjohnno@hotmail.com	817-948-4052 832 423-3412
Weekend Dates/Leaders	ASAP after Selection	AC State Rep. AC Chair	State Registrar	Julie Cole	julie@kotexas.com	432-352-2359
Spiritual Resume	30 days after selection by UAC	Weekend Leader AC Chair	State Registrar State Chair	Julie Cole Steve Newton	julie@kotexas.com steve_newton@att.net	432-352-2359 817 228-3695
Weekend Leader Advanced Kairos Training	6 to 18 months prior to weekend	Weekend Leader AC Chair	State Registrar State Training Coordinator (AKT)	Julie Cole Mike Stumbaugh	julie@kotexas.com mstumbaugh@sbcglobal.net	432-352-2359 817 247-5403
\$1 Million Trailer Liability Insur. Cert.	30 days prior to weekend	AC Trailer Coordinator AC Chair	State Trailer Committee Chair	Jeff Coatney	jeff@c2texas.com	830 491-9071
Weekend Leader' s Report	2 weeks after weekend	Weekend Leader AC Chair	State Vice Chair State Chair EI Regional Coordinators (See below)	Ray Sims Steve Newton	raysims@sbcglobal.net steve_newton@att.net	832-326-0625 817 228-3695
Affiliation Agreement	January 31 of each year	AC Chair AC State Rep.	State Chair State Secretary	Steve Newton Joy Drady	steve_newton@att.net jadradyl@aol.com	817 228-3695 210-218-8555
Agape	Once per month	AC Chair AC Agape Coord.	State Agape Committee Chair	CJ Salzman	kairos@cjsalzman.com	512 638-1004
Annual Trailer Invoices	October 1	Regional Trailer Coordinators	AC Treasure & Financial Secretary Trailer Committee Chair	State Several Ad Co's Jeff Coatney	jeff@c2texas.com	830-491-9071
Weekend Excellence Initiative Report	As required in Program Procedure Doc.	Ad Council Designee for Weekend E.I Report	State Chair and EI Regional Coordinator	Steve Newton	steve_newton@att.net	817 228-3695
			EI Regional Coordinator - Central	Jaime Gonzales	dyslexic_bulldog@yahoo.com	830-275-2424
			EI Regional Coordinator - East	Scott Baker	scott@stbaker.com	281-513-0653
			EI Regional Coordinator - North	Driskoll Tubbs	dtubbs@jbcco.com	214-226-9674
			EI Regional Coordinator - Northeast	Driskoll Tubbs	dtubbs@jbcco.com	214-226-9674
			EI Regional Coordinator - Panhandle	Robert Kimmel	rkimmel@tsslawyers.com	210-488-8835
			EI Regional Coordinator -South	Bill Johnson	acaciares@sbcglobal.net	972-310-1551
			EI Regional Coordinator -Southeast	Joni Garza	garzabjetp@gmail.com	817 715-6770
			EI Regional Coordinator - West	Melvin Dudley	msdlovescid@suddenlink.net	325-725-1416
			EI Regional Coordinator - Kairos Torch	Bill Salsar	kotbil14@gmail.com	979-255-1260
			EI Regional Coordinator - Kairos Outside	Debbie Van Pelt	debbie.vanpelt7@gmail.com	432-935-4415

REPORTS OR DOCUMENTS NEEDED FROM KOT MEMBER	DATE REQ'D. (No Later Than)	KOT MEMBER RESPONSIBLE	REPORT/DOCUMENT SENT TO
State Quarterly Meeting Notice	30 days prior to meeting	State Secretary	AC Chairs/State Reps./E. C./Comm. Chairs
State Meeting Minutes	2 weeks after meeting	State Secretary	AC Chairs/State Reps./E. C./Comm. Chairs
Weekend Trailer Schedule	as required	St. Chair, State Trailer Coord. Comm.	AC Chairs/State Reps.