

KAIROS OF TEXAS Year 2020

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 Secretary | Steve Newton | steve_newton@att.net | 817-228-3695 |
| 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 meeting minutes can be sent) | AC Secretary AC Chair | State Vice Chair State Chair | Scott Baker Ray Sims | scott@stbaker.com raysims@sbcglobal.net | 281-813-0653 832-326-0625 |
| Monthly Financial Reconciliation | 15th of following month | AC Financial Secretary AC Chair | State Financial Secretary | Steve Newton | steve_newton@att.net | 817-228-3695 |
| KPMI Affiliation Fee | by 20th of month after quarter end | AC Treasurer AC Financial Secretary/AC Chair | State Treasurer State Financial Secretary | Bob Crane Steve Newton | kairostxtr@gmail.com steve_newton@att.net | 817-948-4052 817-228-3695 |
| State Affiliation & Audit Fees | Last Day of February | AC Treasurer AC Financial Secretary/AC Chair | State Treasurer State Financial Secretary | Bob Crane Steve Newton | kairostxtr@gmail.com steve_newton@att.net | 817-948-4052 817-228-3695 |
| Weekend Dates/Leaders | ASAP after Selection | AC State Representative 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 Ray Sims | julie@kotexas.com raysims@sbcglobal.net | 432-352-2359 832-326-0625 |
| Weekend Leader Advanced Kairos Training | 6 to 18 months prior to weekend | Weekend Leader AC Chair | State Registrar State Training Coord (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 Coord. | Scott Baker Ray Sims | scott@stbaker.com raysims@sbcglobal.net | 281-813-0653 832-326-0625 |
| Affiliation Agreement | January 31 of each year | AC Chair AC State Rep. | State Chair State Secretary | Ray Sims Joy Drady | raysims@sbcglobal.net jadrady@aol.com | 832-326-0625 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 Trea.&Fin.Sec. State Trailer Comm. Chair | 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 EI Regional Coordinator | Ray Sims Scott Baker | raysims@sbcglobal.net scott@stbaker.com | 832-326-0625 281-813-0653 |
| | | | EI Regional Coordinator - Central | Jaime Gonzales | dyslexic_bulldog@yahoo.com | 830-275-2424 |
| | | | EI Regional Coordinator - East | Michelle Edwards | michelle.edwards.koet@gmail.com | 903-767-1645 |
| | | | 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 | Debbie Van Pelt | debbie.vanpelt7@gmail.com | 432-935-4415 |
| | | | EI Regional Coordinator - South | Bill Johnson | acaclares@sbcglobal.net | 972-310-1551 |
| | | | EI Regional Coordinator - Southeast | Mike Tavary | mtavary49@gmail.com | 979-482-6178 |
| | | | EI Regional Coordinator - West | Melvin Dudley | msdlovescid@suddenlink.net | 325-725-1416 |
| | | | EI Regional Coordinator - Kairos Torch | Marcia Wiseman | Mwiseman13@comcast.net | 281-989-3333 |
| | | | EI Regional Coordinator - Kairos Outside | Teddy Carson | sandtcarson@suddenlink.net | 806-787-1991 |

| 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. |