

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 kairostxch@gmail.com	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 kairostxch@gmail.com	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 kairostxch@gmail.com	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	kairostxch@gmail.com 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	kairostxch@gmail.com 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.