

Kairos of Texas

State Committee Meeting

April 13, 2013

9:00 AM – 3:00 PM

Hill Country Bible Church

Austin, Texas

www.kairoستexas.org

Chairperson **Bill Salser**

Secretary

Attendees
 State Officers Absent: David Ross, Texas IC Rep & Chair of the International Council
 Units not represented: Clements, Coffield, Darrington, Eastham, Neal, Segovia
 State Committee Chairs Absent: David Savage, New Starts

Minutes

Gather for fellowship and refreshments 8:30 – 8:45 a.m./Praise and Worship 8:45 – 9:00 a.m.

1. CALL TO ORDER

Dale Mayer and Scott Van Pelt led us in Praise and Worship followed by an opening prayer by Tom Damrow.

2. MINUTE APPROVAL

The approval of the minutes for the KOT meeting held on January 12, 2013 was not voted on.

3. CHAPLAINCY

Bill Pierce

Accompanying Bill Pierce to the meeting was Michael Rutledge, Assistant Director of Chaplaincy. Either Chaplain Pierce or Chaplain Rutledge will begin attending each KOT quarterly state meeting as the TDC representative. Five new chaplains have been added to the system at the following units: Allred, Clements, Coffield, Estelle, and Michael. The Chaplain asked for prayers as each unit chaplain is being asked to do more and more. The Chaplaincy Dept. is charged with overseeing non-traditional faith groups. As a result of a lawsuit that TDC lost, each faith group is allowed to hold non-traditional services each week on Saturday. Most of these groups are small and do not have to use the chapel. It should not interfere with reunions and/or prayer and share. Recidivism is 22.4% in the state of Texas because of the many programs that take place. "Every time I've asked Kairos to step up, you've said yes and stepped up. I can't begin to express appreciation to each one of you. We are so blessed to have you in our system."

Chaplain Pierce did address the question of Licensed Kitchens and stated that there is no change in the actual policy (including cookies). All foods to be brought into TDCJ facilities must be prepared in Licensed kitchens. The rule is being reemphasized because of the legal vulnerability of TDCJ when donated food items are allowed to enter the system.

4. CHAIR

Bill Salser

Bill Salser discussed his thoughts on nontraditional ways to incorporate more volunteers into active participation on a typical Texas Kairos weekend. He used a computer projection and handouts to expand on his experiences. The Graph and Bill's narrative are **attached** at the end of these minutes.

Bill asked for responses on how many units might want to purchase the "Prisoner to Prisoner" devotional for distribution to the Kairos community at their particular units. Copies of the devotional were handed out but no one expressed an immediate interest. KPMI is considering outsourcing the devotionals in volume if the interest is there.

KPMI is also interested knowing if any of the programs are interested in bulk purchasing from KPMI, Kairos bibles to be given to the Kairos communities (projected to be at the Instructional with the specific permission of the Unit Chaplain). The Bibles are the New Revised International Version and are approximately 9 inches by 5 inches by 1.5 to 2 inches. As above KPMI will bulk order to keep costs down and the cost will be passed through to the AD Council as an Inter-ministry transaction.

Bill also notes a serious issue, as we meet 26 of our 52 programs do not have an approved Weekend Leader for the Fall. This is serious and must be addresses immediately. All should check the latest version of the Master list to assure that your unit is in compliance.. Send corrections immediately to the State Registrar Julie Cole.

5. FINANCIAL SECRETARY REPORT

Bob Cole

The new KPMI Executive Director, Evelyn Lemly, came from a very large nonprofit in Colorado and quickly realized that our financials were not in the proper format for a nonprofit corporation. A group called CPA-MOMS was hired to completely restructure the financial system of KPMI. First, they moved all of the files to one server and then restructured the chart of accounts to reflect a true nonprofit corporation. All of this has taken place over a four month period. This has caused a major rewrite to Kairos Donor, which is the software the Unit Financial Secretary uses to gather the financial data for the AC. This is supposed to be released Monday, April 15th but may be delayed further due to the extensive modification that has to be made to accommodate the changes to the chart of accounts.

The biggest problem that has affected KPMI in the past was the intercompany sale of products to the various states and units. But, as a nonprofit, we cannot sale anything so that word is not to be used anymore. We now have inter-ministry transfers

which is reflected by a group of accounts in the chart where when you look at the organization at a whole, these transactions offset each others. This has been a big problem in the past. In fact for the year 2011, after the audit, there was still \$135,000 that could not be accounted for in these inter-ministry transactions. With the new structure, this will be a lot easier to consolidate and resolve and the financials will be presented in the correct format. This is the first time in the history of KPMI that the board has ever had a chance to push the button and get a consolidated financial statement of the whole organization. They will be able to see the financials in a timely manner from now on.

The financials as of 12/31/12 were reviewed and changes in the difference sections were pointed out. Also, in the expense section, there are three major groups - administrative, fundraising, and programs. The balance sheet hasn't changed that much except we will be tracking fix assets on a monthly basis.

6. TREASURER'S REPORT

Robert Robinson

Robert reminded each AC to look over each check before sending it. Make sure it has been signed, is readable, and is accompanied with paperwork. Some AC's still do not have their unit name on the checks, just KPMI, and he has to make the necessary phone calls to find out where the check is from. KOT scans checks to be deposited electronically - if something is wrong with the check, it cannot be scanned again and the check must be returned to the unit which can be very time consuming. One fourth of the units have updated treasurers. Hotel reservations must be made in a timely matter as Robert is required to turn in the reservations 3 weeks in advance. This has continued to be a problem and the KOT Executive Committee voted that if a reservation is late and the individual must use a different hotel that is more expensive, KOT will only reimburse \$50 to the individual. Be sure and contact Robert if you need to cancel – in most cases he can cancel if he knows something by the Thursday before the meeting. If you are a “no-show,” then the AC will be billed for the hotel room.

7. TEXAS AKT COORDINATOR REPORT

Mike Stumbaugh

One of the financial changes is the way payment is being accepted for AKT. Payment must be made with a unit check, not a check from an individual. So, as you have potential leaders or interested volunteers attending AKT, make sure they have a check from your unit to take with them. If individuals chose, they can then write a donation check to the AC for the training. Any questions, contact Mike at mstumbaugh@sbcglobal.net or 817-247-5403. Listed below are the two remaining Texas AKTs for 2013:

June 21 – 23, 2013 HUNTSVILLE, TX Kairos Inside

Location: Criminal Justice Center of Sam Houston State University. Housing in Hotel operated by Sam Houston State University, Huntsville, TX.

Arrive by 6:00 pm and start at 7:00 pm.

Cost: \$325.00 - single (limited number available). \$255.00 - double (each) and \$185.00 - commuter. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Sandwiches Friday evening, Saturday breakfast, lunch and supper and Sunday breakfast.

Contact: Mike Stumbaugh, mstumbaugh@sbcglobal.net or 817-247-5403 (cell),
526 Westview Terrace, Arlington, TX 76013 for application and additional information

Checks should be made payable to **KPMI – Texas**

Note: Attendees need to bring personal items only.

November 15 – 17, 2013 WAXAHACHIE, TX Kairos Inside, Kairos Outside and Kairos Torch

Location: Lakeview Camp and Conference Center, 5128 FM 66, Waxahachie, TX 75167.

Arrive by 6:00pm and start at 7:00 pm.

Cost: \$305.00 - single (limited number available) \$235.00 - double (each) and \$185.00 - commuter. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Sandwiches Friday evening, Saturday breakfast, lunch and supper and Sunday breakfast.

Contact: Mike Stumbaugh, mstumbaugh@sbcglobal.net or 817-247-5403 (cell),
526 Westview Terrace, Arlington, TX 76013 for application and additional information

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YOU MUST COMPLETE THE ENTIRE COURSE TO BE CERTIFIED AS A WEEKEND LEADER

8. KAIROS OUTSIDE REPORT

Marcia Wiseman

We had a wonderful meeting last evening with all 10 KO's present and reporting their activities. We were thrilled to have Joyce Boelsche at our meeting and she was a blessing! Marjorie Whitner reported on Winter Conference and distributed printed information. Cissy Kabat completed and published the KO to KI assignments. You all received the map today and it is on the Kairos Outside of Texas website (www.kotexas.org). Map is **attached** to these minutes. If you need assistance in obtaining a KO speaker at your unit's closing, please contact the KO Advisory Council chair in your area. Cissy can assist you if you need further assistance. Her contact information is listed on the state roster. Marjorie and I will attend the July Summer Conference representing KO Texas. Kairos Outside Lubbock #5 is having a weekend this weekend so please be in prayer for the team and guests.

9.	INTERNATIONAL COUNCIL REPRESENTATIVES REPORTS	
	<p>David Ross – 2013 International Council Chair – was attending a KPMI Board meeting and was absent from the state meeting Ed Davis – appointed to recruitment committee; there’s lots of energy within this committee – a document will be published and available at Summer Conference Julie Cole – Ministry Coordination Committee – no report John Kennell – Chair of KPMI Program Evaluation Committee – The Excellence Initiative Report for KI is on the website and includes much additional information related to the weekend. Hopefully, the KO report will be on the website sometime this summer.</p>	
10.1	<p>AGAPE Jaime commented that he has agape for all but two units. He also reminded the group that Agape Coordinator is a required position on the AC. The committee decided that on the average 40 pieces are needed each month. Since it is easier to bring agape to the state meeting rather than mail it, Jaime asked each unit to provide 120 pieces each quarter. What happens if your AC doesn’t get it in – after 30 days, Jaime will make contact with the State Chair; after 60 days, the lack of participation goes to the Compliance Committee.</p>	Jaime Gonzales
10.2	<p>ADVISORY COMMITTEE Jim reminded the state reps that there are several very important documents that are available to them. The AC Accountability Standards document lists key requirements and tells where each one came from. The Periodic Report document tells when and who a report goes to. Both are on the KOT website, www.kairostexas.org. Jim shared that during the KPMI Winter Conference, he learned that funding for all international ministries had been dropped due to lack of funds. He gave his personal opinion that we should be willing to pay the 15% affiliation fee when applicable to help sustain these worthwhile programs. He has found that procrastination seems to be the big culprit in getting things done in a timely matter and we need to ask ourself – Am I Committed?</p>	Jim Irwin
10.3	<p>CLERGY The document, “Kairos Clergy Requirements for State of Texas, Kairos Chapter,” written by Tom was presented to the state body. It was accepted at the July 14, 2012 State Meeting but Tom Perdue’s computer crashed after that meeting and the document was loss. It is attached at the end of these minutes.</p>	Tom Damrow
10.4	<p>COMPLIANCE & TRAINING COMMITTEE The committee discussed food safety, in-kind donations forms, photo confidentiality. The requirements for agape was discussed and the need for a deadline was mentioned. Thomas receives information on spiritual resumes and AKT and follows up when necessary.</p>	Thomas Becker
10.5	<p>FINANCE No report.</p>	Bob Cole
10.6	<p>FOOD CONTROL Glenda emphasized that each kitchen preparing food needs to be licensed. If food is bought from a bakery/grocery store, you need to be able to show receipts if asked. It is coming to the point where the license might need to be produced. If you make cookies at a church, be sure the church kitchen is licensed. If it isn’t, contact the City/County Health Dept. to request a non-profit inspection. If you live in a rural area, call 512-834-5626 in Austin. Cost is \$150.00. Reminder – a food handling certification may be obtained online at learn2serve.com for \$10. It is recommended that 1-2 people on the support team have this certification.</p>	Glenda Robinson
10.7	<p>FUND RAISING/SPONSORSHIP No report.</p>	Tom Venhaus
10.8	<p>MUSIC No report.</p>	Dale Mayer
10.9	<p>NEW STARTS As Assistant Chair, Don Lipke conducted the meeting. Congratulations go to KO Central Texas for a successful #1 in Feb, 2013. The committee will begin working on written procedures for a KO new start as there are some differences from a KI. It was reported that Stevenson had to go to 1 weekend/year due to lack of potential upcoming leaders/volunteers. Lockhart Men’s just completed their 3rd weekend and they reported that they had some new volunteers which helped to increase their</p>	David Savage

volunteer base. The main business of the committee was to entertain a proposal for a Torch start-up at Harris County Leadership Academy in Katy. A one page sheet from Bill Salser giving detailed information on previous meetings and a information sheet from Richard Ater, Ad Hoc Committee Chair was given to all committee members. After a presentation by Richard and a time for questions, the New Starts committee voted to present a motion to the state body giving them a “go-ahead” to proceed. A motion was made (it did not require a second) that the Ad-Hoc Committee of Torch at Harris County Leadership Academy be given permission to proceed with all plans to have a Torch weekend at the facility. Tentatively, the date is set for Nov. 2013, depending on the leader attending Torch AKT in May. The motion passed unanimously.

10.10 REGISTRAR **Julie Cole**
Please remember to turn in your weekend dates and leaders’ spiritual resume in a timely matter for inclusion on the KOT Master List.

10.11

10.12 TORCH **Buck Rodgers**
Buck has assumed the position of interim chair of the Torch Sub-chapter committee for Texas and attended the Torch 101 orientation program conducted in Houston in Feb., 2013. As mentioned under New Starts, the proposal for Torch to move forward at the Harris County Leadership Academy in Katy was approved by New Starts.

10.13 COMMUNICATIONS **Tom Perdue**
No report.

10.14 OUTREACH **Kenny Hensley**
Kenny asked that each state rep carry back to their AC that they can request through TDCJ Volunteer Services a special training session for a group of 50 or more. You fill out the application online, have the training (either new or refresher), and can enter the TDCJ system immediately upon TDCJ clearance (no need to locate and attend a nearby Training after the fact).. Some additional outreach ideas from the committee included contacting other 4th day communities besides just Emmaus, have a booth at church conferences, Restorative Justice, using recruiting videos, publicity in newspapers, etc. The best way is always one-on-one recruiting – just keep on asking. Remember that Kairos is not our program, but God’s program. Try to include new people on each weekend. Email below was received after the state meeting and pertains to training:

There will be another local all-in-one TDCJ training in San Antonio on Saturday May 4th from 8:30am to 12 noon at St Dominic’s Piper Community Center on located on 5919 Ingram Road just a block from the intersection with Callaghan and near to I-410 north. For those that have not been to the training, it is special in that TDCJ is coming to us and we will be able to fill out the application and begin the background check process. This training is mandatory if you want to visit any of the state prisons/jails, so don't miss this opportunity! If you need refresher training (as it has been two years since you were first approved), you will be able to satisfy this requirement as well at the training. Please respond ASAP to Robert Leibrecht (leibrecht@sbcglobal.net) or Johnny Rios (johnnyrios@sbcglobal.net).

10.15 TRAILER COORDINATOR **Scott Van Pelt**
There are no easy answers for the 1 Million trailer insurance. You don’t get insurance for a trailer, but for the person who is going to pull it. Some units are not painting the Kairos logo on their trailer. Continue looking for a carrier and ask questions.

10.16 Motion received to adjourn the meeting.

MEETING CLOSED WITH ‘SURELY THE PRESENCE’ – NEXT MEETING IS JULY 13, 2013
