

Kairos of Texas State Chapter Committee Meeting
Hill Country Bible Church, Austin, Texas
July 12, 2014: 9:00AM-3:00PM

DRAFT

Chairperson: Jim Irwin

Attendees- Officers present: Jim Irwin, Thomas Becker, Cissy Kabat, Audrey Rivera, Robert Robinson, Larry "Buck" Rodgers, David Ross, Bill Salser, Mike Stumbaugh and Marcia Wiseman.

Units not represented: Bartlett, Ferguson, Hobby, KO Lubbock, KO San Antonio, KO Wichita Falls, Lynaugh, Rudd, Smith, Stiles, and Wynne.

Minutes:

Gathered for fellowship and refreshments: 8:30-8:45. Praise and Worship led by Scott Van Pelt: 8:45-9:00

- **CALL TO ORDER:** by Jim Irwin. Devotional and prayer given by Buck Rodgers based on Philippians 2:14-15. Visitors welcomed were Terry Younger of the Michael Unit and Scott Baker of the Eastham Unit.

- **MINUTES APPROVAL:** Marcia Wiseman made the motion to accept the minutes of the April 4, 2014 meeting. It was seconded by Debbie Van Pelt. Motion carried.

- **CHAPLAINCY:** Chaplain Pierce and Chaplain Michael Rutledge were unable to attend this meeting. Stacie Woods, TDCJ Director of Volunteer Services, spoke about communication and problem resolution. She suggested going to the Regional Director of Prison Operations accompanied by other unit Advisory Council members when problems arise. Kairos is part of the TDCJ Crusade Ministry group so that a volunteer may go into a unit 4 times/year without training. At the present time, the volunteer application may not be filled out online. However, it is available at the website (www.tdcj.state.tx.us) under the Volunteer with TDCJ link. It should be downloaded and filled out prior to contacting the appropriate unit chaplain to be placed on the gate list for entry to the unit offering the training. The training schedule is listed under the Volunteer with TDCJ link. Once training is completed, the training instructor/chaplain will forward the application to Huntsville. It takes 20-25 working days for the application to be approved by Stacie's staff after training. If there are 25 or more people at one locale, Stacie will provide a trainer to come to you. She can be reached at stacie.woods@tdcj.state.tx.us.

- **CHAIR :** Jim Irwin made several announcements. Prayer and Share will begin in August at the Terrell Unit, Melvin Childers is the state rep for the Polunsky Unit, Carolyn Jones of the Mt. View Unit has approval from the state new starts sub-committee, our KPMI Executive Director and the warden to develop a Kairos weekend plan for the women on death row. Prayer is requested that a modified program will ultimately be approved for that group of women. There are 9 women who may be served. Jim asked for a motion to approve Steve Newton as the chair of New Starts. Motion was made by Driscoll Tubbs and seconded by Scott Van Pelt. Motion carried. Thank you, Steve.

Regarding MOU's: Jim said that "going forward," a new MOU is to be signed when a new warden comes on a unit. Keep a copy, send the original to Ann Kreller at KPMI for the Executive Director's signature. After Evelyn approves, it will be sent back to your unit for your records. You can find the document on the Kairostexas.org website.

The Executive Committee met last night. We approved David Ross and Mike Stumbaugh as co-chairs of the Nominating Committee for the elections to be held at the SCC October meeting. A ballot will be sent out in early Sept. so all AC's can timely make their decisions. Nominations can also be made from the floor.

Eventually Texas may be asked by KPMI to use one bank (i.e. Wells Fargo) for all units. It was suggested if and when that happens, plan to make the change effective on the first day of the following month to mitigate quarterly and year-end financial accounting efforts.

Robert Robinson made the motion that the Exec. Committee accept Audrey's resignation effective July 31 and that Bill Salser be appointed as state Fin. Sec. for the remainder of 2014. Our KPMI Exec. Director has given Texas approval to appoint 2 assistant financial secretaries during this transition period of accounting procedural adjustments. Marcia Wiseman seconded, and Robert's motion carried. Jim requested that names of current or past Fin. Sec. with both Donor and Enterprise/Quick Books experience be given to Bill Salser immediately. Jim cautioned that our failure to timely complete our transition to the new accounting procedure could place the Texas Kairos programs at risk of suspension.

EI reports: there now are 6 KI designees, 2 KO, designees and 1 Torch designee conducting the EI interviews and entering the results into the EI data system. It is working well. It is planned that all programs will be processed electronically beginning August 1, 2014. Jim reminded the SCC that the KPMI objective for the year is to Inspire Ministry to Excellence through recruitment and compliance.

Jim advised that the Exec. Committee approved Bill Salser to be the replacement for Ed Davis at the International Conference meeting at Summer Conference.

- **FINANCIAL SECRETARY REPORT:** Audrey reported that KOT is reconciled through March 2014. All AC's and state reps are to get the financial statements by email. Due to the volume of work and her personal workload, Audrey submitted her resignation to Jim which he accepted.

Jim announced the financial secretary will oversee 2-3 assistants who will input financial data for reporting to KPMI. AC Fin. Sec. are asked to load monthly bank statements to Drop Box for convenience at year end audit. KOT was delinquent this year with our audit data submittal to KPMI. We were also late in our first quarter 2014 closing. In order to improve the efficiency for KOT's timely filing of financial reports, AC financial secretaries must document specific data in Donor on the memo line. For checks written, we need to know to whom and what for, (i.e. reimburse for coffee, paper plates, advance for AC weekend or prayer and share, etc.). If the Check is for an advance, we need to know to whom, what is the purpose for the

advance (AC weekend, purchase computer, etc.) and the date when the weekend/purchase/etc. is expected to occur. That too goes on the Donor memo line. For questions, Bill Salser can be reached at KOTBill14@gmail.com. Recruitment for the 2-4 assistants was to begin immediately. People with Quick-Books and Donor were asked to contact Bill. It was estimated that the efforts would require about 20 hours per month per assistant.

- **TREASURER'S REPORT:** Robert said that due to Austin City Limits in October, there are only 20 rooms available at the Hampton Inn and the first 20 to register with him when the email goes out will get those at the Hampton; others will be housed at the Comfort Inn just down the road.

7. INTERNATIONAL COUNCIL REPRESENTATIVES REPORTS:

1. Julie Cole – absent – no report
2. Ed Davis - absent – no report
3. Davis Ross: reported that the Executive Director and Board members of KPMI are keeping their eyes on the spiritual health of this ministry; growing and staying financially strong. David will be a cochair for the KOT nominating committee. The committee will be seeking 2 people/position as “new blood” is always needed for growth. Positions to be voted on in October are Chair, Vice Chair, Financial Secretary, Treasurer, Secretary, and IC representative.
4. Mike Stumbaugh: the KI subcommittee of the Ministry Coordination Committee at KPMI is looking into the concerns regarding one on one hosting (only 38% are doing this at the present). They are also looking at team size, formation and training. The subcommittee has been charged by the Executive Director to look at both the positive and negative aspects of any changes recommended. This will not be happening quickly. Next AKT is Nov 14-16 in Waxahachie. As AKT State Coordinator, Mike will not be providing program manuals to the participants. Registration will be closed 2 weeks prior to the training date. The fee is to be paid by an UAC check and mailed with the participant's application.

8.KAIROS OUTSIDE REPORT: As part of the KPMI subcommittee for KO, Marcia has called inactive communities in Virginia and West Virginia to seek how KPMI might help. The KO subcommittee has monthly teleconferencing. At Summer Conference, she will be co-presenting a session on conflict resolution, Hopefully it will be videotaped so that it can be available to all Kairos communities. Eight of the ten Kairos Outside communities in Texas met last night. The goal to have all 10 communities ACOP trained was reached by the end of June. Marcia and Marjorie Whitner will represent KO Texas at the Summer Conference.

9.TORCH: Dean Cook reported that Torch 4 Amarillo will be held this fall. Harris County Torch 1 was successful. Startups are being considered; McKinney being one of them. He asked that we keep the program in our prayers..

10.COMPLIANCE AND TRAINING: Jim Lodovic reported very few non-compliance calls have been received. Little training is taking place at this time. An update will be provided after Summer Conference. There is the possibility that IC's will become trainers.

11.COMMUNICATIONS: Roger Harbert reported that minutes of SCC quarterly meetings can be found on the kairostexas.org website. He will be sending out a questionnaire to all units regarding what audio/visual equipment they have and what is needed.

12.FINANCE: Robert Robinson requested that the units not make any changes in their bank accounts at this time. If a unit changes to a different bank, the paperwork has to go to KPMI for approval and this takes time. Please make all communications direct and to whom as the committee will have more responsibility during this interim period. For reimbursement, a receipt is necessary; otherwise no reimbursement will be given.

13.FOOD CONTROL: Glenda Robinson reported there are no changes at this time.

14.FUNDRAISING: One of the newer ideas for fundraising is to buy the M&M rolls, give them out and asked that the "tube" , after it is empty, be filled with quarters and returned.

15.NEW STARTS: Steve Newton is the new chair of this subcommittee. A list of deviations for the program startup at Mountain View death row will be compiled next week and sent to New Starts . The committee will follow the KPMI procedures from there. Bill Salser commented that a new procedure will reconcile KPMI and Texas New Starts.

16.EI AND PROGRAMS: Debbie VanPelt reported that the new survey will be online Aug 1st. Designees will contact the UAC and weekend leader by email. This time, the biggest problem is that the UAC chairs are not getting their reports. Weekend leader reports go to Jim Irwin; he in turn sends them to the appropriate designee.

17.OUTREACH: Joann Hood reported that the units could provide Karios informaton at the annual conferences of major denominations in their area. KO talks at KI closing are happening, and we need to recruit diversity on our teams. Kenny Hensley, chair of he Outreach Committee, is giving a mini presentation at Smith at each of their reunions, each retreat as well as all the Prayer and Share he facilitates to keep the men thinking about KO. He also has permission from the Chaplain and carries reservation forms with him. This has been well received.

18. LOGISTICS: Thomas Becker thanked those that came early to setup and requested that those who could, please stay for cleanup.

Jim Irwin closed us in prayer. The meeting was adjourned at 2:30 after singing *Surely the Presence of the Lord*.

NEXT MEETING WILL BE OCTOBER 11, 2014

Respectfully submitted by
Cissy Kabat,
KOT secretary