

**Flourish, Not Just Survive**  
**Kairos of Texas State Chapter Committee Meeting**  
Hill Country Bible Church, Austin, TX  
**July 14, 2018**

**Chair:** Steve Newton

**Executive Committee present:** Steve Newton, Ray Sims, John Osborne, Bob Crane, Joy Drady, Robert Kimmel, Driskoll Tubbs, Dickson de la Haye, Joaquin Ytuarte, Bill Salser, Debbie Van Pelt

**Units not represented:** Boyd, Clements, Dalhart, Jester 111, Jordan, Michael, Montford, Torch Amarillo, and Vance.

**Minutes**

Gather for fellowship and Refreshments: 8:30-8:45. Praise and Worship: 8:45-9:00 led by Scott Van Pelt, and Tony Perez.

Steve Newton called the meeting to order at 9:00 a.m. and recognized those attending for the first time. Steve also recognized a special guest. Dr Glenn Smith, a Certified Volunteer Chaplain Assistant at the Hightower Unit, was awarded the Governor's 2018 Criminal Justice Volunteer Service Award for Extensive Travel. Glenn traveled 9,360 miles during 2017 by serving on Kairos teams and raising funds in support of the Hightower facility. The KOT members gave him a round of applause.

**David Mosser**, State Clergy Coordinator, gave the opening devotional and prayer. He read Matthew 18:15-17 and noted it is one of the few places where Jesus gives us directions for how to act using three steps. Jesus suggested this method for dealing with misunderstandings and conflict within the community of faith: 1) Go to the other person yourself. 2) Take some others with you (2 or 3 witnesses). 3) Take it to the church. Then if the person doesn't respond, "let them be to you as a Gentile or a Tax Collector". Why would Jesus say this? Because Jesus treated Tax Collectors and Gentiles as people who needed to be converted to the love of God which eventually was shown by the cross of Jesus.

In the Kairos ministry we deal with persons who come from a culture of hate, who live in a very dark place. On a four day Weekend we can't change them but we can possibly plant some seeds of hope.

**Casey Celum**, Chaplain Region IV, TDCJ. (Steve "thanked" Chaplain Casey for coming again to share in our meeting.) The Chaplain said *"You are a special, called people to a time such as this, chosen and called to an elite team called Kairos. Thank you. Every volunteer is important. It is because of you that the lives of incarcerated people are changing."*

Some items to think about:

1. Change of Wardens on the Units – Be a little patient. They usually come around to your ideas.
2. New Chaplains – Some in Region IV are "on fire" and some have never done this before.
3. This is an exciting time for KOT with new emphasis on training and recruiting.
4. If you have any issues/questions please contact the Regional Chaplain. They want to please you.

Steve asked for **approval of the April 14, 2018 Minutes**. Driskoll Tubbs moved the minutes be approved. Seconded by Bob Barcus. Motion passed. The **Roll Call** was taken by Joy Drady, secretary. Those units not in attendance are listed at the beginning of the minutes.

**Chair Comments: Steve Newton** Welcome everyone and thanks for making the effort to get here.

Administrative items:

1. Annual Conference is coming up in a couple of weeks. Texas is sending 54 representatives! Those who go will learn a lot and make connections with others around the country. They will also discover how well Texas does things compared to other states.
2. Elections for 2019 – At the October meeting we will elect the Kairos of Texas Officers for 2019. Positions open for nomination are: Chair, Vice-Chair, Secretary, Treasurer, Financial Secretary, and two International Council Reps. It is not a complicated process to be nominated. First, look at the State Chapter Committee Operating Procedures and read the job descriptions of the positions. If you are interested in serving in a position notify someone on the Nominating Committee: Dixon de la Haye, Joaquin Ytuarte, or Scott Van Pelt. Once you are nominated be prepared to address this KOT group in October, telling us why you would be a good choice.
3. A word about EZRA – Two different opinions exist about the functionality of EZRA. One is that it is **essential** in operating the Weekend. The other is that it hinders the Weekend Leader. What troubles me is when a Weekend Leader struggles with EZRA but does not reach out for help. Mike Springer is always available to help. It is important that the Ad Council makes sure the Weekend Leader is comfortable with EZRA. Please seek help if needed.
4. Last quarter we spent most of our time talking about the 5 Year Plan and you made big contributions of ideas for that. From those ideas the Executive Committee has identified four “Focus Points” to help direct our plans for the future:
  - Outreach and Recruiting – In KOT we have a tremendous sub-committee for this that can help AC’s exchange and develop ideas.
  - Fundraising – The Donor program is an excellent tool for raising funds. The Financial Secretaries need to work with a Fundraising Coordinator for efforts in this area.
  - Training – There is a need to bridge the gap for AC officers between “I don’t know what to do” and “not looking at or participating in the training that is available”. There will be more training sessions available at the KOT October meeting.
  - Marketing and Branding – Need to add a new State Committee position for this.
5. Financial Delivery Performance.
  - a. There was a time when the financial function of Kairos was an envelope full of cash, some checks for deposit, and perhaps some receipts all held together by a rubber band. Unfortunately, that world no longer exists.
  - b. Kairos is a large multi-national, multi-million dollar non-profit organization that must conform to certain rules to maintain their non-profit status.
  - c. What does that mean? It means the job of the Financial Secretary and Treasurer for each Ad Council must have a significant understanding of standard accounting practices.
  - d. In Texas we are considered a Model 2 state which means that each Ad Council operates essentially independently. Ad Councils are each responsible for raising the funds to operate and they are expected to document their expenses in a consistent manner. This independence is a feature that we in Texas cherish and have stood firm against suggestions that we change to another model.

- e. With this independence comes responsibilities. Financial Secretaries are expected to deliver financial reports multiple times a year, including payments and proper documentation of expenses. Every deliverable item from the Financial Secretary has a deadline date that is known far in advance.
- f. It is the job of John Osborne and his team to collect the information from the 59 Ad Councils, compile it and transfer the information to KPML. John and his team also are expected to deliver the KOT information on schedule.
- g. If every Ad Council delivered their information to John on schedule, the KOT team's job would be easier.
- h. However, it hasn't been working that way. Please look on the back of your agenda. Ten types of transactions were measured for the 4<sup>th</sup> Quarter of 2017 and the 1<sup>st</sup> Quarter of 2018
- i. Starting with the bad news – 37 Ad Councils (60%) missed one or more of their delivery deadlines. That means that John and his team are continuously following up with the late Ad Councils. Personally, it is difficult for me to imagine the level of frustration that John and his team feel when pleas for deliverables are ignored.
- j. Consistently delivering financial information on time is not impossible. 22 Ad Councils did not miss a single delivery date. If they can do it, it seems reasonable that others can as well.
- k. The good news is that the 22 shall not go unrewarded. Sparing no expense, KOT has purchased Burger King gift cards for every one of the 22 financial secretaries. On each table there are envelopes with the name of the Ad Council and the Financial Secretary. Please distribute them. If no one is here representing that AC, please return the envelopes to me. I'll send them via snail mail.
- l. Kairos asks a lot of us in terms of time required to conduct this ministry. Everyone in KOT is a volunteer and many are challenged to balance their commitment to Kairos with their families and their jobs. Everyone at the leadership level understands and greatly appreciates the challenges that you face.
- m. Please do not take these as critiques regarding your commitment to the ministry. Every person that is engaged in the ministry is very much appreciated. With that in mind, please also accept the notion that it's OK to nudge us a little closer to excellence.

**Remember our goal is to "Flourish, not just survive".**

- 6. Write me downs:
  - a. Prepare for 2019 Elections
  - b. Be proactive in seeking help understanding EZRA
  - c. Seek ways to be consistently on time for Financial deliverables

### **John Osborne, Financial Report**

("High Spot Review"\* reports for five months ending 5/31/2018 were distributed)

- 1. Revenue: By next month we should go over our projection for Revenue.
- 2. Gross Profit: 6.4% more than last year.
- 3. Net Income: 16.1% ahead of last year.

Balance Sheet: Total Cash: fluctuates with when affiliation fees are paid.  
 Checking & Savings accounts: almost \$170,000

We are managing our financials well. Please share this with your Ad Councils.

### **Bob Crane, Treasurer's Report**

1. 27 Units are now using Wells Fargo Bank (Statements are available the 1st of the month)
2. When you have checks printed please include the Units Name on the checks.
3. When sending a check to Bob, please Include a copy of the voucher that was issued for writing the check.
4. Bob is available for training Treasurer's or answering questions today.

### **Training Sessions: (10:30 -12:00) (number of participants)**

**Financial Secretaries (37)– 2019 Budget Prep – John Osborne**  
**State Representative (28) – Debbie Van Pelt**  
**Outreach/Recruiting (18)– Dickson de la Haye & Sub Committee**  
**Secretaries (28)– Julie Cole and Mike Springer**

### **Break for Lunch followed by Sub Committee Meetings and Training Sessions continued**

### **IC Reports: Driskoll Tubbs – Volunteer Recruiting**

We are not just recruiting people, we need to try for more diversity including minorities. Recruit in the churches and the communities in the area of where the Unit is located. Every Ad Council should have a website and maintain it.

### **Robert Kimmel – Chair of National Excellence Committee**

Receives and reviews national EI Reports  
Workshops will be offered at National Conference

### **Joaquin Ytuarte – Volunteer Recruiting**

If you are not confident about going to talk at minority churches, please call him to ask for volunteers who can help you. Don't be intimidated because God has already made the way for you.

### **Dickson de la Haye – KI Committee**

The current focus is on Continuing Ministry.

1. More Units are doing more Kairos retreats and looking for good examples.  
Please share if you have done one that worked well.
2. Increase the impact of Prayer & Share
  - a. Need more training for how to do it.
  - b. When you have an Inside Residents Council there is better participation.
  - c. Prayer & Share cards could be updated.
  - d. God's Word Bible (on KPMI Supply Order form) – Has 52 Lessons that can be used with Question #3 on P&S card.
  - e. Why we do Prayer & Share: James 5:16 "Confess your faults one to another" Then others know what to pray for and prayers result in God giving the person spiritual healing.
3. Important that we all know about all three of the Kairos Programs
  - a. KI should be talking about KO and KT more than just at Closings...at P&S and Reunions.
  - b. We all come together to support Kairos and **Kairos supports the family!**

### **Sub Committee Reports:**

#### **Outreach /Recruiting – Dickson de la Haye**

***Never forget that it's by God's grace that we have volunteers.***

We expect feedback from the Evaluation Forms given to those who attended today's training.

A Collection of Ideas:

1. Use KO members as a way to identify churches for presentations about Kairos ministries.
2. Form a strong relationship with KO and KI.
3. 14 Ad Council members – Once a month go to one of their churches to talk about Kairos.
4. Sisters in KO need our prayers, support and dollars in many cases.

#### **Kairos Outside – Debbie Van Pelt**

KO's are always challenged with Recruitment, Facilities issues, Fund Raising and more but while working thru the challenges we GROW a lot.

Our meeting last night was very good. The room was full and lots of ideas were shared. The singing was like a choir of angels!

#### **New Starts – Ray Sims**

1. We have three New Starts: KO Abilene (first Wknd will be in August)  
KO Fort Worth (first Wknd will be in October)  
KI Bridgeport (private unit – just beginning- Pastor wants to recruit 30-40 year olds)
2. One AD Hoc – Wallace Pack Unit – Only 1 meeting. Prayer & Share hopefully starting soon.
3. The new Messenger program can be a source to identify inactive volunteers who could be contacted to possibly serve on New Start Ad Councils

#### **Excellence Initiative – Scott Baker**

1. We have 59 Units and 111 Wknds scheduled for 2018. We have 9 State EI Reps who review the EI Reports.
2. Thru June we've completed 54 Wknds but only 30 EI Reports have been submitted.  
The Wknd is **not done until the Reports are done.**
3. All EI Reports for 2017 have been cleaned up except one and that should happen soon.
4. We need a defined date for when the EI is due ..... Making a request to Evelyn about it.
5. The EI is intended to be used as a learning tool for the Ad Council to make improvements.
6. State Reps and AC Chairs are important for compliance issues.

(Steve's comment: When all answers on the EI are "Yes" it's really not valid and not helpful for the AC's)

#### **Trailers – Jeff Coatney**

1. A "Healthy Trailer Initiative" has been written and approved by the Executive Committee. It is a guide line for making sure the trailers are maintained as healthy as they should be. Copies will be sent to the AC Chairs and Trailer Coordinators.
2. The Standard Operating Procedures for upkeep, replacement and necessary paperwork is also being updated.

#### **Website Development – Cheryl Glasgow**

Please go to the Kairos of TX Website with questions and make comments. Others will benefit. About half of KOT Ad Councils have their own site. New younger volunteers could be very interested in working on the website for your Council.

**Chair Comments:** Next meeting will be **October 13, 2018.**

Meeting was closed at 3:00 p.m. with prayer and singing *Surely the Presence*.

Submitted by: Joy Drady, Secretary

Reports filed: \*Agenda & Chart of Advisory Council Performance Timeliness of Delivery of Financial Data  
\*Financial Analysis, "High Spot Review" for five months ending May 31, 2018