



# POINTS TO PONDER

## ADVISORY COUNCIL #1

by Steve Newton

### 1. Annual Conference – Atlanta, GA July 25-29, 2017

- a. I have talked to several Kairos vets that have attended many Annual Conferences. Every one of them say they have never attended one that they didn't learn a great deal about our ministry. An additional bonus is getting to meet new people that have the same passion as we do.
- b. If Kairos of Texas is going to "flourish, not just survive", as many as possible from Texas should attend this year's conference.
- c. To encourage attendance, the Executive Committee of Kairos of Texas has agreed to pay the registration fee for anyone that wants to attend the Annual Conference.
- d. Either your AC or the individual will be responsible for transportation expenses. Relevant information for most attendees will be in the Workshops held on Friday and Saturday. To take advantage of the workshop schedule, you should arrive on Thursday and depart on Saturday. There will be no charge for Saturday unless you plan on spending the night. Hence, Kairos of Texas will pay your registration fee for Thursday and Friday.
- e. Of course, you will be welcome to attend every day of the conference. Just know that KOT will pay the conference registration fees for the two days.
- f. Here are the instructions to use if you want KOT to pay your registration expenses.
  - f.i. Everyone that is going to 2017 Conference, must send their Conference Registration Form (attached) to John Osborne – KOT Financial Secretary. Do not send to KPMI. John has made arrangements with Ann Kreller at KPMI and they will coordinate who and how much KOT will pay for each individual.
  - f.ii. If KOT members send their Registration forms directly to KPMI, they will charge you the Registration Fees. KOT "will not" pay for them after the fact.
  - f.iii. KOT will pay for a Queen Room (Double Occupancy). If you have a roommate - another KOT member and not a spouse or significant other- they must fill in a Registration Form for themselves. Both KOT members must specify the other as their roommate on their Registration forms. If that is not done, Ann will assign those parties to a roommate.
  - f.iv. If you want a private room, you must pay the difference between the two rates (Single vs. Double). Please include your credit card information at the bottom of the Registration Form. This also applies for any other additional items you select on the Registration Form.
  - f.v. When filling out your Registration Form, please include the dollar amounts in the column and a total at the bottom. It is very confusing if you put a check mark in those blocks.
- g. The point to ponder – please make arrangement to attend. Texas sent 45 last year. It's a record that is eager to be broken.



## 2. Institutional Memorandum, aka; Memo of Understanding

- a. When new warden is assigned to your unit, it is expected that the new warden will be asked to review and sign the Institutional Memorandum. The real intent is to convey to the new warden how the Kairos program works.
- b. Nowadays, it is common for the new warden to come from another unit with an active Kairos. Please don't pass up the opportunity to re-acquaint them with the Kairos process. Plus, it is a good reason to spend time in a face-to-face meeting.
- c. Also, remember to convey that this is not a contract. It is simply a way to communicate how a Kairos weekend should work.
- d. If the Chaplain or someone on the AC wants to sign the agreement also, that's okay. Simply add their signatures to the signature page and forward it to the KOT State Chair. I will approve it and send it to Evelyn Lemly, CEO KPMI for her signature. When she approves and returns it, I will forward the fully signed document back to the Advisory Council.
- e. Please remember that no one from the AC has the authority to make any changes to the document. Only the warden is allowed to make changes which will be reviewed for approval by Evelyn Lemly.
- f. These rules do not apply to the inventory pages. It is okay to markup them based on the nature and structure of your weekend.
- g. Point to Ponder – Download the Institutional Memorandum from the KOT website, not the one from the KPMI website. The KOT version is custom made for Texas including references to Texas Department of Criminal Justice. Don't pass up an opportunity to meet with the warden.

