

Kairos of Texas State Committee Meeting
Hill Country Bible Church, Austin, Texas
July 11, 2015: 9:00AM-3:00PM

Chairperson: Jim Irwin

Officers present: Jim Irwin, Steve Newton, Robert Robinson, Bill Salser, Cissy Kabat, Thomas Becker, Julie Cole, Rhonne Gary, Larry "Buck" Rodgers, Mike Stumbaugh, and Marcia Wiseman.

Units not represented: Beto, Hightower, Hobby, Hughes, Huntsville Walls, KO Amarillo, KO Central Texas, Segovia, Torch Amarillo, and Vance.

Minutes:

Gather for fellowship and refreshments: 8:30-8:45. Praise and Worship: 8:45-9:00 : thank you, Scott and Scott.

- **Call to order:**by Jim Irwin. Devotional and prayer given by Buck Rodgers. The devotional was based on Psalm 46: God is our refuge and strength. We need to remember to let go and let God. He also referenced Luke 17-10: Suppose one of you has a servant who is plowing or looking after the sheep. When he comes in from the field, do you tell him to hurry and eat his meal? Of course not! Instead, you say to him, 'Get my supper ready, then put on your apron and wait on me while I eat and drink; after that you may have your meal.' The servant does not deserve thanks for observing orders, does he? It is the same with you; when you have done all you have been told to do, say "We ordinary servants; we have only done our duty." Buck asked that in Kairos service, should be looking for self-gratification or personal rewards after hearing the Lord Jesus' words?
- Visitors were acknowledged from the following units: Allred, Bartlett, Clements, Eastham, KO Wichita Falls, Polunsky, and Wynne.
- Chair Jim Irwin announced that Debbie Van Pelt will be filling in for Kairos Outside Sub- committee chair, Marcia Wiseman, as Marcia takes a leave since her husband will be placed in hospice very soon. Prayers for Larry, Marcia and their daughter Dyan are requested.
- Chaplain Michael Rutledge was introduced. He said that God calls servants, not volunteers. These called ones do ministry in His name. Currently there are 8 vacancies in the Chaplaincy program. There are 8 New Starts in various stages, an increase in faith-based dorms, and Darrington's seminary program held its graduation with another coming in May. Chaplains are to serve all faiths, not just their personal one. Recidivism rate in now at about 22%.
- Roll call
- Minutes of the April SCC meeting were approved after a motion was made by Scott Van Pelt and seconded by Alice Finley.
- Jim Irwin announced that Tom Venhaus, Fundraising sub committee chair, had to step down. Jim Lodovic has agreed to serve out this assignment. He was approved after a motion by Marjorie Whitner and seconded by Driscoll Tubbs.

- Election of officers for KOT will be held at the October meeting, Oct. 10th. Julie Cole, Jim Irwin, and Mike Stumbaugh will make up the nominating committee so if you want to nominate someone or yourself, contact one of them by mid-August.
- ACT: 20 units have been trained or scheduled to do so. Steve Newton and Mike Stumbaugh will write an article to promote units to attend and encourage all their Council members to go to ACT. Bring a copy of ACOP with you.
- There are more New Starts now in various stages of development. Once established, they will have 2 years to have a full 14 position Advisory Council in place. Current units should have all 14 positions filled and encouraged to go to ACT.
- CODE OF CONDUCT: a copy should be available at all AC meetings. It can be found on mykairos.org. This should be gone over at the AC meetings as well as the SCC meetings. If a problem arises, go through the procedures listed in the Code of Conduct and keep the state chair informed. At times the state Executive committee is called upon to decide if a suspension is necessary/appropriate.
- Break

BILL SALSER: Financial Secretary:

Please see the two financial reports you received at the meeting. If you didn't get these reports, please contact Cissy Kabat, Secretary, and she will provide you a copy. Balance Sheet Previous Year Comparison-note your AC's financial status current and how it compares to last year's information.

Profit and Loss Year comparison - This presentation will give you an idea of where as a state our money comes from, how we are spending it and the most significant categories.

The internal KPMI Audit is complete and for the first time we have a complete Audit with 100% participation by all states. Texas showed improvement this year over last year in the 15 units sampled. As a special note, these units are selected randomly and not likely to repeat; however two did last year. We all need to pay close attention to the rules we work under as defined in the Financial Policies and Practices most recent version from the mykairos.org website (2015 revision). **It is critical that both the AC Financial Secretary and the Treasurer keep good clear records and that they are fully aware of the Financial Policies and Practices and all the forms required.** The key points that were considered this year are:

- Dual control over incoming funds – were there two counters and two signers on an official Receipt log with duplicate copies of the deposit slips?
- Receipts and disbursements records – was there a proper reporting of cash received and disbursed properly to show as revenue and disbursements. The Auditors state “all cash, checks, gifts, and disbursements should be recorded according to US Generally Accepted Accounting Principles.
- Cash disbursements – use cash disbursement forms and expense reimbursement forms to ensure internal control and to aid those approving in the states to have proper documentation.
- Reconciliation of Kairos Donor to the General Ledger - reconciling the donor receipts in Kairos Donor to the QuickBooks files to ensure they match and to document

proper tracking of donations (this is currently being done in Texas via the hand-transfer of data from Donor to QuickBooks Enterprise by the State Financial Secretary).

- There was a discussion of the use and acceptance of “green agape” for such things as lunch at the state meeting. There has been a request from KPMI to minimize the handling of actual “cash”. Bill will get a full and complete clarification on this point and forward to all AC Chairs, Reps and Financial Secretaries in the next couple of weeks.
- Bill said that a special effort should be made in all cases where we are handling money, either in checks or actual “cash”, to clearly document all incoming monies using the defined procedures and deposit the money in the prescribed manner and time line.

TREASURER’S REPORT – Robert Robinson

Rooms are allocated with one bed/unit other than if a spouse. If a single room is requested, that person will be responsible for \$60 charge from KOT. October room reservations will be taken beginning Sept 1. If you do not have a reply from Robert, contact him to make sure your request was received. If you get your own room, you will be reimbursed \$60.00 from KOT.

Break for Sub Committee meetings and then lunch
After lunch we reconvened for reports:

IC Representatives' reports:

Mike Stumbaugh – AKT training – last one in TX is Nov 13-15 in Waxahachie for KI and KO. Twelve have already registered. This training is not limited to just weekend leaders but anyone can attend. Next year's schedule: Jan in Amarillo for KI only during the last weekend; June in Huntsville for KI and KO, November for KI, KO, and Torch.

Mike also co-chairs a KPMI sub committee which is looking into the one on one hosting. At this time, no changes in the KO or Torch program manuals. Any changes in KI may be coming and discussed at Summer Conference.

Julie Cole – At the Summer conference, there will be a vote for the board of directors and officers. If you need a Master List, email Julie and she will send you one. Check to make sure all your Council's contact info is correct. She will be serving on KOT's nominating committee and will be emailing the state reps which officers will be voted on at the October meeting,

Thomas Becker – There were 50 # One weekends this past year. Recruitment is still essential for the ministry to stay strong. There will be a workshop at Summer conference to help with this issue. Also one on Communication emphasizing branding, use of logo, vision, style guide, etc. Executive Director/CEO wants to ensure that the privacy policy and official logo are used properly. All AC's should have a Communication person to be in charge of checking the local unit's use of these.

Larry “Buck” Rogers – Serving on the long range planning committee of KPMI, they are reviewing the 5 year plan and emphasizing the spiritual health of the local units: are they using scripture to begin the meetings? The committee is also looking into how the ministry can grow, and if needed, are they asking for financial help.

TORCH – there will be 2 Weekends in Amarillo. Katy Harris County facility is now housing boys and girls so the fall weekend has been postponed; next year the weekend will be for girls.

KAIROS OUTSIDE – Debbie Van Pelt - Nine of the ten units had spring weekends and the 10th will be in two weeks. All EI reports have been turned in on time. Please check the Master List that all information is correct, especially the email addresses.

SUBCOMMITTEE REPORTS:

Website Committee: Debbie Van Pelt reported to use Google to see if KO units have a website. Each site should be complying with the KPMI regulations.

Outreach: Dickson de la Haye said there were 14 participants in the meeting. TDCJ training is on line, check to participate in church special events, when you are buying supplies for a weekend, share what it is going for, check EZRA data base to reach out to former participants, and check your local TV stations for committee programs to see if they will spotlight Kairos.

Fundraising: Jim Lodovic - Email him with any ideas and he will share with the committees

Programs: Robert Kimmel -All AC's should go over the EI with the weekend leader and advising leader. EI designees are having difficulty getting interview requests done in a timely manner, the website still poses a problem in that no changes can be made-only input. Be sure that committee members are following the 3 on/one off rule.

FINANCE: Bob Cole - Make sure that the financial secretary and treasurer are following the KPMI Financial Policy and Practices.

CLERGY RECRUITMENT/TRAINING: Buck Rogers reported that there is a shortage in clergy to serve the programs. Please recruit as you can.

NEW STARTS: Steve Newton reported that the Estelle unit is now in Ad Hoc status if approved by SCC. Motion made by Bob Barcus and seconded by Debbie Van Pelt to approve: motion passed. Telford was previously approved at an early SCC meeting. Luther out of Navasota made a formal presentation proposing that they be advanced to New Start Advisory Committee. Motion by Driscoll Tubbs and seconded by Bob Barcus to approve, Motion passed . Recommendation will be sent to KPMI for their approval. Once approved, Luther will be able to raise funds, order Donor and begin planning for their first weekend. New Starts Committee is looking at Stringfellow, Jester III and KO EI Paso. Terrell will have its first weekend in November. Outreach and recruitment are still holding Kairos back from expansion.

Ed Keefer asked that the SCC and the communities give names for the Remembrance ceremony at the Summer Conference Several were presented to him; others can be emailed.

At the January SCC meeting, AC chairs and Financial Secretaries will be asked to attend for orientation.

Executive Director Evelyn Lemly will now hold the title of CEO of Kairos.

Next meeting: October 10, 2015

Submitted by Cissy Kabat, Secretary
Kairos of Texas