

Kairos of Texas State Committee Meeting

January 16, 2010
8:15 AM – 2:00 PM
Comfort Suites Conference Room
Austin, Texas www.kairosoftexas.org

Chairperson	Louis Esquivel	Secretary	Audrey Rivera
Attendees	<p>Units in attendance – Allred, Bartlett, Beto, Boyd, Briscoe, Clemens, Clements, Coffield, Connally, Dalhart, Daniel, Darrington, Eastham, FCI –Big Spring, Ferguson, Hightower, Hobby, Hughes, Huntsville, Jordan, KO Amarillo, KO Corpus Christi, KO Houston, KO Midland, KO North Texas, KO Wichita Falls, Lockhart, Lynaugh, Mt View, Michael, Montford, Murray, Neal, Polunsky, Roach, Robertson, Rudd, Segovia, Smith, Stevenson, Stiles, Torch, Torres, Vance, Wallace (Also See Sign-in Sheet with Audrey).</p> <p>Secretary: Audrey Rivera, Clergy: Tom Damrow, Treasurer: Becky Fisher, Int'l Board Reps: John Kennell, Julie Cole, Ed Davis, David Ross Chair: Louis Esquivel, Past-Chair: Ed Keefer, Financial Secretary: Bob Cole</p> <p>Units not represented: Hutchins, KO San Antonio, McConnell, Smith</p>		

Minutes

Gather for fellowship and refreshments 8:15 – 8:45 a.m./Praise and Worship 8:45 – 9:00 a.m.

1. CALL TO ORDER

Music by: Dale Mayer, Vance, KOT Music Committee Chair; **Opening Prayer by:** Tom Damrow. **Roll call by:** Audrey. Voice reported attendance and sign-in log.

Opening comments; KOT Chair: Louis Esquivel – committed and passionate about the Kairos Ministry. Our board president, Steve Gabriel's comments were read; “looking back at 2009 to see how good God has been to the Kairos Ministry, with God leading we continue to grow and meet the challenges and gain excitement about the new organizational structure & by-laws; looking at global expansion, we look at what the vision of Kairos can be; a presence around the world.” Steve is also offering help with what KOT is lacking: **Communication**. Communication between one another should flow; a priority of Louis' but the top priority is recruitment. This is also Steve's priority. We should expand our ministry. There was a request regarding the number of current volunteers in each local community. This is a simple calculation of the number of those recently serving, locally; not the volunteer database collected at the end of each weekend. If we were to measure our progress it would appear our number of volunteers are down from prior years. The KPMI Website has a recruiting and outreach program. KPMI has approved their strategic plan. There are still some struggles with reporting and Chapters not in compliance with financial reporting. KOT does a remarkable job with theirs; kudos to Bob Cole. Bob seems to have a few councils who continue to lag. We are going to enforce some deadlines to keep our reporting efficient. Louis has asked for assistance from Joe Nance who will act as “marshal” keeping accountability standards the government and “way” of Kairos of Texas. So now the State Reps are to return to their councils and be the “marshals”, the responsible party or the KOT voice. If there are any questions, they are to be asked and among our state committee there will be an answer. Prior to this meeting, Louis read the minutes dating back to 2002 (as they are posted on the KOT Website) and Wayne Dobbins who was KOT Chair was saying the same thing we are saying today. “AC State Reps are to serve as conduits of Kairos business matters to and from state meetings. Information gathered and procedures adopted at the state meeting should be reported to the advisory council. AC Reps are to serve a 3 year term. Procedural and Operational questions should be directed to the state chair who will direct you and if necessary will get direction for advice; please do not contact Kairos National”; this was before KPMI. Now we are under the directive of KPMI. “State Meetings are scheduled on the 3rd Saturday of January, April, July and October. AC meetings should be held prior to those meetings.” Many of the current AC's had their meeting prior to this meeting. Joe Nance will be conducting AC compliance and he states that other Chapters that were audited were not in compliance. It does no good to have an audit if we're not in compliance and it's not favorable. Roughly, 4 years ago, we fine tuned financial compliance and got it down to a science so we will now work on all the other areas. By the end of this year, we should be in good shape. Last July we created the Accountability Standards for compliance purposes. We had training in October and if anyone is here today that hasn't had the training we will have it next door as soon as this session ends. Secondly, we will do this at each state meeting until we've had every AC trained. We will follow the Accountability Standards. The deadlines will be met and reporting posted and if not Joe and Jim will consult with the AC Chairs. If we get a favorable audit and large grant/donations are awarded, then KPMI won't depend on Texas. It will be to the advantage of KOT to get all AC's in order and compliant. Lastly, Texas always takes the lead among KPMI. When we created the Accountability Standards; all of Kairos took notice and are now watching to how this will take effect. Bill Salser states: of the budgets turned in January 1, 2010; there are 9 AC's who have not reported. More than likely the AC's who haven't reported are unknown to the State Reps. There is not a good communication line from the AC Financial Secretary to the State Rep. The communication must flow down and back up. The transparency must be among the local community. The AC Chair is ultimately responsible for all levels of communication. Only 10% of KOT are lacking with compliance, reporting and failing to communicate. This 10% is who Bill is speaking to and what is going to cause problems. All AC minutes are now to be turned in to Bill Salser; KOT Vice-Chair. vicechair@kairosoftexas.org. Leader's Reports after a Weekend are to be turned in to KOT Chair chair@kairosoftexas.org, last year the majority were not; therefore Data Collections Chair - Pat Searcy lacked a great deal for our database.

2. MINUTE APPROVAL

Willa notes the KO elections in October '09 for 2010 were not recorded in the KOT minutes. However, they were not reported in the KO State Report or during the October '09 KOT State Meeting. They were only a part of the KO sub-committee meeting the evening before.

Tom Venhaus - KO Wichita Falls; motions to approve the minutes and several "seconds" the minute approval. The **State Committee** were all in favor and none were opposed. **The minutes from 4th Quarter State Meeting, October '09**; are so moved and approved.

3. CHAPLAINCY LIAISON

Bill Pierce

Chaplain Pierce was not in attendance at this meeting.

4. FINANCIAL SECRETARY REPORT

Bob Cole

Bob reports Kairos Donor was implemented and has been running live in KOT for 2 years now. KOT leads KPMI in every aspect; we are so big and scattered, communication seems a secret but we add new volunteers continually so we must be educating all the time. We may seem we're not doing a very good job but we are leading KPMI and want to stay that way. All of Kairos are watching how effectively we achieve our compliance excellence/accountability standards. There are some chapters/states that have only 1 advisory council so when they meet; they are, in fact, conducting a state committee meeting.

Bob has passed out financial handouts and asks to pass over the 1st page, state proposed budget; which will be voted on later. He focuses on the AC budgets and has prepared them in spread sheet format (don't pay attention to 2009 at the top; they are 2010 budgets) so they can be compared among the 47 communities. There are 9 AC's with no budgets proposed; (missing - they are named). Most AC volunteers don't know how much it costs to run a weekend; they volunteer to sit on a table and don't care about the administration but all must be responsible. Bob focuses on the profit and loss and compares the first nine months of 2008 and 2009 and declares income down by almost 11%. Last year was a tough year but Bob suspects the declined income, due to less volunteers. He states: show me an AC with a lot of volunteers and they will have a lot of income. We must step up the recruiting and establish more new volunteers because we are wearing out the old ones. There are some FS's that have expired their term and ready to step down but have no replacement. We are also establishing a statewide hotel tax exemption (not just exempt from the state tax but all hotel tax). The expenses have risen by 5% over the 9 month period compared to the previous year. The 3rd quarter comparison, income was actually up by 4% and expenses increased by 16%. We are still operating with a positive; overall. Bob focuses on the balance sheet (last page). The 9 month comparison is \$586K to \$542K and not all the AC's have reported but the bank accounts are diminishing; the current assets are being consumed for the short fall in income which is okay for a short period of time but we're not the government that can print more money when we run out. KOT has never dropped below a half million dollars. The balance sheet is displayed with individual AC's so they can be viewed in comparison. There is always the 80/20 rule: 80% report on time and the other 20% (always the same) lag in reporting. There is a "lead time" from when all AC's have reported to when KPMI gets paid so Bob must allow for this "cushion". Once the quarter ends the financial reporting must come within 30 days. Bob is always collecting the last 20% of AC's financial reporting for the next 15 days and must allow another 15 days for lead time to get KPMI paid.

Bob continues with the **KOT State Budget 2010** and points out the biggest expense is the quarterly state meeting. He also mentions the changes of the organizational structure of KPMI and adds KOT will now have more representation; as so been desired. We will now have 4 total Int'l Reps (adding 3 more) and could possible increase to a total of 6. Of the 15 member KPMI board, there could possibly be 2 from KOT. The budget projections for 2009 and 2010 Winter Conference have been inaccurate (low-balled) but the Summer Conference 2010 will be within our own State Chapter in San Antonio. Bob is questioned regarding the \$2400 office space increase and he declares his office space for KOT (he carefully prepares KOT for an audit at a moments notice and spends 60 hours/month as KOT FS; available to AC FS's anytime). His office space increased by \$100/month last year and same this year hence the \$2400 increase. This was approved by the EC. As you can see there is a need for more income to KOT. We can predict the desired number of weekends (for state affiliation fees multiplied) but for one reason or another there is always a short fall in weekends due to lock downs, contraband, quarantines, so we can't depend on the maximum number of weekends. Last year we went with \$600/weekend; keep in mind before we became "model 2" our affiliation fees were \$1100. If we predict a realistic number of weekends at 88 instead of the previously predicted number of 91 and must cover the 2010 projected budget of \$59,840 we would arrive at **\$680/weekend (state affiliation) raising this fee in 2010 by \$80**. There was a motion (Dean Cook – Clements, Neal) for the state affiliation fee to raise from \$600 to \$680 to cover the \$7000 deficit. There were many "seconds" to the motion. There was 1 opposed (Beto) to the motion; all others in favor. (Bob offers for any other solution to the deficit to be proposed.) **The motion is carried; 2010 KOT State Affiliation Fee is raised to \$680.**

Bob Cole is greatly appreciated for a job well done during his term as KOT FS with a round of applause!

John Kennell points out that the AC FS's were enlightened to the possible increase in State Affiliation Fee October '09 when the AC Budgets were solicited by Bob.

5. INTERNATIONAL REPRESENTATIVE REPORT	John Kennell
John does not give a report during this meeting.	
6. TREASURER'S REPORT	Becky Fisher
Becky does not offered the opportunity to give a report.	
7. REGIONAL TRAINER REPORT	Mike Stumbaugh
Mike reports the source to find information for AKT is on the KPMI Website. There are 26 scheduled for 2010; 4 of them are in Texas. April 23th-25th, AKT will be in Amarillo; Huntsville is in June and this will support KI ANDKO jointly; Midland in September and Granbury in December. Upcoming Weekend Leaders must attend AKT but it is eligible for any volunteer, especially AC members. The Weekend Leader cannot get their copy of Ezra until AKT has been attended. Ezra expects the Leader to start plans 6 months prior to the weekend. Clergy is recommended to attend but cannot lead a weekend. Kairos policy is: if a prison chaplain wishes to attend AKT Training, Kairos will pay for it.	
8. KAIROS OUTSIDE REPORT	Willa Bellard
Willa reports a new Kairos Outside Community (New Start – Lubbock) that brings our KOT KO to a total of 8. All were present at the sub-committee meeting with the exception of KOSA. Ed Davis presented his “Camp Good News”; free to kids with incarcerated parents ages 10-15. Camp is held in June for one week in Navasota, TX. KO Presenters at KI Closings where KO reps have committed to attend; only to learn they were left off the gate list. Bartlett has requested a KO presenter to attend their closing in March. A former guest at this meeting has volunteered. Observer reports turned in have not all reached the leaders of the Weekend observed. Manual updates are listed on the Website and are to be applied to the manual so we stay in compliance. Negotiable and non-negotiable are exactly what they mean, we don't expect items to work against the negotiable items. Duties of the “counter 1” and “counter 2” are of great importance. The women's ministry does struggle financially; if there are AC's out there who can share contributions; it would be greatly appreciated.	
9. TORCH	Dean Cooke
Currently Inactive.	
10.1 AGAPE	Jaime Gonzales
Jaime clarifies; last names or TDCJ #'s NOT to be used (as instructed by TDCJ) or postal addresses on General or Personal Agape. KO is lacking in agape so Jaime provides suggestions to have agape signed at team & AC meetings by volunteers and guests and preferably on 8.5” x 11” sheets of paper for ease of mailing and reducing postage. The agape should be supplied in the amounts of 40 pieces of General Agape/month. No agape is to be forwarded with last names, TDCJ #, postal addresses, yard names; only first names, units, city, state. NO PRISON YARD NAMES. This is the rule of TDCJ. Jaime requests for the AC's Agape Coordinator to access the KPMI Website for the agape guidelines and use it! There is scare supply of inside prayer chain links. Please supply at least 10 sheets of white links (10/page) for every weekend held, so every weekend will have 100 links from your community. Whether you use the prayer chain links with or without the time allotted doesn't matter but we need to step up our prayer chain links from our Brothers in White.	
10.2 ADVISORY COUNCIL	Bill Salser
Bill reports no new AC business today ; but please begin forwarding your AC minutes to him vicechair@kairossoftexas.org after each meeting. Also, provide the dates of all AC meetings as soon as they are scheduled.	
10.3 CLERGY	Tom Damrow
Tom reports that during this meeting there were comments from Louis, Joe and Ed who were all speaking in one accord which is what Tom desires to share. We are a volunteer organization which is difficult to operate. We have rules and regulations which are only as good as we keep them. The volunteer organization operates with trust. We trust that each of us as State Reps will go back to our AC's and report the action that is taken here. In turn, the AC's will act according to the issues that are reported. Trust has a responsibility. If the responsibility is beyond the capacity of the individual then find someone that is capable. If we don't then we are hindering the program of the Kairos Prison Ministry. Tom has been a part of this program for 20 years, it's the most effective program he's had since he began in the ministry in 1951. He still preaches every Sunday. It works because we keep in the riverbanks. There are elements of rewriting the blue manual to meet our own needs and then it's not Kairos. Tom points out in the blue manual; the “lay-led” organization that utilizes clergy; not to use Clergy as Servant Leaders of the Weekend (as he sees, is easy to fall into proselytizing) that's not the Kairos way. This is not professionalism, it's a matter of faith in Jesus Christ. Tom provides 3 powerful testimonies to the depth of the transformations he's witnessed on the Kairos Events. He urges us to recruit as his intentions are to retire at the end of 2010 for the 3 rd or 4 th time. He is 86 and plans to travel visiting his family across the US.	
10.4 DATA COLLECTION	Pat Searcy
Pat states for all weekend leaders to provide “Leader’s Reports” accordingly and she should get her data from the State Chair.	
10.5 FINANCE	Bob Cole
Bob makes no further report from finance committee.	
10.6 FOOD CONTROL	Glenda Robinson
Glenda is present but does not have anything to add for a report.	

10.7	FUND RAISING Mike did not report at this meeting.	Mike Fisher
10.8	MUSIC Dale thanks Scott (Wallace) and Pat Robertson (Vance). He brings to our attention the purpose of the CCLI License and when it's appropriate to obtain one for your AC. If you copy or "project" music, a CCLI License must be obtained. If you use the green songbooks, the cost of the songbook covers the copyright but it is illegal to copy out of the green songbook without a CCLI License. We do not allow any violation of copyright laws. Please operate legally. Dale presents the idea that music leaders can also observe other communities weekend's to gain new ideas and learn. It is Kairos procedure to allow participant musicians as long as no participate is "song" or "music leader". This would give the BIW or SIW "power" over others in white and this is not Kairos procedure. The "music leader" must be a Kairos Volunteer.	Dale Mayer
10.9	NEW STARTS David Savage reports 2 new starts: 1) Sanders-Estes, Venus, TX to start next December - a small, 1000 bed, contract facility, will draw their volunteers from Ft Worth (North Texas) area. This has been headed up by Dan Martin with the assistance of Syd Rauworth (Coffield). 2) KO Lubbock, Lubbock, TX to start Spring 2011 with the Ad-Hoc committee members present at this meeting. The motion was moved by Ed Davis for adoption, there were many "seconds" for the 2 new starts; all committee members were in favor and none were opposed. So moved.	David Savage
10.10	NEWSLETTER Cyndi – not present.	Cyndi Wineinger
10.11	OBSERVER PROGRAM Steve's committee did not formally meet but there were issues brought up regarding observers who have conflicts. Should you desire to swap observers with another community please let Steve know so he can get it officially transposed. Please use the Observer Report in the Kairos of Texas Program and reply back to Steve with the reports to the other 3. The Observer Program is not for the purpose of reporting improperly conducted policies/procedures but to learn from each other. We all learn something new when we observe other communities weekend's and take back to our own.	Stephen Searcy
10.12	COMMUNICATIONS AUDREY – has collected a "laundry list" and tries to keep it short. 1) Please communicate your prayer requests to Tom Damrow. 2) KOT Website: Compatibility view; for those having a problem viewing the Web page www.kairossoftexas.org with Internet Explorer 8 please refer to the "tools" in the upper right hand corner of the screen, click on the drop down box and select to view in compatibility mode. This will allow the home page to be seen without scrolling down an entire page. 3) Outreach Communication is encouraged. Audrey suggests a goal for 2010 for every member on the council to schedule one outreach/recruitment presentation to a service group, church and/or ministry (such as: 4 th Day Experience) that is not familiar with Kairos. 4) The last page of the ACOP document on the Website is an AC update form to update the KPMI records. This form only requests: name and email. It is used by KPMI Int'l to update our volunteers email so KPMI can disseminate their communication. KOT needs more info from your council members for their "KOT Master List". 5) In 2009 Audrey began to supply one spread sheet per AC with all their contact info for the State Rep at the KOT State Meeting to make corrections if necessary. The fact that so many are returned quarterly with corrections, validates the updated Master List is not proofed each time an updated list is distributed. This year in 2010 Audrey is going to use the AC's email addresses on the Master List to email everyone in the AC with "copy and paste" contact info for all members to reply with confirmation of correct info. This will further the validity of an updated Master List. 6) Communicating Weekend Date changes only effect the 5 areas if the changes occur less than 6 months out. If your date changes less than 6 months away; Julie Cole will conduct the 5 areas of updates to: 6.1) Trailer 6.2) Websites 6.3) Agape 6.4) Observer and 6.5) KOT Master List. When financial reporting is not conducted in a timely manner; if Bob Cole would please let the State Rep know. There is not enough agape collected for Kairos Weekends; please submit more agape!	Audrey Rivera
10.13	OUTREACH Michael - not present.	Michael Hill
10.14	REGISTRAR Julie - no report but has offered valuable comments during this meeting.	Julie Cole
10.15	TRAILER COORDINATOR Robert reports if you do not use a trailer among your community you can let him know. If you use a trailer, be it owned by Kairos or anyone else; the \$1 million liability coverage applies! He lists the communities lacking in proof of trailer insurance (Clemens, Clements, Connally, Daniel, Eastham, Lockhart, Lynaugh, Roach, Robertson, Rudd, Segovia, Stiles, Torres, Walls and ?). Robert also mentions the need for new trailers as the old ones are wearing out just like the volunteers. We have not looked ahead in the planning of replacing trailers or volunteers and we must begin to do so because KOT is not keeping a supply unless there happens to be extra grant money. There should be a "contingency club" for the person who is taking care of the trailer to get it repaired (or replaced) in a timely manner. When the weekend is over, everyone is tired and packing up; the trailer must still be returned in the manner it should be. It doesn't matter if it's done immediately or the next day but the next group of volunteers are not very happy when they have to clean up after the last group of volunteers. Each and every driver/vehicle should have a \$1 million liability policy during the time they are pulling the trailer and proof of it goes to Robert. Also, Robert needs a copy of the trailer registration; including every time it's renewed. If there are procedures	Robert Robinson

	working well with trailer operations please send on to Robert so he can share with everyone and the issues that aren't working well; he already is aware.	
10.16	WEB SITE COORDINATOR Julie - no report but has contributed during this meeting.	Julie Cole
10.17	PROGRAM/CONFERENCE Chuck – has good news; the contract with the facility, “Trinity University”, in San Antonio is on John Thompson's desk. KPMI is working hard to keep the cost down to a bear minimum There is a flier distributed on the tables at this meeting revealing the details known so far; possible dates are: July 27-Aug 1. The first few days of the Summer Conference are board meetings; there are workshops available on Friday and Saturday (possibly Thursday). Please send in your thoughts and ideas for workshops and what you want to contribute. Volunteers can email: droach@satx.rr.com and let Chuck know you are available. Financial needs are met through the registration fee handled by KPMI. Chuck has entertained the idea of a local area band “Small World” that plays soft jazz for the banquet to facilitate the items on the agenda while everyone is dining. They want \$750 so the committee will keep in prayer for needs during the conference and God's guidance.	Chuck Roach
10.18	COMPLIANCE/EXCELLENCE COMMITTEE Joe held a session during this meeting for anyone who desired to learn more about our Accountability Standards. He expected (1) to attend and there were many. This was highly successful and Joe challenges all who attend to take everything back to their AC's. He will continue to hold this session at every state meeting. He will always have this available as volunteers continue to attend and continue to learn.	Joe Nance
10.19	INTERNATIONAL CONCERNS COMMITTEE Ken - not present.	Ken Sellers
10.20	OLD BUSINESS	
10.21	NEW BUSINESS EC has designated 6 area regional groups among KOT consisting of approximately 8 AC's each. North Texas – Allred, Beto, Boyd, Coffield, Hutchins, KONT, KO Wichita Falls, Michael; East Texas – Clemens, Darrington, Hightower, Huntsville/Walls, KO Houston, Polunsky, Stiles, Vance; South Texas – Briscoe, Connally, KO Corpus Christi, KO San Antonio, McConnell, Segovia, Stevenson, Torres; Central Texas – Bartlett, Eastham, Ferguson, Hobby, Hughes, Lockhart, Mt View, Murray; West Texas – Daniel, FCI-Big Spring, Montford, KO Midland, Lynaugh, Robertson, Smith, Wallace Panhandle Texas – Clements, Dalhart, Jordan, KO Amarillo, Neal, Roach, Rudd, Torch. This is for organizational and strategic purposes as our chapter continues to grow; to enable us to get our “arms” around it. Tristan Hunt – Beto; has requested for us to inquire with TDCJ if we may begin using the Kairos “medallions” that he understands are approved by TDCJ. The small metal medallions KPMI offers are durable and the current wooden crosses KOT uses are not (the price is the same). The metal cross was eliminated 7/8 years ago because it was feared to be used as a weapon but since then there is a new Kairos medallion sized, metal emblem considered safe. A suggestion is offered to convert it to plastic as well, since the wooden crosses are very fragile. Ed Keefer offers to inquire with TDCJ regarding this matter. Leonard Reip – Stevenson; requests prayer for Kairos of Stevenson as there has been a need to re-start/re-convene this community. He is passionate about Kairos of Stevenson and urges all to maintain the Kairos Program in the riverbanks. He suggests Ezra to be modified with an intro at the first team meeting, giving explanation of the riverbanks and need for the program to be strictly followed; adding the large KPMI entity where the local community is a fraction there of. Therefore, when contributions are made locally; they are in fact, a KPMI non-profit (tax deductible) donation with nothing expected in return and may not be refunded as if it were a fee. Mike Springer announces the launch of KO Ezra. This has been a project with many contributors over 2 years and is now available to the Kairos Outside Ministry just as KI has had Ezra. There is only 1 CD; hence, at CD start up the need to inquire in which ministry the user serves. Motion is made to adjourn this meeting, without a need for the record. Tom Damrow closes with prayer and... MEETING CLOSED WITH “SURELY THE PRESENCE”. NEXT MEETING APRIL 16, 2010	