

Kairos of Mississippi

State Chapter Committee Meeting

Meeting Minutes

November 19, 2016

Committee Member Attendees

Gary Shelley	Earle Burkley	Glenn Wood	Barbara McDonald
Fred Garrott	Denice Williams	Lynn Pudas	Darlene Strickland
Sharon Scott	Darrell Whitford	Lisa Latham	
Gennia Varnado	Kevin Howell		

Advisory Council Chairs Present:

Laney Crampton
Mike Norcom
Cliff Olson
Harriet Brown

Gary Shelley opened the meeting with a Scripture reading from Matthew 9:34-35 and Earle Burkley opened the meeting with prayer.

Approval of Minutes - Correction to August Minutes concerning NMKO– Kathy Ramage leading weekend in October 2017 not Lisa Sartin. ? made a motion to approve the May 21, 2016 minutes, seconded by ? with correction noted. Please look over the minutes when emailed to you and send any corrections beforehand in order to save time in the meetings. In addition, everyone needs to print out their own copy of the minutes and the agenda or bring their laptop in order to read the minutes if necessary.

Building Community

- Gennia Varnado moving to the Kairos Torch Ministry and will be actively recruiting.
- Adrian Fairchild will be working a Belize mission February 11-18th. There has not been a Prayer & Share in Wilkinson County for two months which has caused much concern for those inmates that want and need this time together.
- Harriet Brown, former SCC Secretary is the new CMKO Advisory Council Chair and the Chair for NMKO is Layne Herr

Old Business

Chairperson's General Comments – Gary Shelley

- Danny Brunt - AKT to be held in MS January 27-29, 2017 for Kairos Inside Council members only
- New requirement – Observing Leaders need to attend AKT before serving on a weekend.
- Kairos Outside members requesting to attend AKT in January. Gary sending an email to Kevin Resnover asking for permission for them to attend.
- Discussion to plan a “get together” in conjunction with the golf tournament in September, maybe the Friday before the State Committee Mtg.
- Chaplain's meeting was held October, 2016 at Galloway United Methodist Church attended by Earle Burkley and Von Brister and many of the chaplain's in the MS area including MDOC officials. The associated pastor, Eddie Spencer spoke and prepared the food. The Commissioner also attended and talked about the pre-release program (6-12 months) hoping to reduce recitivism of people going back to prison. Through this program and following their release they will have all the documents they need including their drivers license. Also looking into segregating the violent and non-violent inmates from each other.
- Earl noted that KT, KO and KI members that attended also had an opportunity to talk about their respective ministries.
- This past Thursday, November 17th – Gary Shelley and Adrian Fairchild met with the chaplain in Woodville, MS?
- Gary Shelley and Von Brister attended a PRIA Mtg. with MDOC officials
- Future 2017 SCC meetings will be held at the Mississippi United Methodist Foundation in Ridgeland, MS. On the following dates: February 11th, May 13th, August 5th and November 4th.

KPMI Report – Darryl McElrath (IC Representative)

- Now on the Recruiting Subcommittee which includes website updates. Darryl made a presentation at the General conference and was repositioned into long range planning & policy changes within KPMI.

Von Brister, Board of Directors & Chair of Long Range Planning

- Newly hired COO, Becky Dotson, native of MS (over the Methodist Retirement homes in MS & Florida) will be assisting Evelyn Lemly and thereby freeing up a lot of her time in order for her to promote Kairos.
- KPMI is in a much better financial position
- All states are cutting back on their budgets and the chaplain's full time positions seem to be cut first and replaced with part time positions and they spend most of their time

handling administrative duties instead of dealing with the inmates. It is even more imperative that the liaisons stay in touch with the chaplains and get to know them.

- Looking more closely at the Advisory councils as to whether they are following the rules as set up in the respective new manuals and staying within the Riverbanks.
- Each council should have an Outreach Coordinator who understands the responsibilities & commitment of this position.
- Each council should turn in their budgets ASAP in order for HQ to complete the budget.
- The Financial Practice & Policies are being updated and will be ready by January 2017
- Annual Conference will be held in Atlanta at the Wyndham on Peachtree? July 25-29th – additional information will be forthcoming and all are encouraged to attend. Workshops are held Friday and Saturday so if you want to attend any workshops, you need to be there probably the night before whichever workshops are scheduled that you wish to attend.
- Question was asked about reducing the 15% to KPMI – tabled until foundation donations increase.
- Working on Advisory Council training for 2017 with Gary Brockmeyer (sp?) to include Kairos Outside – would like to train here at the Methodist Center in Ridgeland?

Vice Chair's Report – Gennia Varnado

- Still having problems with KO guest registration forms coming out of the prison
- A proposed solution – Management Suggestion:
 1. SCC along with KO, KI and torch liaisons review the KO program support with MDOC Chaplain's the 1st quarter of 2017.
 2. Get approval for (2) non-ex-offenders volunteers from each KO to complete MDOC background check for attendance at closing. This would allow coverage for all (3) KO's twice a year.
 3. Request Chaplain's support of up-coming KO's by obtaining the completed guest reservation forms from the participants and contacting KO for pick-up from the Chaplain's office after KI weekends and when others are available to process.
 4. Reservation forms completed and received during KI and Torch weekends should be given to the Chaplain's office only for deliver to KO per KO instructions.
- The satellite prison in Flowood, MS. with Gwen McClinton – KO needs to stay within the Kairos guidelines there. **Gennia – more info. here?**

****In addition, the KO program needs to be reviewed with the MDOC Chaplains, the liaison needs to attend future Chaplain's meetings, and have preapproved KO representatives from each KO council attend closing at each KI weekend.**

- Other suggestions include explaining KO at the closing and filling out applications at the following two day Instructional then given to the Chaplain and mailed in pre-posted self-addressed manila envelope to the appropriate KO liaison. Harriet Brown volunteered to work on a process for KO applications.
- Need to have a liaison for each KO (north, south & central). Gary Shelley to get a copy of the Chaplain's at each location and send out.
- Lisa Latham would like to meet with Women's Kairos Inside Council to communicate what their needs are. Laney Crampton invited her to attend their next council meeting.

Treasurer's Report – Darrell Whitford

- KONM forming a council and need to let me know ASAP as to who the new Treasurer and Donor Coordinator will be. Lisa will give the deposit book and stamp to the new Treasurer.
- Donations (1% of purchase) can be given through Amazon Prime, which goes to International.
- Doing well financially
- Walmart foundation made a \$250 donation in the name of an employee who volunteered his time to a nonprofit ministry.
- Ned contact information for any new Treasurers in the Advisory Councils.

Financial Secretary – Earle Burkley

- The Advisory Council budgets are now due and the forms (located on the website) can be downloaded.
- The three (30 Reimbursement forms (located on the website) should be printed out beginning now and to be completed in entirety. Receipts MUST match items and amounts on the form.
- TWO signatures are required on the receipt logs.
- NO PERSONAL RECEIPTS. If received, will send back to the sender. Separate Kairos items and personal items at the register.
- If Reimbursement forms are submitted in a timely manner without errors, you should receive a check in a timely manner. Consistent tracking of weekend costs is very important.
- Please make sure the Financial Secretary on your council is committed and understands the responsibility in accepting this position as we must maintain acceptable 501.C 3 status in order to attract large corporations for donations to Kairos.
- Vendor payment forms must be used for proper classification of fundraising expenses, which is a requirement for 501.C3 organizations.
- Cash donations MUST be reported to the state.

- The deposits should be scanned, **not** photographed and sent to me ASAP for quickbooks entry. Each AC must have a scanner or access to one.
- Monthly reports **MUST** be submitted even if nothing has occurred that month.
- Need Contact information for the new Financial people in the Advisory Councils
- Lisa Latham (NMKO) to check with Stephen Coleman concerning help with technology, laptop purchase and Ezra information. NMKO also needs a Donor AND a regular laptop that would stay with the council.
- Motion by Darrell Whitford and seconded by Gennia Varnado to authorize purchases of laptops for NMKO & CMKO Advisory Councils.

**** Discussion concerning an IT person who will work with Advisory Councils for upcoming weekends, etc.** Gary Shelley tried calling Stephen Coleman to ask if he would be the IT person for the State of MS. No answer yet – will keep trying. Need to determine how to keep track of the computers & other equipment each council has acquired, Also, Contacted **Gary Cothran (Sp?)**, Fred Garrott's son who is willing to learn how to manage the website and will contact Barbara to get in touch with Gary in order to train him if he is willing to be the IT person for the State of MS.

Kairos Website – Barbara McDonald

- Resigning her position after ten years of dedicated service and now searching for a replacement. Barbara has agreed to help train this person.

Agape – Fundraising – Golf Tournament – Gennia Varnado

- Cost reported \$8,000 – profit \$4,000
- 2017 tournament date to be determined – Clarke Thompson agreed to chair and we are all encouraged to obtain sponsors for this event. Further discussion concerning a gathering following this event to include churches, etc.

Advisory Council Reports

Torch – Darrell Whitford Reporting

- Walnut Grove now closed as of this date.
- The Advisory Council has not met since Walnut Grove closed
- Tables & chairs used at Walnut Grove being stored for the interim
- Gennia Varnado assisting with the startup and is in contact with Chaplain Kelly and the warden for the youth there.
- There will be a Torch 101 presentation on December 6th, 2016 at First Baptist church of Brandon. An email will be going out soon and everyone is invited to attend to include

church evangelism teams. You must be willing to commit to a weekend and then two (2) days (Tuesdays) per month, a reunion that will be held on a Saturday for six months in the evening. At the end of the six (6) months Bible study will begin. The mentoring has been confirmed from MDOC at this date.

- The Advisory Council is being formed with many staying on as Ad Hoc members
- Volunteers are needed to serve on the council and agree to be on a team.
- There will be a meeting with MS Baptist Association president to gain support from African American churches. Dr. Ivan Jackson will report to Jerry Young.
- Brenda & Jerry Young to lead the first weekend at CMCF scheduled for April 28-30, 2017. Charleen & Darrell Whitford are willing to serve on the first weekend and are considering joining Kairos Outside North MS.
- KPMI willing to print meal tickets (\$10 ea.) to sell at churches & leave beside the placemats of the incarcerated to let them know who donated their meal.

Kairos Outside Central MS – Lynn Pudas

- Weekend #25 now being formed – core team in place.
- Three people attended AKT in Texas
- One of their fundraisers is selling sheets (1800 thread count) which raises a good amount of money.
- Due to changes of Kairos Outside concerning serving as a leader – a motion was made by Darrell Whitford to start up a new council, seconded by Adrian Fairchild, voted on & passed.

Kairos Outside South MS – Judy Mayer

- Weekend #12 to be held December 9-11, 2016 at Seashore Assembly in Biloxi, MS. with Charleen Smith leading (originally scheduled to be Advising leader) as Miriam Mitchell, who was originally scheduled to lead had knee surgery.
- Completed their annual “Holiday Evergreens” fundraiser with double the sales of last year.
- The Advisory Council will meet on December 12th with the new members attending.

MSP (Parchman) – Kevin Howell

- Bryan Simmons led Weekend #14 in Unit 30 with 42 participants and eight new volunteers attending.
- Elections were held with all key positions filled. Cliff Olson upcoming chair and Steve Logan as State Rep.
- The following are the upcoming 2017 & 2018 weekend leaders:
 1. John Hopson #37 in Unit #29
 2. Wayne Irby #15 in Unit #30
 3. Thurmond Montgomery #38 in Unit #29

4. Meetings were held with administration to include Superintendent Lee. The Memo of Understanding was reviewed and left with him for his signature.
- Kitchen rebuilds in Unit #29 caused some issues concerning Prayer & Share time but were resolved. Rebuilds in Unit #30 to begin in January.

CMCF Men – Fred Garrott

- Fred Garrott considering moving to Torch.
- Volunteers that did not attend required number of meetings were told they would be unable to serve
- Jim Readell led weekend #34 with a much smaller team but worked out well.
- Buddy Pharis to lead weekend #35 Spring of 2017
- Clarke Thomas to lead weekend #36 in September, 2017
- Working on Advisory Council elections & inside team leaders
- It seems that the participants coming in for the weekends are the ones that are being rewarded for attending chapel, etc. instead of the ones that need the encouragement to turn from their “bad” ways while incarcerated.

CMCF Women- Laney Crampton reporting for Brandy White

- Marilyn Katz led weekend #37 with six (6) tables and thirty-three (33) participants
- Piggly Wiggly was used for catering weekend #37 and may be utilized again in the future but we also need an outside kitchen team to assist in this area.
- Josie Neil Browning leading weekend #38 in April 2017
- Elections to be held in December
- Coralyn Kane (SP?) spoke at the closing of weekend #37 & has been invited to attend the upcoming Advisory Council meeting in December.
- Would like to obtain two additional movable walls for weekends – will contact Clarke Thomas.
- Laney will send out an email to a vote on four candidates for AKT in 2017
- Valerie Blaylock to lead Weekend in October 2018 – Motion by Kevin Howell seconded by Earle Burkley, all in favor – passed.

New Business

- Reminder to submit completed applications for a new leader not yet approved by the SCC.
- Need to inquire about changes in MDOC training requirements and visitation policy
- Prison Rape Elimination Act (PREA)
 1. This bill was passed in 2003 but is not being implemented. Information is in the silver manual.

2. If a participant tells a volunteer, that volunteer must immediately go to another volunteer and have the participant repeat the information. At that point, the leader and clergy must be told and the leader will then contact the chaplain of what the participant told them. You do not have to tell that person you are reporting this information. Let that participant know they are not alone by listening to them.
3. Please remember not to divulge the prayer request information from the participants to anyone unless they put their name on it and then it must be reported to the chaplain. These requests need to be reviewed before going back to the church or another facility following that day's activities. You do not need to report information revealed by Kairos Outside guests.
4. Kairos Outside name changes – KONM – KOCM – KOSM
5. Kairos Outside North MS – Lisa Latham Chair
 - a. Will elect officers December 3, 2016
 - b. Kathy Ramage leading weekend #1 October 6-8, 2017 to be held at Camp Kumbaya? which is located to the north of the state and also looking at Lake Stephens, North of Tupelo.
 - c. Lisa Sartin to attend AKT in Birmingham September 8-10, 2017 and lead a weekend in May of 2018
 - d. Teresa Wyers approved for AKT - motion by Adrian Fairchild, seconded by Darrell Whitford.
6. Kairos Outside Central MS requesting exception to serving more than one time as a leader due to the startup of KONM – Motion was made by Darrell Whitford to start up a new council, seconded by Adrian Fairchild, voted on and passed.
7. All of Kairos Outside members need to get together and discuss the geographical divisions and make a decision as to where their division should or could be and have a consensus to bring to the next meeting in February. Harriet Brown has agreed to facilitate a conference call to discuss this.
8. With AKT being held in MS this year 2017 all need to take advantage and get your applications in.
9. There is growth opportunity in Wilkinson County – Tony Bevill
10. Kairos Torch move to CMCF overseen by Danny Brunt
11. The growth opportunity in the Federal prison in Yazoo City is on hold for now.
12. Each Advisory council should be discussing & planning on training for their members.
13. Each Advisory Council should have all their key positions filled by December 2016
14. 2017 Summer Conference registration information will be forthcoming in January.
15. Discussion held concerning future SCC meetings being held here at the Methodist Foundation headquarters – more information following confirmation from them.
16. The Kairos manuals should have been ordered and ready to hand out in 2017
17. Remember to register your weekends and prayer chains with KPMI

18. A motion was made by Kevin Howell to accept the nomination of Valerie Blaylock for weekend leader - Women's CMCF October 2018, seconded by Earle Burkley, voted on & passed.

Gary Shelley adjourned the meeting.

****Future 2017 SCC Meetings:**

February 11

May 13

August 5th

November 4