



Agenda

Kairos of Mississippi State Chapter Committee Meeting &
Donor Coordinator/Treasurer Workshop

Mississippi Methodist Foundation, 581 Highland Colony Pkwy, Ridgeland, MS

Meeting Minutes Saturday
April 27, 2019 9:00 am

Call to order – Gennia Varnado, Chair

1) Attendee Roll call – Gennia Varnado SSC Chair – Alicia Dees-KON, State Rep., Kathy Ramage-KON Donor, Von Brister-HCT State Rep., Kevin Shaw-SMCI Chair, Sabrina Fields-KOC Chair, Dianna Boring-CMCFW Chair, Thurmon Montgomery-MSP State Rep, Sharon Grace-CMCFT Treasurer, Earle Burkley-SCC Assist Fin. Sec., Darrell Whitford-SCC Treasurer, James Readell-SCC Fin. Sec., Anthony Snow-SMCI Treasurer, Jennifer Sutton-HCT Donor, James Brooks-SMCI #23 Leader, Amy Jo Vargo-KOC State Rep., Sylvester Mims-CMCFM Chair

2) Scripture/Devotional – Gennia Varnado 2 Chronicles 20, Charles Stanley Reading

3) Opening Prayer – Rob Burnham, Torch Chair

4) Building Community – Introductions of attendees present– Gennia Varnado; Donor/Treasurer/Data Coordinator excused for Financial Workshop.

5) Approval of Minutes 1/29/19– Gennia Varnado, motion Kevin Shaw, 2nd Sylvester Mims, vote – approved.

6) General Comments/Welcome – Gennia Varnado

- a) Advisory Council Operating Procedures – Review 2019 (distributed list of updated manuals and documents)
- b) AC Position Reviews/Fill/Assess possible nominees 2020 election (Data Coordinator position critical for program laptops to be current and pass on handled properly to next leader. Emphasis recruiting nominees for fall elections with possible training before January 2020.
- c) Code of Conduct – Please review before next AC meeting and included as agenda item.
- d) MDOC Volunteer Violations – Volunteer advised participant of volunteer name and to write letter asking for assistance on support after release. NO volunteer info is shared with participants. Always refer to chaplain or case manager. Question raised by Thurmond Montgomery concerning ex-offenders serving on Kairos Inside. Advised MS MDOC currently states 5 years and off paper with MDOC approval. Eddie Spencer is one of the few MS

ex-offenders allowed to enter the prison on volunteer basis. All states vary. Ex-offenders can serve on KO and KI support teams.

- e) Program Manual Review – Riverbanks: Visit to several closings and most were excellent with an exception where the closing script was not followed.
- f) Team Meeting Attendance – Advised Leader to ensure attendance requirement is announced at the first meeting and enforced. Schedule team meetings every other weekend to allow a break for family. At best schedule training to get as many hours of training done as possible. Encouragement to ensure mentors assigned to new volunteers for direct follow-up during training. Recommendations that new volunteers are sponsored to Emmaus or Cursillo weekends to fully understand the program concepts.
- g) MDOC Volunteer Orientation Forms – All new volunteers must fully complete all volunteer forms (set of 4 that includes the reference letter).
- h) Closings – Visited 4 Closings; KO north, SMCI, KO South, CMCW
- i) Donor Coordinator/Financial Secretary/Treasurer – Crucial position that processes all donated funds and reimbursements. All funds must be logged with checks copied before deposit. The check copy bank account number must be blacked out before sending to financial secretary per national financial practices. Follow all procedures during team meeting with 2 counters and logs. Thurmond Montgomery requested information on trailer insurance.

7) Financial Secretary Report - Earle Burkley; Reviewed 1st Quarter QuickBooks report based on income and expenses entered by Donor Coordinator. Additional income will be reported in the 2nd quarter reports due to weekends completed in April.

8) Treasurer's Report – Darrell Whitford

9) Old Business – Earle Burkley; Replacement of song books needs to be considered due to new songs requested and missing books. KO Central Rep. Amy Jo Vargas volunteered to suggest a review of all new song requests and create the new booklet and would chair committee to develop. Needs all AC's music contacts.

10) Chaplain Office/Kairos Liaison – Be aware of major staffing problems for the state. Advised that Marshall County Kairos was stopped after 2 ½ days due to staffing issues and told they would have to complete later in the month. We honor their direction because we are the guests in their facility. New date 4/27/19, today. Liaison must be the only voice from the AC to the chaplain's office. Ensure the core team meets with the chaplain several weeks before the weekend.

11) Kairos Website – Gennia Varnado; the site is up and available for adding your Newsletter/Announcements/Fundraisers/Weekend/Recruiting.

- PO Box Question

- What is the valid PO Box number for Columbus? Contact Darrell Whitford. Must have PO box for all donations received in all programs per program manual FPP. Recruiting

The KO North Reunions are difficult due to distances in North MS for volunteers, past guests and new guests plus facilities issues.

- Several suggestions offered included using Kairos business cards. Advised that the template is available on MyKairos.org.

- 12) AC Representative Reports/Leader Nominations/AKT Scheduling
- a) CMCF (M) – (Bill Greer-absent) Sylvester Mims, reported on CMCF Men completion of weekend #
 - b) CMCF (W) – (Linda Buford-Burk-absent) Dianna Boring report attached. Donor Coordinator changes due to out of state move. New Coordinator is Debbie Chapman.
 - c) CMCF Torch – Rob Burnham AC Chair, Weekend date pending. Needs new volunteers, observing leader and team leader. Next Torch pending scheduling. The primary concern is that the youth are aging out to the adult sections at 18 before we can reach as many as possible. Recruiting is ongoing via email and personal contact.
 - d) Harrison County Torch Pilot Program (Youth Court)– Parole or house arrest. Von Brister advised that the judge has set requirements for every youth and offering special plans to keep the youth directed to complete Torch programs. Tracking records will be provided to determine program results. The first HC Torch will have 12 youth guests ages 12-17. Parent, Guardian, female love ones will attend KO South MS for support of the youth. Von has been visiting the youth detention center to get familiar with the youth conditions and awareness of their attitudes. Requested the youth leaders that have major issues. First core team meeting is May 11. 12 Volunteer recruits have agreed to be volunteers and the court is assisting. Ex-offenders can be volunteers as long as they are approved by MDOC.
 - e) KOCM – Amy Jo Vargas, KO Central Weekend held in March with 11 guests and very good weekend. Sabrina Fields AC Chair advised that KOC is going through restructuring since adding KO North and KO South. The loss of several veteran volunteers was devastating to KO Central. Core team training is planned on a regular basis. Sabrina emphasized that volunteers need to focus on being a servant would enhance each program and leadership roles.
 - f) KONM – Alicia Dees, see report; Advised several changes on AC positions due to illness in families. A variance has been requested for OL 1 position due to illness. Nomination form and qualifications advised to SSC for variance Sonshine Ashcraft. SCC – Motion to approve, 2nd, vote, approved.
 - g) KOSM – Teresa Walker (absent-see report) Nomination for Dee Boring, Jim Readell motion, Sylvester Mims 2nd, approved.
 - h) MCCF – Malcolm Grant (absent-no report)
 - i) MSP – Thurman Montgomery; April weekend with 25 participants Unit 30. Next weekend in June 5th Saturday Unit 29 with team meetings starting next week. Recruiting problems ongoing as in other programs. 2 MSP chaplains retiring. MDOC shifts effects prayer & share. Always complete the MDOC volunteer attendance forms and leave or email to chaplains for record purposes.
 - j) SMCI – Lee Whitt (see report) K26 completed but started with participant issues switching from units at the last minutes. Inmates were transferred out from the weekend before it was over. Instructional completed. Working on sending staff to Cursillo due to the complaint that Kairos does too much for

- participants. The hope is that they will understand the concept of Kairos from their 4th day experience.
- k) International Council – Gary Shelley (see report)
 - l) Leader Report/EI Reports – Please complete pass on procedure of Ezra and EI entry for my review.
 - m)
- 13) Advisory Council Training – Gennia Varnado
- a) Scheduling – 1 training date for 2019 (NO Donor/Treasurer-prior training SCC)
 - b) New in Positions – Only first time AC volunteers
 - c) Fill any remaining AC positions. The positions will provide training and awareness of AC procedures to any member.
- 14) KO Guest Forms – Procedures, KO State Map – Gennia Varnado (OMITTED)
- 15) Summer Conference Registration – Gennia Varnado, send all registrations to David Walker. AC attendees arrive on July 25 by 4:00pm. Volunteers flying make reservations ASAP paid and include reimbursement check request.
- 16) New Business
- a) God Behind Bars Ministry & Other Ministries MDOC – advised new ministry at MSP that requested MSP change closing schedule for start of their program. SCC contacted and intervened with Chaplains Wigglesworth and Bays and the ministry would not serve on any 5th Saturday or Sundays that involved Kairos weekends.
 - b) Prayer for Kairos Programs – Sabrina Fields
- 17) Adjournment – Gennia Varnado

SCC Meeting Minutes submitted by State Chair Gennia P. Varnado (SCC Secretary David Walker-absent 4/27/2019) source via audio recording, pending any updates or corrections for vote approval at July 20, 2019 SCC meeting.

Future State Chapter Meetings

- July 20, October 19, United Methodist Foundation
- Kairos National Conference July 25 – 27, 2019