

Kairos of Mississippi
State Chapter Committee Meeting
Meeting Minutes
August 2, 2014

Committee Member Attendees

Darryl McElrath	Von Brister	Sid Lane	Bobby Blake
Sharon Scott	Barbara McDonald	Gary Shelley	Lynn Pudas
Gennia Varnado	Darrell Whitford	Carolyn Mims	Charleen Whitford
Martin Butler			

Advisory Council Chairs Present:

Anita Johnson
Earle Burkley
Judy Mayer

The meeting was called to order by Darryl McElrath and Gary Shelley opened the meeting with a devotional.

Darrell Whitford made a motion to approve the amended and corrected May 3, 2014 minutes, seconded by Gennia Varnado, motion carried.

Chairperson's General Comments

- Kairos Headquarters (now called) is focusing on the business side at this time and The Kairos Messenger, a massive server where all of the Kairos information will be tracked and available to all will be implemented in January of 2015.
- Old Business: Training guides (FPP, ICOP, SCOP, ACOP) are being revised and updated periodically – need to print out and keep on hand for quick reference (updates can be as often as weekly).
- Donor Utilization Report : 75% current version, 38% revision and 25% exporting information
- Advisory Council positions need to be updated and forwarded to Darryl McElrath, Martin Butler, Gary Shelley and Sharon Scott.
- Advisory Councils need to be educated on a local level concerning the Donor Program and if necessary may need to form a sub-committee to educate all on exporting, etc.
- Reminder concerning AKT participation – SCC paperwork in addition to the AKT forms should be submitted to the SCC (preferably at the SCC Meeting) for approval. The Advisory Council forwards that AKT application to the location coordinator once they are approved. AKT forms for anyone not involved in leadership can be submitted directly to the AKT coordinator with proof of donation to their Advisory Council to cover all costs with a request to the Advisory Council to cover expenses. AKT's of any state

will NOT accept ANY funds from individuals. The cutoff date for the training weekend is two (2) weeks prior to the weekend.

- Marshall County – chaplain & residents had a reunion/retreat and are now getting ready for a Kairos Inside weekend in November
- In conversation with Ken Rocks, Men’s Program Coordinator Concerning Advisory Council formation, etc.

KPMI Representative – Von Brister, IC Representative

- Now have a training guide concerning the state IC Representative’s duties and responsibilities.
- Now on three (3) sub committees: Nominations, Outreach and Recruiting.
- The new Excellence Initiative Report is being revised and will be implemented beginning January Of 2015.
- Awaiting approval by Evelyn Lemly concerning the new Advisory Council training program (3-4 hours) which will be led by the IC Representative.
- Any changes to the ACOP Manual also must be approved by the IC Representative and the Board of Directors.

Vice-Chair’s Report – Gary Shelley

- The Excellence Initiative will be updated and I will be in contact with each Advisory Council I representative concerning their weekend.

Treasurer’s Report – Darrell Whitford

- Reminded to educate your Advisory Council members that the Christmas bags given out to the residents (men & women) at CMCF is NOT a part of Kairos and funds CANNOT be raised in the name of Kairos. Requested email addresses to send out a letter to this effect.
- Discussion concerning a previous motion made to use one bank – Gary Shelley made a motion to consolidate monies to Regions with signature authority (Martin Butler, Financial Secretary and Sharon Scott, Secretary), Von Brister seconded, motion carried.
- It was agreed to leave Savings Foundation at BankPlus.

Financial Secretary’s Report – Martin Butler

- Quickbooks closed out thru March 2014
- Documentation is needed for accountability concerning the Donor forms - two (2) signatures are required on ALL forms, copies of all checks (minus account numbers) for auditors and stamped & dated deposit slips from the bank. The Advisory Council’s name also needs to be written on the deposit slips for documentation.
- For information concerning the Financial Secretary, Treasurer, etc. go to My Kairos and look for Downloads then FPP and Job Description.
- Documentation for an audit is PRIORITY.
- Cash advances – if you get a cash advance, another one will NOT be available until the original one is cleared out. Vendor direct payments are not considered a cash advance.

Kairos Website – Barbara McDonald

- The website is in compliance. Lee Turner at Headquarters looks at the website to assure all are in compliance.
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Agape – Gennia Varnado

- Golf tournament went well
- Discussion concerning Calcutta Golf tournament & using their method of fund raising.
- Donor letters sent out to those for tax information purposes
- Requesting approval from Evelyn Lemly concerning using EBay for non-profit contributions (can get 10%). Gennia will send a letter of request to Darryl McElrath who will then forward to National (Evelyn Lemly) for approval.
- Discussion concerning increased volunteers in all areas i.e. selling ads, etc. in order to continue with this event.

Advisory Council Reports

MSP – Sid Lane

- Sid Lane led weekend #34 – Unit #29 – June 2014 - went well with 34 graduates
- Had a meeting with Warden King – will discuss maximum security at the next AC mtg.
- Steve Calvert leading weekend #12 - Unit #30 - August 28-30, 2014
- Greg Snyder leading weekend #35 – Unit # 29 - October 2015
- Cliff Olson leading weekend #13 – Unit #30 - Winter 2014
- A meeting will be held this week to nominate a treasurer.

CMCF Men – Bobby Blake

- Rusty Runnels leading weekend #30 in August.
- Buddy Pharis no longer leading weekend #31 Spring 2015 – now looking for another leader.
- Mike Byers and Steven Coleman to attend AKT this Fall at the Duncan Gray Center in Canton, MS September 5-7, 2014.

CMCF Women – Carolyn Mims

- Summer Retreat went well with Melinda Vining as leader.
- Barbara McDonald leading weekend #34 in October
- Melinda Vining Observing Leader for #34, leading weekend #35 Spring 2015.
- Seven women attending AKT – four (4) AC members and three (3) upcoming leaders

SMCI – Gary Shelley

- Tom Blakeney leading weekend #18 at the end of August.
- Gary Sims leading 2014 Summer Retreat and then leading Weekend #19 Spring 2015.
- Kevin Shaw will be leading Weekend #20 Fall of 2015
- Security has been tightened concerning checking cars for contraband, etc.

Torch – Charleen Whitford

- Bill Jones & Janet Gordon will be leading Weekend #9 October
- New warden will start on Monday, August 4th.
- Still having difficulty recruiting volunteers. Von Brister will help to recruit from the Jackson area..
- The chaplain at Walnut Grove expressed an interest in implementing a Kairos Inside program there.
- Discussion to meet after the AKT weekend with Darryl McElrath, Danny Brunt, Von Brister to discuss startup of a Kairos Inside program at Walnut Grove.
- Discussion concerning Torch and Kairos Inside working together in all facilities.

Kairos Outside of Mississippi – Lynn Pudas

- Layne Herr leading weekend #20 September 2014
- Darlene Strickland leading weekend #21 March 2015
- Coralein Cain leading weekend #22 September 2015
- The following women were approved for AKT: Coralein Cain, Sabrina Fields & Alicia Dees.

South Mississippi Kairos Outside – Judy Mayer

- June Bourne leading weekend #8 Nov. 7-9, 2014
- Expressing concern over not receiving KO guest applications from any of the prison facilities – will call Martha Walton concerning applications from guests living the South MS area that they have received and are in the MS KO guest reservation files.

**Von Brister made a motion to approve the upcoming leaders, seconded by Darrell Whitford, motion passed..

New Business

Kairos presentations by Torch, Kairos Outside and Kairos Inside were given at Anderson United Methodist Church on Saturday, July 26, 2014. Those present were most receptive and want to do this again at a future date. Seeds were planted by all who participated.

Von Brister's #1 Outreach project at this point in time is Minority recruiting.

There was a consensus to purchase a computer for the Financial Secretary, Darrell Whitford – Willie Varnado will arrange for this purchase.

A motion was made by Gary Shelley for their Advisory Council to elect a new SMCI State Chapter Representative, Von Brister seconded, motion carried.

Gary Shelley adjourned the meeting with prayer.

Respectfully submitted,
Sharon Scott