

Kairos of Mississippi
State Chapter Committee Meeting
Meeting Minutes
May 23, 2015

Committee Member Attendees

Darryl McElrath	Von Brister	Charleen Whitford	Paul Morris
Sharon Scott	Barbara McDonald	Gary Shelley	Lynn Pudas
Gennia Varnado	Martin Butler	Darrell Whitford	Donn Lewis
Jennifer Sutton			

Advisory Council Chairs Present:

Laney Crampton

The meeting was called to order by Darryl McElrath and Gary Shelley shared an article by Chuck Costello, A Little Bit of Kairos VS No Kairos At All. Paul Morris opened the meeting with prayer following prayer requests.

Von Brister made a motion to approve the February 21, 2015 minutes, seconded by Darrell Whitford, motion carried.

Chairperson's General Comments

- A conference call was held with all state chairmen concerning the audit which we passed and the audit fees, etc. are beginning to show a savings. It is imperative that everyone should be paying close attention to detail when reporting to ensure that all the documents are correct. Document EVERYTHING and continue to report in a timely manner. If you have any questions concerning the financial statements, call Darryl McElrath, Darrell Whitford or Martin Butler. We are a ministry that is forced to do business according to the IRS.
- The staff at Headquarters monitors the states and respective councils EVERY DAY.
- Donor program still having issues – to be discussed at Annual conference with George Brown III.
- A reminder AGAIN to download all ACOPS and to have them with you at all of your council meetings to be able to refer to if needed.
- There is 0 tolerance concerning Advisory Council reporting and variances are special circumstances concerning programs and only Evelyn Lemly can approve those requests. You can make requests through your state chair and committee then the state committee can say no and is not required to contact Evelyn Lemly. The state chair can expedite to Evelyn Lemly if the request is ok'd by the state chair.
- There is now a signed Memo of Understanding between Kairos and the 4th day movement (Walk to Emmaus).

- The Summer Conference will be held at the American Airlines Training & Conference Center in Fort Worth, Texas July 28-August 1, 201 and you can go online for additional information. If someone sees the need to attend and can bring information back to their council and state committee the cost of registration & hotel accommodations will be considered but NOT travel.
- Proposing Advisory Council Training – trainers are available following procedure – advisory council contacts the state chapter to request, will fill out a form (online to download), provide three (3) potential dates for training, will then be logged in and sent to the program trainer, who will then choose one of the dates for training and send this information back to the state chair and advisory council. The training is four (4) hours followed by one (1) hour of questions. Five councils or seventy (70) people is the maximum number and three (3) is the minimum they will accommodate for training. Would like this to be a PRIORITY and acted upon as soon as possible. The cost is \$150 per advisory council. Workbooks are provided.

****Danny Brunt – Torch Institutional Liaison**

Request assistance with the formation of an advisory council and suggestions concerning leaders for the Torch program at CMCF. Also suggests the leaders come from the Jackson area.

There is a Memo of Understanding between CMCF and Torch programs concerning youth ages 25 and under at CMCF. Age group (13-18) were taken out of Walnut Grove and are now housed at CMCF. This program is in addition to the program at Walnut Grove.

Husband and wife teams are encouraged to volunteer to model what a family looks like but two (2) single people can volunteer. The weekend program is shorter (2-1/2 days) and the talks are shorter, more music. There is a six month mentoring process and then they move into a Bible study.

A tentative weekend is scheduled for the Spring of 2016 depending on volunteers, etc. A male volunteer must be five years older than the oldest resident attending and a female volunteer must ten years older the oldest resident attending the weekend.

Chaplain Wigglesworth is 100% behind this program.

KPMI Representative – Von Brister, IC Representative

- Summer Conference Workshops start on Friday, July 24th and reservations need to be made within the next two weeks if you are planning on attending.
- Evelyn Lemly approved the hiring of a marketing director.
- The website will be updated concerning recruiting procedures, etc.
- Working on a web-based program for Donor
- Prayer requested for discernment as Von Brister considers getting involved in a ministry that requires increased responsibility under the governing board

Vice-Chair's Report – Gary Shelley

- The Excellence Initiative is still not complete on the website. Working on re-collecting data to quantify something that has been qualified; in compliance – if not, then why. Main reason not in compliance with one on one, etc. is due to decrease in volunteers.

Treasurer's Report – Darrell Whitford

- Signature card is completed and will be sent to the foundation.
- The state representatives from each council should be sharing information with council members concerning the donor program. This is vital for each council.

Financial Secretary's Report – Martin Butler

- Please stamp AND date all deposit slips and get copies to the state financial secretary within seven (7) days of the council receiving this information as it is imperative to close out in a timely manner with two (2) signatures, copies of checks filled out legibly.
- Cash advances – must be well documented and sent in as soon as possible. These advances will be audited so be sure and keep copies of all expenditures. No reimbursements will be made to the council receiving a cash advance until the advance has been cleared with the proper paperwork.
- In-kind gifts must be written down on the receipt log – MUST be documented and sent to the financial secretary as soon as completed.
- ALL cash must be deposited on receipt logs with two (2) signatures. No donated cash can be used to purchase items for the weekend or for the council.
- All cash must be deposited in the bank. If items are needed for the weekend you must have someone purchase the items and fill out the paperwork for the reimbursement. The average turnaround time for properly filled out expense reimbursements is about a week. If they are not received timely, call the financial secretary to check on the status of the reimbursement.
- Fund raising monies cannot be placed on the same receipt log as the weekend supplies that are purchased to enable proper tracking of donations versus fund raising items.
- Please try and order supplies timely in order to avoid the Rush & Shipping & Handling charges. Also, document on paper for the food preparation person.
- Document on paper for the food preparation person in the form of a bill and not just a vendor payment form.
- Each council should have an inventory coordinator to keep check on supplies, songbooks, crosses, etc.

**** Martin Butler & Darrell Whitford are applauded & commended for their talents in the area of financial responsibility.**

Kairos Website – Barbara McDonald

- Please forward any council changes including weekend information as quickly as you receive them.

- KAROTALES – any information concerning prayer requests, etc. is approved or not approved by Barbara McDonald and Willie Varnado

** Gennia Varnado has resigned her position as Agape Chair and Barbara McDonald has filled in temporarily. Gina Sawyer and Jennifer Sutton volunteered to take this on and will get in touch with Gennia Varnado for further information.

** Gennia Varnado – Golf Tournament Chair

- The tournament will be held at Whisper Lake Golf Course in Madison, MS on Friday, August 21, 2015. Registration begins @ 7:45-8:15a.m.
- Clark Thomas & Mike Byers will be on WLBT talking about the tournament, asking for players. Mike Byers to coordinate marketing for ads, etc. Asking advisory councils to also sell ads. Prizes will also be awarded.
- Gennia will get in touch with the editor of HUSH magazine to see if they will set up an interview talking about Torch. This needs to be done soon.

Advisory Council Reports

MSP – Paul Morris

- Weekend #13 – Unit #30 – May 28-30 - Cliff Olson led the weekend with seven tables, 45 volunteers and seven rookies.
- Prayer & Share – issues concerning lock down. Talked with Warden Morris who will try and alleviate these ‘roadblocks’ preventing the residents from attending.
- Kairos hosting Unit #29 & #30 and the facility would like Kairos to host Unit #28 one or two Wednesdays a month. They cannot have Prayer & Share unless there is at least one volunteer present.
- Looking at the possibility of doubling up to continue weekends or to host retreats if full weekends are not feasible.

MCCF – Mark Zizman (Absent) Darryl McElrath reporting

- Darryl attended a closing
- They are working on restructuring their advisory council.

CMCF Men – Donn Lewis

- Weekend #31 – Mike Norcom – May 27-30, 2015
- The new Superintendent, King agreed to future weekends Thursday through Sunday instead of Wednesday through Saturday.
- Weekend #32 – Fall – Stephen Coleman
- Weekend #33 – Spring 2016 – Mike Byers

CMCF Women – (Anita Johnson absent) Laney Crampton reporting

- Weekend #35 – April 7-10, 2015 with 25 volunteers, three tables, 18 residents

- Planning on two one day retreats – Friday, July 10th – Marilyn Collins leading and Friday, October 9th.
- There will not be an October weekend
- Weekend #36 – Spring 2016 – Dianna Boring leading.

SMCI – David Goff

- Two programs to be held on the same weekend - Weekend #19 - Area 1 – May 27-30 – Gary Sims and Area 2 – Glenn Wood with 70 on the team and 18-30 on the outside kitchen team.
- Roun McNeal, David Walker & Bill McDonald need AKT training – Darryl McElrath to approve.
- Weekend #20 October 28-30 – Kevin Shaw leading

Torch – Charleen Whitford

- Weekend #10 – September 18-20 – Tammy & David Baucom leading
- Need new volunteers
- Upcoming leaders for 2016 – Jerry & Brenda Young – need AKT training
- Danny Brunt has talked to various congregations in Forest, MS. trying to recruit volunteers. Gennia Varnado to contact a friend at Forest Baptist church to see about getting Torch volunteers to come and talk to the congregation.

Kairos Outside of Mississippi – Lynn Pudas

- Weekend #21 – March 13-15 – Darlene Strickland with 29 volunteers, 14 guests
- Confusion as to registration packets, brochures, etc. – Darryl McElrath will look into this
- Weekend #22 – September 11-13 – Coralen Cain leading
- Weekend #23 – March 18-20, 2016 – Sabrina Fields leading
- Weekend #24 – September 16-18, 2016 – Alicia Dees leading

South Mississippi Kairos Outside – (Judy Mayer absent) Jennifer Sutton reporting

- Started small groups in Hattiesburg and Pascagoula (plan to start another one in Gulfport) which helps secure increased volunteers and guests since women can join the support groups before they participate in a Kairos Outside weekend.
- Weekend #10 – November 13-15 – Cindy Rainey leading
- Weekend #11 – April 8-10, 2016 – Susan James leading
- Weekend #12 – November 4-6, 2016 – Miriam Mitchell leading

Respectfully submitted,
Sharon Scott