



Kairos Prison Ministry International, Inc.
Kairos of Georgia State Chapter Committee

Executive Committee Meeting Minutes December 6, 2024
Christ Church, Forsyth, Georgia

1. Call to Order – Beverly Upperman: Opening Devotion (A Word for Life) and Prayer
2. Roll Call – Quorum Confirmed. Present were Chair - Beverly Upperman; Vice Chair - Walter Straham; Secretary – Diane Morgan; Financial Secretary – Roxann Davis, Treasurer – David Griffin; IC Reps – Dawson Long and Vanessa Velez-Cruz
3. Additions to Agenda – Request from Beverly to attend Christian Chaplains’ Conference on Spiritual Care, to be held in North Carolina Nov. 11-14, 2025. Motion to cover the \$1,100 fee each for both Beverly and Rev. Ann Mann was made, seconded and carried.
4. Secretary Report – Diane Morgan:
 - Variance for James Fugate, repeat leader for Walker, discussed and approved
 - 2025 meeting dates set for 2025: 3/29, 5/31, 8/30 and 11/8. 3 in Forsyth with 5/31 being Virtual.
 - Only 6 ACs have posted 2025 Elections on Kairos Messenger. Reminder to post by 12/31 to be made 12/7.
5. Financial Secretary Report – Roxann Davis
 - Balance sheet and P&L through 10/31/24 were reviewed. Good financial shape. Financials for ACs were also reviewed, showing status of each AC. Rogers received a generous donation in memory of Rev. Jim Smith by Jim’s family.
 - PEX Cards – Going well, but some ACs need assistance with monthly accounting. New procedure. Donor needs to respond with each receipt on Advance worksheet. We discussed what a heavy workload for Financial Secretary, Roxann Davis, who has received instruction on PEX card use by Chris at KPMI. Procedure is convenient for ACs, but labor intensive for Roxann. She will revisit the process with KPMI to simplify. Walter questioned the efficiency of this new process, which takes longer to close out each Weekend in addition to completion of EI, Leader’s Report and Financials.
 - Inventory – Several requests were sent to ACs. Some did not respond. Does the State need a storage Unit? If so, where? Decision made to seek 10x10 climate-controlled unit in Forsyth. (David Griffin has since located one for \$120/mo.)
6. Treasurer Report – David Griffin: Donations of about \$30,000 have been received recently.
7. IC Reports
 - Dawson Long – Committee Reports, each member is to give information to ACs about fundraising, churches to contact in each area, ministry promotion, volunteer and guest recruitment. KPMI sends promotional to ACs.
 - Vanessa Velez-Cruz – What AC has had a perfect Weekend, she asked. She is an EI reviewer and sees issues on how each is completed. More specific details are needed to make the next Weekend better. “EI is not a report card, but a tool” to be used to evaluate each part of the Weekend from Team Meetings, to Weekend to Post-Weekend. Training to be scheduled on how to correctly respond to points will be scheduled early 2025.
8. Vice Chair Report – Walter Straham
 - Our website needs updating with current information. May need a 2nd Webmaster to keep it current.
 - Need to update the Jotform.
 - Slate of Georgia Officers will be voted on during tomorrow’s meeting.
 - Discussions: Should we fund 2 reps from each AC to attend 2025 Annual Conference? Yes. Question asked whether or not the State should offer reimbursement for hotel for members who travel greater distances to attend State Meetings. Question will be posed to members at the State meeting tomorrow as to whether or not that’s needed,
9. Chair Report – Beverly Upperman
 - Previously voted to give \$1,000 to Christ UMC for facility use, especially now that we may be using the church for both Friday Executive Committee meetings and Saturday State meetings. Increase donation?
 - Donation from Georgia to KPMI headquarters for repair/replacement of building and contents after Hurricane Helena. Motion passed to give \$5,000.

You didn’t choose me, remember, I chose you, and put you in the world to bear fruit, fruit that won’t spoil. As fruit bearers, whatever you ask the Father in relation to Me, He gives you. John 16:16 (Msg)



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Meeting adjourned.

Respectfully Submitted,

Diane Morgan, State Chapter Secretary

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