

Kairos of Georgia Executive Committee Minutes
May 18th-19th, 2018
Quality Suites Forsyth, GA

May 18th, 2018. Chairman Doug Unger began the meeting at 8:00 PM. Jim Smith gave the devotional and Walter opened the meeting with prayer. Present were Doug Unger, Stan Yarbrough, Beverly Upperman, Walter Straham, Beth Maycomber, Jim Smith, Colleen Freemon, Doug Hopkins, Arthur Fickling and Ladson Golden.

KAIROS MESSENGER, DONOR AND EZRA: Beverly gave an overview of Messenger and the current utilization of DONOR and EZRA. Several reports were distributed (q.v.) and in terms of DONOR use, Georgia is #7 from the bottom of the 37 states in which the ministry serves. This is unacceptable. Georgia has 7 ACs that are financially problematic and several more that are operating out of the Riverbanks. Several questions were pondered:

1. Are we providing all we can to help the ACs?
2. Should we initiate conference calls to the AC Chairs and Financial Secretaries?
3. Do the AC officers understand the importance of their position and responsibilities?
4. Should we have face-to-face visits to the ACs (at their scheduled AC meeting) to help them understand what is expected?
5. Should we tie their actions to their money?

Doug asked that we start with Beverly calling the AC Chairs and Walter calling the Financial Secretaries to see if a couple of state officers can attend their meeting(s).

Due to the late hour, we closed with prayer to start anew at 9 AM the following morning.

May 19th, 2018. Doug opened the meeting with prayer at 9 AM. All members from the previous evening were present.

AC SUPPORT COMMITTEE: Colleen went over the items that the AC Support Committee will be focusing on beginning immediately (see below-next page). The secretary is to compose and send a letter to all AC Chairs, with a copy to the State Reps, regarding KPMI's concern about the continued "administrative non-compliance" (lack of DONOR/EZRA/EI/Leader Report use) and send it in the next 7 to 10 days letting them know that this will be a topic of focus at the June 30th SCC meeting. This is an attempt to "bring us back into the Riverbanks". A follow up letter is to include the AC Support Committee's expectations. The following motion resulted from the discussion of AC non-compliance:

Motion made by Ladson and seconded by Stan that Walter be given the authority to require non-compliant ACs to update and utilize DONOR and to fill, where needed, the Financial Secretary position, all within 48 hours. And, if this is not done, Walter has the authority to terminate all funding (cash advances, AKT training, reunions, etc) to the offending ACs. Non-compliant ACs may also suffer suspension of Kairos activities by KPMI's Executive Director up to and including rescission of the MOU. Motion passed unanimously.

EXCUSED ABSENCES: Beverly presented the informal guidelines used by the KPMI International Council. There is no policy regarding absences. After discussion, Stan motioned and Beverly seconded that Georgia adopt the same guidelines used by the IC regarding absences at SCC meetings. The IC guidelines read: **Any absence with pre-meeting notification is "automatically" excused since (usually) it is for legitimate reasons: travel; illness/recuperation; etc. For folks who don't give us advance notice, the president (chair) usually contacts them post-meeting to see why they were a no show. On many occasions, it may be just a case of absent mindedness, which is not deemed excusable. Occasionally folks get sick at the last minute, or a member of their family, so those are OK.**

5-YEAR GOALS: Beverly distributed 3 handouts (q.v.): (1) Kairos Strategic Plan (2) Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis and (3) A listing of DOC Institutions in Georgia.

All of these are very revealing to the health and growth of the ministry. KPMI's goal is a 5% growth in those ministered to by the volunteers. To accomplish this, a 20% growth in the number of volunteers is needed. Several institutions in Georgia were discussed as "New Starts": Riverbend, Central, Johnson, Wheeler, and Metro (Atlanta).

MISCELLANEOUS (Past Due Reports, State Map & Prison Issues): The state map in the "Where We Serve" tab on the website is in woeful need of updating. DOC ID badges continue to be problematic.

AC TRAINING: Beth distributed a report indicating that only 58 of the approximately 378 AC officers in Georgia have had AC Training. Beth suggested dividing the state into 5 areas to initiate training. Colleen is to head this up.

FINANCIAL UPDATE: Walter distributed copies of the latest financial reports (q.v.) and discussed them. He also went over the proper procedure for the handling and depositing of funds so that the proper AC is credited. ACs need to be held accountable for spending only what they raise or else make arrangements for the shortfall and not just rely on the state to dispense the funds and cover the shortfall. ACs can ask the state for funds, but they can also ask other ACs that have a surplus for the money (inter-ministry blessing). ACs need to remember that 15% of the money they raise goes to KPMI and this needs to be considered as an expense when budgeting just like Weekend expenses. Motion made by Beverly, seconded by Stan and passed that if there is no DONOR file accompanying deposited funds then the AC doesn't get credit. Motion made by Stan, seconded by Beverly and passed to institute inter-ministry blessing policy requiring overspent ACs to seek funds from other ACs beginning August 1st, 2018.

There being no further business before the committee, we closed with prayer and Doug adjourned the meeting at 2 PM.

Respectfully submitted,

Ladson Golden Secretary
Kairos of Georgia

Suggestions for Advisory Council Support Committee:

- ACs should try to fill all 14 AC standard (voting) positions to promote a fully functioning AC.
- AC officers should be familiar with the *Kairos Advisory Council Operating Procedures* document.
- ACs should consider attending AC training when available.
- AC Kairos Donor Coordinators should be using Kairos Donor properly.
- Two people (Kairos Donor Coordinator and Treasurer) should be in place and work together to ensure money received is handled as described in the *Kairos Financial Policies and Practices* document.
- ACs should be having regular meetings:
 - Financial reports should be discussed,

- The secretary should record minutes of Advisory Council meetings and send out a draft within fifteen days of the Advisory Council meeting,
 - Line up of leaders for upcoming weekends should be discussed,
 - State Chapter Committee Representatives should report on issues from SCC meetings.
- AC reports should be kept current and accurate; new reports need to be completely filled in and submitted to secretary@kairosforgeorgia.org when there are changes to people holding AC positions.
- AC elections should be held each year, usually in the fall, and an updated AC report submitted.
 - AC Chair should not hold that position for more than 3 consecutive years; other positions may hold two consecutive three-year terms and then should rotate off the AC for three years.
- ACs should ensure that weekend leaders submit the Weekend Leader Report, Kairos Excellence Initiative Report, and an Expense Reimbursement Form for all weekend expenses within 30 days of the end of each weekend.