

**Kairos Prison Ministry International, Inc,
Kairos of Georgia Chapter
Executive Committee Meeting on Zoom
Friday, August 30, 2024**

1. Call to Order – Beverly Upperman
 - Prayer and Devotion Col. 3:17 – Jesus equips us for the task to which we are called. Just as Jesus chose the 12, all of whom had different skills, so we are chosen.
 - It's All Ministry John 15:16 (Conference Theme)
2. Roll Call – Diane Morgan: all present
3. Additions to Agenda
 - Beverly purchased and sent a “thank you” basket to KPMI staff for a great Conference.
 - KO Coastal is aggressively working to hold 1st weekend. First meeting in Savannah is next weekend. Six experienced KO GA volunteers will travel to support and share Kairos wisdom.
 - KO reps who speak at Closings can request mileage reimbursement, and requests that all submit requests stating mileage reimbursement or In-kind Donation, so expenses can be tracked.
4. Secretary's Report – Review of JOT Weekend Leader forms and Variance Requests – Diane
 - Approved Leaders: ASMP – Chuck Lee, Baldwin – Ben Brooks, Macon YDC – Jamie Wittenberg, Smith – Mike King, Walker - Paul Summerford, Whitworth – Susan Smith
 - On Hold: Washington – Joe Almand - need verification of AKT and date of second Talk. Whitworth – Cindy Schwartz will be attending AKT 1/25, giving Talk #2 10/24, scheduled to Lead 10/25 (revisit)
 - Variances: Lee – Mike Zoellick approved by KPMI 07/01/24; Larry Ceravolo previously approved by variance to lead at Macon YDC. Verifying with KPMI if variance can allow him to lead at a different facility (Atlanta YDC).
 - Elections: Diane will send information to all ACs to hold elections in September, due before 12/31/24. Beverly will send slate for State of GA.
5. Financial Reports – Roxann
 - Balance Sheet and P&L discussed.
 - She has sent P&L statements to each AC. Many are in the **Red** YTD, and should be raising funds to support themselves. Beverly will address this at Saturday's General Meeting.
 - Email from Kris: 1.) Fraud – check financial statements regularly. 2) Trailer and Truck Rental – Make sure Insurance is in place. 3.) **All** ACs are to do inventory and send to Roxann by 9/30/24 (computers, trailers, anything purchased with Kairos Funds). 4.) PEX cards – All purchases made in a given month must be submitted to be reconciled in that same month. Each AC Donor Coordinator will be contacted with this information. Some states have one person who keeps track of all PEX expenses. GA may need to do this. Pulaski, Walker and Valdosta have weekends soon. Roxann will contact them.
 - PEX Card Request: At present, \$3500 will be loaded on each Card as an advance for each Weekend. Check Request for reimbursement is available. A request was made to raise the amount to \$4,500. Average Weekend costs range between \$5,000 - \$11,000. Biggest expense is lodging. Side discussion on hotel vs. Airbnb. Policy is that Team stays in one place. If volunteer wants to pay own housing, report as in-kind donation. Motion to increase advance discussed further. Each AC should provide a projected itemized budget of needs and inventory of supplies on hand at the end of each Weekend.
 - Recommendation: 1. Weekend Advance will be based on itemized budget of projected Weekend expenses and 2. Current inventory of items left after last completed Weekend.

- Amount will be increased when those two things are submitted. As of 9/1/24, \$3,500 will be on the Card.
6. Treasurer – David Griffin, Nothing to report
 7. IC Report
 - Vanessa – Will report more at next day meeting, but shared excitement over Annual Conference. Good information shared on how IC Reps can help the State.
 - Dawson will share more points from his minutes tomorrow. “Be a thermostat.”
 8. Vice Chair Report – Walter showed PowerPoint of what he will share at the State Meeting on Saturday.
 9. Chair Report – Beverly
 - DOC Update Dr. Turner is gone, replaced by Dr. Ken Ellis. The Moss Consulting Group has been hired by the State of GA to evaluate the effectiveness of DOC. Beverly met with them. Badging is a big concern and enhancements will be looked at.
 - AC Status – Beverly reviewed items to be addressed during Saturday’s meeting
 - CBD oil and volunteers – Sniffing Dog smelled the oil on a volunteer who uses it for ease of joint pain. He explained, was sent home to shower and returned. Will be mentioned in General Meeting.
 - Lee Turner was our website host for Georgia. KPML is taking control of that process so that all States have the same information to strengthen the brand. Lalena will continue as our Website Development Coordinator.
 - For AC’s:
 - Participants move from one prison to another. Weekend Leaders are to ensure entries in Leaders Reports are complete with Participants name and DOC number. Also ensure Team members positions are added correctly, as sometimes positions or Talks need to change during Team meetings.
 - AC Meeting Minutes are to be sent to the State, so Leadership has current AC information.
 - Leader Nomination Form will be updated for 2025 to include needed information (i.e., to include name of Observing Leader)
 - Vacant SCC Positions – Prayerfully consider candidates to fill Program, Outreach, Fundraising and Clergy positions.
 10. Old and New Business: Highlights of National Conference shared.

Meeting was closed in prayer by Dawson Long and adjourned at 9:18 p.m.

Respectfully submitted,
Diane Morgan, Secretary