

**Kairos Advisory Council Meeting  
December 8, 2007**

Kairos Christian Gentlemen,

You are loved. May the peace of Jesus be with you. Thank you for your prayers and thank you for your excellent responsible action as we reinforced the Advisory Council. Most present for K-42 Team Formation meeting which preceded this AC meeting were in attendance and participated in the remaining nominations and voted in accord with ACOP p.16 on eligibility for all active in Kairos. Lacking organization, it was agreed we will follow ACOP p.32 App II New Start-Up AC.

MINUTES / AGENDA

This was our "Kick Off" meeting to get the AC organized and functional.

We met at the St. Mary on the Hill Catholic Church, Senior Center, 2nd Floor. (Elv.), Monte Sano & Bellevue Aves, Aug. 30904 following the Kairos # 42 Team Formation meeting at 1:00 PM on 08 Dec.'07.

The Agenda was followed with the following action.

1. Greeting by Chair-nominee, Ron Walling.
2. Opening prayer by Rev. Fr. Ed Frank.
3. Advisory Council Operating Procedures guide lines were passed out to each attendee.
4. Nominating Committee Chair read the nominations and asked for an AC Agape Coor. nominee. (Leo Manicca volunteered) and Liaison (Paul Balducci volunteered) nominee. (Chair forbidden to be Liaison), ACOP p.18. Motion by Robert Stewart to close nominations, seconded by Paul Balducci, and passed by yea votes, no nays.
5. Motion by Gene Lefort to vote for all nominees as a group, seconded by Ray Clemons and passed by yeah vote, no nays. The vote for all nominees was yeah unanimous, no nays.

Ron Walling, Chairman  
Bob Eash, Financial Secretary  
Bill Van Pelt, Treasurer  
Gene LeFort, Adv. Council Rep.  
Paul Balducci, ASMP Liaison  
Ray Clemons, Fund Raiser Chair  
Ben Thompson, Music  
Jim Truitt, Out Reach Clergy  
Robert Stewart, Out Reach Lay  
Leo Maniccia, Agape Coor.

6. Chair, appointed Committee to Select & recruit Observing Leader and Coordinator for K-42; Gene Lefort, Leo Maniccia, Ray Clemons and C.I. Culbreth.
7. Review additional needs of AC and K-42. 8. New business; recruiting and fund raising to be addressed at next meeting in April '08. But continue to contact those you feel are prospects. All agreed to meetings following Team Formation meetings and for April and October with venue selected by Chair.

9. 2 PM, motion to Adjourn by Paul Balducci seconded by Ted Stellern and vote yeah, no nays.
10. Closing prayer developed by the Team at Formation Mug prayed by all.

Ron Walling, Chair thanked each for their willing participation. Each on the Team needs to support the others by attending Team formation meetings. Be up front; tell us when you're over loaded. If you can't do the job tell me and the AC will find a replacement. I need to do the same.

May our Lord's graces continue to shower upon you. Please phone me any time to tell me your thoughts about Kairos.

YBIC, Ron Walling, 706-855-1075

**ASMP ADVISORY COUNCIL MEETING - APRIL 5, 2008**  
**AGENDA**

7:30 PM Prayer by last member to arrive.

Each AC member presents short report on their responsibility; last to first order  
10 min. break.

Jim Cordell, sharing breakfast with Participants of the Kairos Week End.

Ben Thompson, observation of Clergy thin spread on Kairos # 42.

Ron Walling; confirm Leo Manicca as Leader Kairos # 43 & Retreat Ldr. 05/17/08.

Dr. John Caldwell, Food Control Coordinator (to be voted on)

Rev. Jim Truitt, vote of confidence as AC Secretary, after his short statement.

Bill Van Pelt, Treasurer & Financial Sec'y (to be voted upon)

Confirm selection of ASMP Retreat Leader & support 17 May, 08:30 AM to 04:00 PM

Nominating Committee selection of three for all positions; to begin function promptly.

Motion invited to change date of ASMP Kairos # 43 from 14-17 August, followed by second, discussion and vote. This can help the team take ownership.

Select date of last quarter meeting; ( Nov. Dec. ?? ).

New Business.

09:30 pm Adjourn.

Closing prayer by Rev. Jim.

**ASMP ADVISORY COUNCIL MEETING MINUTES  
APRIL 5, 2008, 7:30 PM St. Mary Sr. Center**

<u>Members present</u>	<u>Members excused</u>	<u>Absent</u>	<u>Visitors</u>
Ron Walling, Chairman	Bill Van Pelt	Paul Balducci	Robert Stewart
Dr. John Caldwell	Ben Thompson	Leo Maniccia	Jeremy Wall
Ray Clemons	Rev. Jim Truitt		Jim Cordell
Gene Leford			

1. The Chairman, Ron Walling, called the first meeting of 2008 to order. The opening prayer was given by Jeremy Wall ( last to arrive ). There is a quorum with seven of ten voting members present..

2. Each AC member presented a short report on his responsibility:

Ben Thompson, Music Coordinator:

He needs more musicians. He will attempt to recruit through several groups.

Dr. John Caldwell, Food Control Coordinator:

All systems are in place to support the week-end and Reunion third Saturdays. The Council acknowledged the excellent job he has done in his choice of menu and the good taste of the food that is served. He will accept a Team assistant to help him.

Ray Clemons, Fund Raiser Chairman:

No activity this period. He plans to engage Team members for help in making phone contacts.

Bill Van Pelt, Treasurer/Finance:

He received only \$540.00, so far in 2008. At present there is no way to know; what funds have been sent to the State Treasures nor amount credited to ASMP AC. He talked with Leonard Cole, Financial Secretary K/GA Comm. and learned a new way of AC Funds accounting is developing. He was told to hold fast and hopefully there will be a plan by November. Bill Van Pelt asks for all donated funds to go through him, so he can maintain an accurate accounting.

Rev. Jim Truitt, Secretary/Out Reach Clergy:

The agenda for each meeting will go out two weeks prior to the meeting. Any item you wish to place on the agenda is to be sent to the Chairman prior to the meeting. Each member is encouraged to discuss issues/concerns during the two week period. This may help resolve some issues & concerns before the meeting and reduce discussion time. A draft of the meeting minutes will go out within two weeks after the meeting. Any corrections returned will be made. The final copy of the minutes will be distributed two weeks prior to the next meeting.

Gene LeFort, Advisor/State Representative:

He will attend the K/GA Comm. meeting on May 10. He will present issues of concern and ask for help on our AC Treasurer accounting.

Ron Walling, Chairman:

Reported that he was coordinating with the State Committee on several issues in order to develop a firm functioning Council; with Treasurer/Financial Secretary, nominating and voting procedures, fund raising, etc. Our AC has received several statements of praise and interest in how we did it.

3. Jim Cordell; Sharing breakfast with Participants of the Kairos Week-End.

Jim reported that during Kairos #1-8, the outside team did not have breakfast with the participants. The participants had breakfast in their dorm which often arrived late, thus running the participants and the program late. The solution was to have the participants eat breakfast with the outside team. Now, all their meals are now served in a dining facility. The outside team arrives early during shift changes, many times causing a delay into getting to the meeting room. The participants also arrive early and many times we all have to wait on our food to arrive to have breakfast together in the Training Room.

The consideration is that the outside team delay their arrive to avoid conflicts with the shift change, have a uninterrupted time for the outside team prayer and fellowship, have the participants in the chapel before the institutional count. The participants would eat their breakfast as usual and their would be time for fellowship and bonding before the day's program begins. One suggestion was for the outside team to meet at 7:00 AM for prayer and fellowship, the participants arrive at the chapel at 7:30 PM for time with their Host and/or table leaders, and the day's activities start at 8:00 AM . The week-end leaders will determine the schedule and the ASMP Liaison will address the Issue with the Chaplain and the Warden. The change is subject to the approval of the Warden. A motion to stop having breakfast with the participants was made by Jim Truitt, seconded by Ben Thompson, and the motion was passed, 6-1.

4. Ben Thompson; Observation of Clergy thin spread on Kairos # 42.

Ben stated that there were not enough clergy and outside team members for the number of tables. Team member(s) and clergy had to switch back and forth between tables which, in his experience was disruptive. The manual requires two outside team members at each table, and hopefully a clergy. There must be a least three clergy present during the week-end. The council realizes that recruitment is the key to solving the problem. The Council stated; the week-end Leader will follow the manual and, if necessary, reduce the number of tables if there is an insufficient number of team members to fill in as clergy, (Man II 23).

5. Motion by Gene Lefort nominated Leo Maniccia to be Leader of Kairos #43 (August 14-17, 2008 ), and the Retreat Leader May 17, 2008. Also, Lou Carreras was nominated as Leader of Kairos #44 ( February 19-23, 2009) including Retreat Leader, 15 May 2009. Second by Ben Thompson. The motion passed unanimously. This confirmed the approved K-43 & K-44 Leadership switch between Maniccia and Carreras by Jim Miller, Chairman K/GA Comm..

6. Dr. John Caldwell was appointed as Food Control Coordinator. A unanimous vote of confidence was given him. He will accept an assistant to help him.
7. Rev. Jim Truitt was appointed as Secretary and Out Reach Clergy. A unanimous vote of confidence was given him.
8. Bill Van Pelt was appointed Treasurer Secretary & Finance Secretary. A unanimous vote of confidence was given him.
9. There was a discussion to have the remaining 2008 three quarterly Advisory Council meetings following team formation/training meetings or following 3rd Saturday reunions at ASMP. The Motion was made by Gene Lefort, second by Ray Clemons. The motion passed unanimously.
10. The Chairman stated that he wanted to form a nominating committee to begin immediate work on obtaining the nominees for the election of the full Council of officers for 2009. He asked for volunteers. Bill Van Pelt, Dr. John Caldwell, and Ben Thompson volunteered. Jim Truitt made the motion on the volunteers to be accepted as the Nominating Comm. Second by Gene Lefort, and motion passed unanimously.

#### New Business.

11. Minutes of the December 8, 2007 were presented for approval. Motion for approval was made by Dr. John Caldwell, second by Bill Van Pelt, and the motion passed unanimously
12. Bill Van Pelt stated that he can't tell what money is in the ASMP AC account. He received only one donation this year and has no idea what other funds have gone to the State Treasurer. Gene Lefort, stated that he had received that information from the State. ASMP AC has a balance of \$13,000. The Leaders of Kairos #41 and #42 spent only \$2000 each. Our leaders are very conservative and careful in their spending and our association/friendship with the Golden Harvest Food Bank is a great benefit. The Chairman asked Bill to send out an e-mail to all team members to make them aware of the Treasurer responsibility and ask that all donations go through him.
13. At 9:10 PM Ray Clemons made the Motion to adjourn the meeting with second by Gene Lefort and the motion passed unanimously. Rev. Jim Truitt gave the closing prayer.

The Chairman thanks each for his conscientious willing spirit which gives the Council viable recognition as we follow Christ in Matt. 25:35-36, “- - - I was - - in prison, and you visited me. - - -whatever you did for one of these least brothers of mine, you did for me ”

ASMP ADVISORY COUNCIL MEETING, JUNE 28, 2008

AGENDA

Meeting called to order

Opening prayer

Vote to approve minutes of previous meeting – April 5, 2008

Vote to approve agenda

Old business:

Paul Balducci – Report concerning the changing of the Kairos # 43 schedule.

Advisory Council member's reports:

Ron Walling, Chairman

Paul Balducci, ASMP Liaison

Dr. John Caldwell, Food Control Coordinator

Ray Clemons, Fund Raiser Chairman

Gene LeFort, Advisor, State Liaison

Lee Maniccia, Agape Coordinator

Bill Van Pelt, Treasurer/Finance

Robert Stewart, Lay Outreach

Ben Thompson, Music Coordinator

Rev. Jim Truitt, Secretary/Clergy Outreach

New Business:

Jim Truitt - Improving the success of the participants' prayer/sharing groups.

Adjournment of Meeting

Closing Praying

**ASMP ADVISORY COUNCIL MEETING MINUTES**  
**June 28, 2008, 2:00 PM, St. Joseph Catholic Church**

<u>Members present</u>	<u>Excused Absence</u>	<u>Unexcused Absent</u>	<u>Visitor</u>
Ron Walling	Paul Balducci	Bill Van Pelt	Dr. John Caldwell
Ben Thompson	Rev. Jim Truitt	Ray Clemons	Jeremy Wall
Gene Lefort	Robert Stewart		
Leo Maniccia			

1. The Chairman, Ron Walling, called the 2d Quarter the ASMP Advisory Council meeting of 2008 to order. There is a quorum with seven of ten voting members present.

2. The opening prayer was given by Rev. Jim Truitt.

3. A motion to approve the minutes of the previous meeting's minutes (April 5, 2008) was made Paul Balducci, seconded by Robert Stewart, and the motion passed

4. A motion was made to approve this meeting's agenda, with no corrections and/or additions, was made by Gene Lefort, seconded by Leo Maniccia. The motion passed.

5. Old business:

Paul Balducci reported that a schedule change of the outside team not eating breakfast with the participants was approved by the Warden. The outside team could meet in the chapel at 7:30 AM.

6. AC member presented report on his responsibility:

Ron Walling, Chairman

The Chairman had received an inquiry from the KPMI Chief Financial Officer concerning any bank accounts or financial holding ASMP might have. This information is important to an upcoming a KPMI audit. We have no bank accounts or any other holdings of Kairos ASMP funds. The chairman and the secretary will complete the inquiry and return it.

Rev. Jim Truitt, Secretary/Out Reach Clergy

The chairman provided me with three (3) DVDs about the Kairos Prison Ministry to be used to make a presentation to clergy, churches, and various groups for the purpose of gaining their support and involvement in this ministry.

Sometime back, the EZRA (list of all volunteers/information) was lost. Leo Maniccia is now in the process of developing a new list. Hopefully, this task will be completed in July. The secretary will maintain a separate list in the event that EZRA is ever lost again.

Dr. John Caldwell, Food Control Coordinator: Unexcused Absence



Bill Van Pelt, Treasurer/Finance: Excused Absence :

Gene LeFort, Advisor/State Representative:

At the last State Kairos meeting, a financial report indicated that Kairos ASMP had received \$2,250.00 from churches, \$540 from friends, and \$1200 from team members. We collected a total of \$3990 and spent \$3,475 on Kairos 42.

Ray Clemons, Fund Raiser Chairman: Unexcused Absence

Ben Thompson, Music Coordinator: No report

Robert Steward, Lay Outreach Coordinator

Will contract Emmaus week-end groups for possible presentations of Kairos ministry opportunities.

Lee Maniccia, Agape Coordinator

Discussed the do's and don'ts of what material to bring into ASMP to conduct the Kairos week-end. The biggest thing to prepare will be the placemats. He is re-establishing the EZRA list and will send a copy to everyone.

#### 7. New Business.

Jim Truitt discussed an issue that arose out of a third Saturday reunion recently. The question asked, "How many of you participate in a prayer/sharing session with another person or a group? Only three (3) of 84 participants raised their hand. If the goal of Kairos is to have the participants develop such a relationship and experience, then we are not being successful in this area. Following a discussion of some of the reasons why this could be a problem, Rev. Truitt made a motion for the ASMP Liaison, Paul Balducci, contact the Chaplain, the Inside Kairos Coordinator, and recommend to the Warden some system to put this activity on their schedule or MOS. The motion was seconded by Gene LeFort, and the motion passed.

8. With no other business for discussion, Paul Balducci made a motion to adjourn the meeting. Leo Maniccia seconded the motion and the motion passed.

9. The closing prayer was given by Paul Balducci.

Ron is grateful to God and to you for the ministry and the time you give in His service. May the Lord bless you and keep you. May His face shine upon you and give you peace.

Jim Truitt  
Secretary, Advisory Council.

**KAIROS ASMP ADVISORY COUNCIL MEETING - SEPTEMBER 20, 2008**  
**AGENDA**

**1. Meeting Called to Order**

**2. Opening Prayer**

**3. Vote to Approve Minutes of Previous Meeting – June 28, 2008**

**4. Vote to Approve Agenda with Corrections and/or Additions.**

**5. Old Business:**

Paul Balducci – Report concerning increasing number of Prayer/Share groups at ASMP.

**6. Advisory Council Member's Reports:**

Ron Walling, Chairman

Paul Balducci, ASMP Liaison

Dr. John Caldwell, Food Control Coordinator

Ray Clemons, Fund Raiser Chairman

Gene LeFort, Advisor, State Liaison

Lee Maniccia, Agape Coordinator

Bill Van Pelt, Treasurer/Finance

Robert Stewart, Lay Outreach

Ben Thompson, Music Coordinator

Rev. Jim Truitt, Secretary/Clergy Outreach

**7. New Business:**

- a. Report from the Nominating Committee on the nomination of Advisory Council officers for 2009.
- b. Motion to approve Jeremy Wall for Observation Leader for Kairos #44 and Week-end Leader for Kairos #45.
- c. Develop plan to recruit Team members in excess and build a waiting list. Ron Walling.
- d. Discussion and action, if necessary, to improve the number of Prayer/Share groups at ASMP. Jim Truitt.
- e. Consideration of the length of time each full day during a week-end. Lou Carreras.

**8. Adjournment of Meeting**

**9. Closing Praying**

**ASMP ADVISORY COUNCIL MEETING – SEPTEMBER 20, 12:30 PM  
St. Mary’s on the Hill Catholic Church**

<b>PRESENT</b>	<b>EXCUSED ABSENCE</b>	<b>UNEXCUSED ABSENCE</b>	<b>VISITORS</b>
Ron Walling	Ray Clemens	Robert Steward	James Miller
Leo Maniccia	Paul Balducci	Ben Thompson	Jeremy Wall
Gene LeFort	John Caldwell		Kenneth Cone
Bill Van Pelt			
Rev. Jim Truitt			

Prior to the opening of the meeting, the Chairman, Ron Walling, recognized that the group lacked the number of voting members to have a quorum. Having business that needed to be addressed, the Chairman has the group to consider allowing James Miller, Chairman of Kairos of Georgia, to act as a proxy for those absences. The motion was made by Bill Van Pelt, seconded by Gene LeFort, and the motion carried. The ASMP Advisory Council now had a quorum.

1. Meeting was call to order by Ron Walling, Chairman.
2. Opening prayer was given by Jim Miller, Chairman, Kairos of Georgia.
3. Approval of Minutes from the Advisory Council Meeting on June 28, 2008: The motion was made by Gene LeFort, seconded by Leo Maniccia, and motion was approved.
4. Approval of the Agenda with Changes and/or Additions/Deletions: The motion to approve the agenda was made by Bill Van Pelt, seconded by Rev. Jim Truitt, and the motion was approved.
5. Old business:

Paul Balducci: Excused Absence. Report on increasing the participation of participants in Prayer/Share groups at ASMP. The ASMP 3d Saturday Reunion addressed the result of the discussions with ASMP personnel. All Kairos graduates must attend the Prayer and Share (PS) session on the 2nd and 4<sup>th</sup> Wednesday evening in order to participate in any Kairos activity. Only those that will be excused are individuals attending the required “transitional classes” and those having visitors on Wednesday evening. Those attending the PS and have to go to pill call must return to the PS or they will be marked absent. The Chaplain’s Office will maintain a record of those attending the various Kairos activities. Those missing a PS or any Kairos event must write a letter to the Chaplain requesting to be placed back on the Kairos participation list.

6. Each AC member presents short report on their area of responsibility

Ron Walling- Chairman. Received e-mail from James Miller concerning a proposal to conduct Advisory Council Training at various sites across the state. Mr. Miller suggested that

we send two or three people to the training and have those report back to the ASMP Advisory Council. See Attachment 2.

Bill Van Pelt – Treasurer. During the 3d quarter, Bill received \$2,835.00 and received another \$1,000.00 today, for a total this far of \$3,835.00. The total balance of the ASMP account will be available at the end of the month. The minutes will go out following that report. Letters are now being generated to donors to acknowledge their contribution. A year-end letter will go out to acknowledge a donors yearly contribution(s) for income tax purposes. Mr. Miller stated that we should not worry about our balance. The Kairos State is operating in the black and will always support Kairos events.

Gene LeFort – State Representative. There is a concern of the lack of volunteers across the state. There is a concern on how to vote at the national level. There was a discussion on state representatives going to the National meetings.

Paul Balducci – Excused Absence.

Ray Clemons – Fund Raising Coordinator. No report.

Ben Thompson – Music Coordinator. No report.

Robert Stewart - Out Reach Lay. Report was given by Ron Walling. He and Robert made a presentation on Kairos Ministry to the Golden Harvest Food Bank Agency meeting.

Leo Maniccia -. Agapa Coordinator. Will provide material for inside team to write agapa letters. Do to budget cuts, the inside team will no longer be able to mail agapa posters to different institutions.

John Caldwell, Food Control Coordinator. Excused absence. Reported to secretary that he came in under the Kairos #43 food budget.

Rev. Jim Truitt – Secretary/Out Reach Clergy. Made two Kairos Ministry presentations to chaplains on Fort Gordon. Received enthusiastic report. Made an inquiry into making a presentation at a church men’s prayer breakfast.

## 7. New Business.

a. Report from the Nominating Committee on the nomination of Advisory Council Officers for 2009. “Bill Van Pelt presented a report from the ASMP AC Nominating Committee on the progress and status of the nominations process for the 2009 AC. (See Attachment 1) The report addressed the standard (required positions) versus optional positions (AC may fill) per the AC Operating Procedures. He also presented the results of the September nomination solicitation (16 men nominated). He proposed three alternatives for moving forward to complete the election process. A motion to accept the report was made by Gene LeFort, seconded by Bill Van Pelt, and the motion passed.

The AC then addressed three questions from the nominations committee report. First, the question of including any of the optional positions for the ASMP AC beginning in 2009 was considered. Gene Lefort made a motion that the AC composition should be the nine standard positions plus the optional positions of Clergy Spiritual Director and Music Recruiter/Coordinator for a total of eleven AC members. The motion was seconded by Leo Maniccia. Further discussion considered whether or not to further expand the AC to also include the optional positions of Inventory and Data coordinators. Eventually, Mr. Lefort withdrew his original motion and offered a replacement motion to just use the nine standard positions and let the new AC decide if they should expand to include any optional positions. The motion was seconded by Leo Maniccia. Jim Truitt then asked that the motion be amended to also accept the proposed 1-3 year terms of office for the nine positions as proposed in the nominations committee report. Mr. Lefort accepted this amendment. This amended motion was seconded by Leo Maniccia the motion was approved. This action addressed questions 2 and 3 from the nominations committee report.

The AC then considered how to proceed with the election process from this point (question 1 from the nominations committee report). A motion was made by Gene Lefort to adopt nominations committee proposed approach to elect nine members to the new AC from the list of nominees. The newly elected AC would then decide by majority vote which persons would serve in the nine AC positions. This motion was seconded by Bill Van Pelt. Rocky Gerrard's is not availability to serve due to his weekend work schedule, and his name was removed from the nominee list. The motion to elect nine AC members from the remaining 15 nominees was approved." See Nomination Report – Attachment 3.

- b. Motion to approve Jeremy Wall for Observer for Kairos # 43 and Week-end Leader for Kairos # 45 was made by Gene LeFort, seconded by Bill Van Pelt, and the the motion was approved.
  - c. Develop plan to recruit Team members in excess and build a waiting list. Ron Walling. Not considered due to time constraints.
  - d. Discussion and action, if necessary, to increase the number of participants in a Prayer/Sharing group at ASMP. Jim Truitt Item tabled.
  - e. Consideration of the length of time each full day during a week-end. Lou Careras Item tabled.
8. Motion to adjourn the meeting was made by Bill Van Pelt, seconded by Gene LeFort, and the motion passed.
9. The closing prayer was given by Gene LeFort.

NOTE: There was never a vote where Mr. Miller's vote was the deciding factor.

## ATTACHMENT 2

Date: Thursday, September 18, 2008, 11:52 AM

To: Kairos of Georgia, Executive Committee,  
(Pfeiffer, Cole, Maycumber, Liner, Mauldin, Dixon, Jackson,)

CC: A.C. Chairpersons and State Committee Representatives

Since taking on the responsibility of State Committee Chairman nine months ago I have been in personal contact with the majority of Kairos Community, Advisory Councils. I feel we are moving in the right direction in most cases but I am more convinced than ever of the need to stay in constant communication with as many communities as possible and to offer on-going support and training.

I am very pleased to announce an important project for 2009 that is being coordinated by Pete Pfeiffer, Bob Astalos, Bill Rushing and me. Bill Rushing has agreed to facilitate Advisory Council training for us. Due to the large number of communities and the size of our state Bill has graciously offered to offer four separate sessions, two in January and two in February of 2009. The idea would be to identify convenient sites and offer everyone the opportunity to select the session they prefer.

The proposed dates are:

January 10th, 17th and February 21st, 28th.

Pete will be reaching out to a number of you to discuss locations and facilities for these trainings. Please work closely with Pete to help organize these trainings.

You will be receiving more details in the near future.

Thank you in advance for your support of this important project,

Jim Miller

Kairos of Georgia

## ATTACHMENT 3

### Augusta State Medical Prison Advisory Council (AC) Meeting – September 20, 2008

#### Report on 2009 AC Nominations

##### Positions to be Filled

Per the Kairos Advisory Council Operating Procedures (February 2007), there are nine “standard” positions and up to five optional positions for the AC. Members are to serve for three year terms. However, in the startup of a new AC the terms of the positions are staggered with one to three year terms so that each year only a small number of members roll off the AC and need to be replaced. This promotes continuity on the AC.

For ASMP AC, below is a list of the standard and optional positions with a recommended initial term of office for the standard positions. Initial terms of office could also be determined by lot:

##### Standard Positions

##### Proposed term of Office

- |                                       |         |
|---------------------------------------|---------|
| • Chairman                            | 1 year  |
| • Secretary                           | 1 year  |
| • Fundraising/Sponsorship Coordinator | 1 year  |
| • Food Coordinator                    | 2 years |
| • Outreach Coordinator                | 2 years |
| • Agape Coordinator                   | 2 years |
| • Financial Secretary                 | 3 years |
| • Institutional Liaison               | 3 years |
| • State Chapter Representative        | 3 years |

##### Optional Positions

- |                               |     |
|-------------------------------|-----|
| • Clergy/Spiritual Director   | TBD |
| • Communications Coordinator  | TBD |
| • Data Coordinator            | TBD |
| • Inventory Coordinator       | TBD |
| • Music Recruiter/Coordinator | TBD |

## Status of nominations process for 2009 ASMP AC

The initial premise for the current nominations was that men were elected simply to the advisory council and then the newly elected AC would then assign members to the various positions. That was based on an interpretation of the following paragraphs from the AC procedures:

Newly Elected Advisory Council (p.17): After the Kairos community elects the new Advisory council members, the newly formed Advisory Council will meet and establish, by majority vote, the Council functions of each member for the up coming year.

Terms of Office (p.19): Advisory Council members are elected by the active community for a term of three years (with certain exceptions noted elsewhere). Once the Advisory Council then meets, it elects Council member to the various positions for a term of one year.

Under this interpretation, an email was sent on 9/9/08 to all ASMP Kairos volunteer email addresses available (43 people). Four responses were received by the cutoff date of 9/16/08. The following 16 men were nominated:

Paul Balducci	Bill Van Pelt
John Caldwell	Jeremy Wall
Lou Carerras	Leo Maniccia
Harold Gibson	Ben Thompson
Gene Lefort	Rocky Gerrard
Jim Schroeder	Leslie Jenkins
Robert Stewart	Jim Truitt
John Sweat	Ron Walling

The nominators were supposed to verify that the nominees met the AC member qualifications stated in the 9/9 email and that the nominees were willing to serve. Neither the qualifications nor the willingness to serve were questioned/verified by the nominating committee. The nominating committee trusted the judgment of the nominators.

Subsequent questions were raised about whether the nominations should be made generically to the AC or if nominations should be specific to positions to better ensure nominees had the skills, gifts, and graces needed for the various positions. This question was forward to state Kairos leadership. The response was that either approach would work.

Therefore, the current ASMP AC needs to decide how they want to proceed.



### Three proposals offered for moving forward

1. Continue under the interpretation that we simply elect members to the AC and the AC when it meets in January will determine which members fill which positions. Take the current list of nominees and prepare a ballot asking the community to elect nine AC members (plus any optional positions the AC desires)
2. Send out new email to Kairos community providing a list of the positions, a description of the positions, and a list of those nominated. Ask the community to match the current list of nominees to a specific position. Nominees could be nominated for more than one position if desired. Based on the response, prepare a ballot which lists each position and the specific nominees for each position.
3. Current AC matches nominees to positions. List sent out to the community to review the proposed position-specific nominations. Community can agree or add/move nominees between as desired. Based on the response, prepare a ballot which lists each position and the specific nominees for each position.

### Proposed Schedule for Election

- Complete revised nomination solicitation, if needed, by October 10.
- Send out ballot for election by October 17
- Allow one week for voting with email response by October 24
- Announce results to community via email by November 1 (note that if there are not sufficient votes to clearly elect nine AC members, a 2<sup>nd</sup> ballot maybe needed)

### Actions needed from Current AC

1. Determine which optional positions, if any, desired for ASMP AC
2. Determine terms of office for newly elected AC positions beginning in 2009
3. Decide on approach for completing the nomination and election process