

## 2024 Arkansas Head Start Institute

### Institute Committee Meeting

November 7, 2023

9:00 am-10:30 am

#### Minutes

I. Welcome/Overview: Cyndi Musick called the meeting to order at 9:02 am. The following members participated via zoom: Jackie Govan, Christie Campbell, Amy Salazar, Barbie Baxter, Cyndi Musick, Beatrice Rogers, Deana Howell, Chloe Arnold, Donna Rogers, Tomeika Moore, Decarla Rinkins, Jackie Burton, Sara Wilhite, and Denise Middlebrook.

II. Consideration of Agenda

III. Approval of Minutes: **Barbie Baxter made a motion to approve the minutes as submitted. Amy Salazar seconded the motion. All were in favor. The motion carried.**

IV. Arkansas Head Start Institute Updates and Basic Information

A. Institute Update

i) Dates: April 30-May 3, 2024

ii) Location: Robinson Center in Little Rock, AR

iii) Hotel: DoubleTree Hotel-Jackie Govan shared that there was an issue with sleeping rooms at the DoubleTree. She is working with them on overflow options with shuttle services.

iv) Theme: "Shaping the Future: Trends and Insights for Tomorrow"

v) Pre-Institute: Opioid and Substance Misuse

B. Institute Format and Activities

i) Pre-Institute-Opioid and Substance Misuse Summit: Stephanie Garner with ARVAC and Lakepoint Wellness will be the keynote speaker. There will be breakouts available as well.

ii) Speakers and Presenters: Confirmed Robert Lemon for Wednesday and Tracy T Rowe for Thursday. Tommy Sheridan and Khari Garvin have been invited for Friday.

iii) Leadership Luncheon will focus on Innovation.

iv) Jackie Govan shared that the following Activities require approval

(a) Masquerade Reception on Thursday at the Teacher and Staff Recognition Ceremony

(b) Welcome Appreciation for State Partners Networking Event

(c) Come as You Wish Dance and Contest with DJ Jelly Bean

**Barbie Baxter made a motion to approve the above activities. Jackie Burton seconded the motion. All were in favor. The motion carried.**

v) Exhibitors will be housed in Salon D at the DoubleTree Hotel. We will be inviting new potential exhibitors.

vi) Agendas for General Sessions: Jackie Govan requested volunteers to participate in the general session agendas.

#### V. Planning Committee Reports for 2024

A. Institute Chair/Co-Chair: Jackie Govan provided the update. An invitation will be extended to all early childhood programs. The Dallas Regional Office has been invited. They are looking at their calendar and will submit a letter. We are finalizing the agendas and will reach out to the Color Guard in January. She has discussed the digital monitors with the Robinson Center and the DoubleTree Hotel. They are available for all the rooms at the Robinson Center but not for all the rooms at the DoubleTree.

B. Conference Packet: The committee needs to work on items to include in the packet.

C. Decorations/Door Prizes: Sara Wilhite shared that they are working on decorations for the Masquerade Reception. Programs need to start submitting artwork. The group discussed having artwork submitted by January 17, 2024 and having a hybrid meeting so that the committee could begin work on the selection process. ***Amy Salazar made a motion to approve a hybrid meeting on January 17. Jackie Burton seconded the motion. All were in favor. The motion carried.***

D. Silent Auction: Barbie Baxter shared that programs should begin working on their themes for baskets. Agencies should submit their theme by January 17.

E. Exhibits/Sponsors: Information will be sent out to potential exhibitors.

F. Finance/Budget: Budget is included with the handouts.

G. Hospitality: No report

H. Publicity: A packet with the save the date, call for papers, exhibit information, and registration has been sent out and posted to the website.

I. Registration: Jackie Burton shared that the staff class will plan a workday to stuff nametags.

J. Pre-Institute: Jackie Govan shared the planning is well underway. Stephanie Garner is the keynote and we are waiting on the call for papers for breakout sessions.

K. Program: Christie Campbell shared that the Call for Papers have been sent out. Once received the committee will review and place in the schedule. Tomeika Moore volunteered to join the committee.

L. Evaluations/Facilitators: No report given.

M. Equipment: We will be borrowing projectors from programs.

N. Special Events (not on timeline)

O. Signs/Printed Materials: We have a large format printer and will work with the Department of Corrections on printing the program.

P. Prior to Institute Detail (Set-up Crew): Barbie Baxter shared that we will need plenty of manpower to assist with setup.

Q. Post Conference Detail (Clean-Up Crew): We will need help to get everything packed up.

Jackie Govan shared that we need approval of the Institute Budget. ***Barbie Baxter made a motion to approve the budget. Jackie Burton seconded the motion. All were in favor. The motion carried.***

#### VI. Next Steps

A. Summary: Thank you for taking the time to help in advance of the institute.

B. Next Meeting Date: Wednesday, January 17, 2024

C. Announcements (if any):

VII. Adjournment: The meeting adjourned at 9:50 am.

Submitted by Deana Howell