

## 2024 Arkansas Head Start Institute

### Institute Committee Meeting

January 17, 2024

9:00 am-10:30 am

#### Minutes

- I. Welcome/Overview: The meeting was called to order at 9:04 am. The following members participated via zoom: Jackie Govan, Deana Howell, Angela Blankenship, Amy Salazar, Anna Cannon, Barbie Baxter, Christie Campbell, Melinda Calhoun, Michelle Furlow, Sandy Borreson, Amy Thomas, Janene Halcomb, Beth Prince, Dorothy Jenkins, and Adam Rogers.
- II. Consideration of Agenda-No Changes
- 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 Information
  - a. Jackie Govan provided the Institute Update:
    - i. Dates: April 30-May 3, 2024
    - ii. Location: Robinson Center in Little Rock, AR
    - iii. Hotel: DoubleTree Hotel
    - iv. Theme: “Shaping the Future: Trends and Insights for Tomorrow”
    - v. Pre-Institute: Opioid and Substance Misuse
    - vi. Hotel Contracts have been completed and signed with the DoubleTree. We are waiting on the final contract from the Robinson Center.
  - b. Jackie Govan shared and overview of the Institute Format and Activities
    - i. Pre-Institute-She shared an outline of the agenda for the pre-institute. Stephanie Garner will be the keynote speaker and there will be eight small group sessions.
    - ii. Speakers and Presenters for the General Sessions have been confirmed: Dr- Robert Lemon-Wednesday, Tracy T Rowe-Thursday, and Tommy Sheridan-Friday. Khari Garvin has been invited.
    - iii. Leadership Luncheon-Jackie is working to secure a sponsor for the Leadership Luncheon as well as for other events.
    - iv. Jackie shared an overview of special Institute Activities:
      1. Silent Auction: Programs are encouraged to submit basket themes.
      2. Masquerade Reception will be held Thursday night.
      3. Welcome Appreciation for State Partners will be held Monday.
      4. Come as You Wish Dance and Contest will be held on Wednesday night with DJ JellyBean.

- 5. Exhibitor applications are coming in with a deadline of February 1.
- v. Agendas for General Sessions and Annual Meeting are almost completed. We will contact the National Guard.

- c. Approval Items for Institute: Jackie Govan shared two options for the program booklet cover. The first included children birth to graduation. The second option highlighted activities for the week. The committee voted via chat and selected option one. The other option will be included on the inside cover of the booklet.

#### V. Planning Committee Reports for 2024

- a. Institute Chair/Co-Chair: Jackie Govan shared that letters have been requested.
- b. Conference Packet: Packets will be assembled on Monday, April 29.
- c. Decorations/Door Prizes: Deadline was extended until January 26.
- d. Silent Auction: Deadline for basket themes was extended until January 26. Barbie shared that CADC would do a girl's basket. Jackie shared that the Collab Office will do a wellness basket.
- e. Exhibits/Sponsors: We are making progress on exhibits and sponsors.
- f. Finance/Budget: Institute budget was included in the packet.
- g. Hospitality: Angela Blankenship will work on this.
- h. Publicity: Jackie Govan shared that we will be revamping the flyer to include speaker information.
- i. Registration: The Early Bird Registration deadline is approaching. The committee discussed an incentive program for agencies that registers the most people. First, second and third will be recognized. **Barbie Baxter made a motion to approve the recognition incentive program. Sandy Borreson seconded the motion. All were in favor. The motion carried.**
- j. Pre-Institute-The agenda is lined out but waiting on call for papers.
- k. Program-The cover is approved but waiting on enough call for papers to come in so that we can complete the schedule.
- l. Evaluations/Facilitators-No report given.
- m. Equipment-No report given.
- n. Special Events (not on timeline)-Jackie Govan covered earlier in the meeting.
- o. Signs/Printed Materials-The Robinson Center has electronic signs but we will need to do signs for the DoubleTree.
- p. Prior to Institute Detail (Set-up Crew): We will need volunteers to begin stuffing bags and setting up bags at 9:00 am on Monday, April 29.
- q. Post Conference Detail (Clean-Up Crew): We will need volunteers to help pack up materials to be returned to the office.

#### VI. Next Steps

- a. Summary: Please share with other early childhood program.

- b. Next Meeting Date: Wednesday, March 27, 2024 at 9:00 am (Face to Face) The committee discussed the normally scheduled May meeting being held so close to the institute. **Melinda Calhoun made a motion to consolidate the May Meetings with the institute. Amy Thomas seconded the motion. All were in favor. The motion carried.**
  
- c. Announcements (if any): Workdays are scheduled for the institute. Artwork will be prepared on February 7, 2024, at 9:00 am. The Registration, Presenter, and Facilitator packets will be completed on April 10, 2024, at 9:00 am.

**VII.** Adjournment: **Michelle Furlow made a motion to adjourn the meeting at 9:48 am. Barbie Baxter seconded the motion. All were in favor. The motion carried.**

Submitted by

Deana Howell, Administrative Services Manager

Arkansas Head Start Association