

2017 Region VI/Arkansas Head Start Institute Committee Meeting  
Minutes  
July 19, 2017

Jackie Govan called the meeting to order at 10:03 am.

The sign-in sheet was used for roll call. Present were Janet McDonald, Patricia Murray, Jacqueline Burton, Sharon Burnette, Dee McLemore, Alicia Wilkie, Pamela Draper, Kathi Bergman, Jennifer Andrews, Mary Jean Daniel, Doris Davis, Ryan Clayborn, Jackie Govan, James Heritage, Rhonda Ahrent, Carol Amundsen Lee, Sara Wilhite, and Deana Howell.

Jackie Govan welcomed everyone and asked for additions to the agenda. There were no additions. Ryan Clayborn made a motion to approve the agenda as submitted. Jackie Burton seconded the motion. The motion carried.

Jackie Govan asked the committee to review the minutes. The Packet Committee Report was missing. Jackie Burton made a motion to approve the minutes with the inclusion of the Packet Committee Report from the May Meeting: "Alicia Wilkie reported that Jackie Govan would check with the Convention Center on the Little Rock Pins. Dee McLemore and Tina Smith would be working on getting bag stuffers. The bags were donated by FrogStreet Press." Ryan Clayborn seconded. The motion carried.

James Heritage took over running of the meeting.

James reminded everyone to review the timelines during the work group meetings. Jackie Govan reported that she had concerns about signing the contract with the caterer since the numbers are so low. The committee discussed the contract. The current contract is for 400 people. The tables and chairs from Confetti's will cost \$658.

Jackie Govan reported on participation by the Dallas Regional Office. They were unable to attend on Friday, August 31, 2017. They will have a special Region VI Board Meeting on Tuesday, August 29, 2017 and present at the Director's Luncheon on Tuesday, August 29, 2017. There was discussion to move the registration for the presenters to the hospitality room.

Jackie Govan shared concern about the cost of food at the Marriott but reported that food has been selected for the breaks. Jackie provided an overview of the schedule and pre-institute sessions. Yasmina Vinci will serve as the speaker at the Dollar per Child fundraiser. The committee discussed the goal for the chart of \$5000.

The committee decided to order 100 extra shirts to sell at the institute.

The committee discussed the table decorations. The centerpiece will represent the different states. Each centerpiece will be surrounded by books.

The committees broke into work groups at 11:10 am. Committees reported back at 11:40 am.

- A. Institute Chair/Co-Chair-James Heritage and Jackie Govan. Jacke reported that they selected the food for the Director's luncheon and breaks. They completed timelines and set agendas for the general sessions as well as head table arrangements. They are working on the color guard and entertainment for the general sessions.
- B. Conference Packet-Alicia Wilkie, Dee McLemore-Alicia reported that the committee would meet on August 21, 2017 to stuff bags. All items need to be into the AHSA Office by July 31, 2017. The Convention Center would have staff on hand Monday, Tuesday, and Wednesday to share information about the Little Rock area.
- C. Decorations/Door Prizes-Mary Jean Daniel and Ryan Clayborn. The committee work day will be August 21-22, 2017.
- D. Exhibits/Sponsors-James Heritage and Sarah Wilhite. James Heritage reported that they have completed all activities except booth placement.
- E. Finance/Budget-No report
- F. Hospitality-Doris Davis, Mary Jean Daniel, Jennifer Andrews, and Ryan Clayborn. Mary Jean reported that the committee is developing a schedule. The badges are ready for the committee.
- G. Publicity-No report
- H. Registration-Kathi Bergman, Patricia Murray, Sharon Burnett, Jackie Burton. Kathi reported that the Staff Class would begin assembling nametags at the meeting this afternoon. They will work on a registration schedule. The workday will be August 21, 2017.
- I. Program –Rhonda Ahrent and Pam Draper. Rhonda reported that all activities are completed.
- J. Evaluations/Facilitators-No report
- K. Equipment-Pam Draper. Screens will be ordered at Marriott. Presenters encouraged to bring their own projectors. Save the Children will provide screens for SHCC. UAMS, AHSA, CCSD will provide projectors for out of state presenters.
- L. Special Events-Carol Lee. Carol reported that she would be working to finalize the contracts with the caterer and reducing the number of table and chairs for the museum event.

M. Signs/Printed Materials-No report

N. Post Conference Detail (Clean-Up Crew)-No report

O. T-Shirt Committee-Ryan Clayborn. Ryan reported that 100 extra shirts would be order to sell onsite: 5 small, 10 medium, 40 large, 35, xl, and 5 2x.

There was discussion about merging with AECA for the 2018 Institute. Jackie Govan will setup a meeting with AECA to discuss.

Rhonda Ahrent made a motion to adjourn. Jackie Burton seconded the motion. The motion carried. Meeting adjourned at 11:50 am.

Submitted by Deana Howell