

Institute Committee Meeting

January 17, 2018

10:00 am

AGENDA

- I. Welcome/Overview: Jana Bays, James Heritage
- II. Consideration of Agenda
- III. Approval of Minutes
- IV. 2018 Arkansas Head Start Institute
 - A. Collaboration with AECA
 - B. What Does that Look Like
- V. Planning Committee Workgroups
 - A. Institute Chair/Co-Chair
 - B. Conference Packet
 - C. Decorations/Door Prizes
 - D. Exhibits/Sponsors
 - E. Finance/Budget
 - F. Hospitality
 - G. Publicity
 - H. Registration
 - I. Program
 - J. Evaluations/Facilitators
 - K. Equipment
 - L. Special Events
 - M. Signs/Printed Materials
 - N. Post Conference Detail (Clean-Up Crew)
 - O. T-Shirt Committee
- VI. Planning Committee Workgroups Reporting and Submittal of Written Conference Reports (See above)
- VII. Next Steps
 - A. Institute for 2018-Collaboration with AECA
 - B. Summary
 - C. Next Meeting Date: Wednesday, March 20, 2018