



**2024 Arkansas Head Start Institute  
Institute Committee Meeting  
January 15, 2025  
9:00 am-10:30 am  
Virtual**



**AGENDA**

- I. Welcome/Overview: Jackie Burton/Sara Wilhite
- II. Consideration of Agenda
- III. Approval of Minutes
- IV. Arkansas Head Start Institute Information
  - A. Suggested format for 2025
    - i) Two locations for two days
      - (1) Meetings
      - (2) Events
      - (3) Hotels
    - ii) Opioid and Substance Misuse Summit
    - iii) 2024 School Readiness Summit Evaluation
  - B. Theme: "Leading Change, Strengthening Unity & Honoring Individuality"
  - C. Potential Speakers: Sherri Killins and Rosemarie Allen
  - D. 2025 Institute Planning
    - i) Suggested Ideas for future institutes
      - (1) Dates: June 23-24, 2025 and November 3-5, 2025
      - (2) Location-Fairfield Bay Conference Center, Fairfield Bay, Arkansas
      - (3) Catering
      - (4) Format and Contract
- V. Planning Committee 2025
  - A. Institute Chair/Co-Chair
  - B. Conference Packet
  - C. Decorations/Door Prizes
  - D. Silent Auction
  - E. Exhibits/Sponsors
  - F. Finance/Budget
  - G. Hospitality
  - H. Publicity
  - I. Registration
  - J. Pre-Institute
  - K. Program
  - L. Evaluations/Facilitators
  - M. Equipment
  - N. Special Events (not on timeline)
  - O. Signs/Printed Materials
  - P. Prior to Institute Detail (Set-up Crew)
  - Q. Post Conference Detail (Clean-Up Crew)
- VI. Arkansas Head Start Association's Approval Items for Board
- VII. Next Steps
  - A. Summary
  - B. Next Meeting Date: Wednesday, March 19, 2025, at 9:00 am (Face to Face)
  - C. Announcements (if any):
    - i) NHTSA Winter Leadership Institute-January 27-30, 2025-Washington, DC
    - ii) Head Start State Collaboration Office Meeting-March 3-6, 2025-Washington, DC
    - iii) Family Service Credential Training-February through April 2025
- VIII. Adjournment