

Arkansas Head Start Association

Institute Committee Meeting

November 20, 2024

Minutes

Welcome/Overview: Angela Blankenship called the meeting to order at 9:03 am. The following members participated: Angela Blankenship, Virginia Gianelloni, Teona Ford, Carrie Ragland, Angela Calderera, Sara Wilhite, Whitley Bryant, Jennifer Thomas, Shirley Pulliam, Jacqueline Burton, Jackie Govan, and Deana Howell.

Consideration of Agenda: Angela Blankenship asked for consideration of the agenda. There were no changes.

Approval of Minutes: Angela Blankenship asked the committee to review the minutes as submitted. ***Carrie Ragland made a motion to approve the minutes. Teona Ford seconded the motion. All were in favor. The motion carried.***

Arkansas Head Start Institute Information:

- A. Suggested format for 2025:** Jackie Govan led discussion on the format moving forward with the institutes. Possible locations discussed included Children’s Hall, Universities, and Colleges. There was discussion about doing bigger group sessions and having designated tracks.

Carrie Ragland made a motion to host two institutes two times a year in June and November. Teona Ford seconded the motion. There was discussion about changing it to three per year. ***Carrie Ragland rescinded her motion.***

Jackie Govan shared that a training needs survey would be sent to programs and that sessions would be content area based.

Sara Wilhite made a motion to have one institute in June 2024 for the 2024-2025 school year and to have a director’s retreat in September and two mini-institutes in November and June for the 2025-2026 school year. Carrie Ragland seconded the motion. All were in favor. The motion carried.

- B. Theme Suggestions:** Jackie Govan shared a list of suggested themes for the institutes which included the following:

- “Leading Change, Strengthening Unity & Honoring Individuality”***
- “Head Start for All: Celebrating Diversity & Seeking Inclusion”***

- ❑ **“Supporting Families: Their Roles, Culture, & Social Traditions Linked to Quality Learning”**
- ❑ **“The Early Years: The Voices of Early Childhood”**
- ❑ **“Head Start Strong: from Problems to Progress, from Issues to Innovation”**
- ❑ **“Harnessing Change: The Power of YOU!”**

The committee members were asked to select their top two themes. The following theme had the highest number of votes: “Leading Change, Strengthening Unity & Honoring Individuality”.

- C. Speakers:** Jackie Govan asked for possible keynote speakers. There were none discussed, and she asked the committee to email speaker suggestions to her.
- D. 2025 Institute Planning:** Jackie Govan shared that we would need to consider other fundraising ideas as we move forward. The committee discussed possible dates for the June Institute. ***Jennifer Thomas made a motion to recommend June 24-25, 2025 for the June Institute. Virginia Gianelloni seconded the motion. All were in favor. The motion carried.***

There was discussion about fee structure due to the change in format. ***Jennifer Thomas made a motion to recommend the following fee structure for registration:***

- ***\$180 Early Bird Registration***
- ***\$280 Pre-Registration***
- ***\$140 One Day Registration***

Carrie Ragland seconded the motion. All were in favor. The motion carried.

Planning Committee 2025: Angela Blankenship asked for updates to the planning committees. The committee members reviewed the committee list. The following changes were made:

- A. Institute Chair/Co-Chair:** Jackie Burton and Sara Wilhite will continue as Co-Chairs.
- B. Conference Packet:** No changes
- C. Decorations/Door Prizes:** Sara Wilhite and Whitley Bryant
- D. Silent Auction:** Carrie Ragland and Angela Caldarera
- E. Exhibits/Sponsors:** No changes
- F. Finance/Budget:** James Hollywood
- G. Hospitality:** Angela Blankenship and Sherry Toney
- H. Publicity:** Jackie Govan and Deana Howell
- I. Registration:** No changes
- J. Pre-Institute:** No changes
- K. Program:** Sara Wilhite
- L. Evaluations/Facilitators:** Jennifer Thomas and Teona Ford
- M. Equipment:** Angela Blankenship and Jacqueline Burton
- N. Special Events (not on timeline):** Carrie Ragland, Jackie Govan, and Deana Howell

- O. Signs/Printed Materials:** Jennifer Thomas and Amy Salazar
- P. Prior to Institute Detail (Set-up Crew):** Melissa Risher, Belinda Henderson, BRAD Staff
- Q. Post Conference Detail (Clean-Up Crew):** All

Arkansas Head Start Association's Approval Items for Board:

- **June 24-25, 2025**
- **September 25-26, 2025-Director's Retreat**
- **Registration Fees**

Shirley Pulliam made a motion to approve September 25-26, 2025, for the Directors Retreat. Carrie Ragland seconded the motion. All were in favor. The motion carried.

Next Meeting Date: Angela Blankenship shared that the next meeting will be Wednesday, January 15, 2025, at 9:00 am and held virtually via zoom.

Announcements (if any):

- **Region 6 Head Start Association Institute in Arkansas-2026**
- National Head Start Association's Parent Conference: San Diego, CA, December 16-19, 2024

Adjournment-Angela Blankenship called for a motion to adjourn. ***Shirley Pulliam made a motion to adjourn the meeting at 10:34 am. Jennifer Thomas seconded the motion. All were in favor. The motion carried.***

Submitted by,

Deana Howell, Administrative Services Manager

Arkansas Head Start Association