



**2024 Arkansas Head Start Institute
Institute Committee Meeting
September 18, 2024
9:00 am-10:30 am**

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) Three locations for two days
 - ii) Two locations for two days
 - B. Theme
 - C. Speakers
 - D. 2025 Institute Format and Planning
 - i) Fundraising Ideas
 - ii) Suggested Ideas for future institutes
 - (1) Dates
 - (2) Location
 - (3) Catering
 - (4) Registration Cost
- 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. Next Steps
 - A. Summary
 - B. Next Meeting Date: Wednesday, November 20, 2024, at 9:00 am at the Arkansas Head Start Association Office
 - C. Announcements (if any):
- VII. Adjournment