

**Arkansas Head Start Association
Institute Class Meeting
March 27, 2024
Minutes**

Cyndi Musick called the meeting to order at 9:15 am. The following members were present: Jackie Govan, Whitley Bryant, Dorothy Jenkins, Amy Salazar, Jennifer Thomas, Christie Campbell, Barbie Baxter, and Deana Howell.

Consideration of Agenda: There were no changes.

Approval of Minutes: Dorothy Jenkins made a motion to approve the minutes as submitted. Whitley Cooper seconded the motion. All were in favor. The motion carried.

Arkansas Head Start Institute Information:

The institute will be held April 30-May 3, 2024 at the Robinson Center and DoubleTree Hotel in Little Rock, AR. The theme is “Shaping the Future: Trends and Insights for Tomorrow”.

Jackie Govan shared that there will be a Pre-Institute focusing on Opioid and Substance Misuse. Sponsorships for the Institute include Wipfli, Lakeshore, Kaplan, Playgrounds Etc., and Shine Early.

Jackie shared that all session time slots have been filled and shared an overview of the Agendas for General Sessions:

- (1) Opioid and Substance Misuse Summit-Tuesday, April 30-Stephanie Garner will be the keynote speaker. There will also be a panel as well as breakout sessions.
- (2) Opening General Session-Wednesday, May 1-Dr. Robert Lemon will be the keynote speaker. Other speakers will be Governor Sanders Huckabee, Khari Garvin, and Mayor Scott.
- (3) Leadership Development Luncheon, May 1-Nicole Taxiltardis will be the keynote.
- (4) Annual Meeting, May 2
- (5) General Session, May 2-Tracy Rowe will be the keynote.
- (6) Closing General Session, May 3-Tommy Sheridan will be the keynote.

Other activities:

Khari Garvin will tour two locations on Tuesday and meet with Directors and Executive Directors on Wednesday. There will be a partnership reception on Monday for partners of the collaboration office. Jackie encouraged programs to register because numbers are low this year. An Institute Planning Schedule will be sent out to committee members to sign up for volunteer opportunities.

Planning Committee Reports for 2024:

- A. **Institute Chair/Co-Chair-** Jackie shared that all the letters have been received, the color guard has confirmed, and the menus selected.
- B. **Conference Packet-** Jackie shared that bags and pens are here and that other items need to be available for stuffing bags on Monday, April 29.
- C. **Decorations/Door Prizes-** The artwork has been completed. Whitley shared that they are working on a Mardi Gras theme for the awards reception on Thursday night.
- D. **Silent Auction-** Deana shared that we need more silent auction baskets.

E. **Exhibits/Sponsors**-Jackie shared that we have 18 commercial and 4 non-commercial exhibits. The ribbon cutting will be at 9:50 am on Tuesday, April 30.

F. **Finance/Budget**-We have currently received \$35,324 in income.

G. **Hospitality** will be located in the Board Room on the second floor.

H. **Publicity**-Jackie shared that we will be sending out the Institute at a Glance and a flyer with highlighted activities.

I. **Registration**-Need more registrants.

J. **Pre-Institute**-Packets are complete.

K. **Program**-Is completed.

L. **Evaluations/Facilitators**-Jennifer shared that we need more facilitators.

M. **Equipment**-working to secure enough projectors for each room.

N. **Special Events** (not on timeline)-Jackie Govan shared information about the Come as You Wish on Wednesday Night featuring DJ Jelly Bean.

O. **Signs/Printed Materials**-Printed in House.

P. **Prior to Institute Detail (Set-up Crew)**-A volunteer schedule will be sent out.

Q. **Post Conference Detail (Clean-Up Crew)**

Next Meeting Date: Annual Meeting, Thursday, May 2, 2024, 4:30 pm

Announcements (if any): Dates to Remember...

1. Arkansas

a. AR Head Start Association Institute/Opioid & Substance Misuse Summit: April 30-May 3, 2024

b. AR Community Action Agencies Association Conference, May 20-24, 2024-Wyndham Hotel, NLR, AR

c. 2024 Powerful Conversations with Fathers: July 9th, and November 12th 2.

Regional

a. Region 6 Head Start Association Conference: New Mexico-To Be Announced

b. Region VI Head Start Association Board Meeting-To Be Announced

3. National

a. 2024 National Conference & Expo, Portland, Oregon from April 15-18, 2024

b. Inclusion Conference, May 6-9, 2024

c. National Head Start Association's 2024 Fall Leadership Institute, Washington, D.C., September 23-26, 2024

d. National Head Start Association Parent Conference: San Diego, CA, December 16-19, 2024

Adjournment: Barbie Baxter made a motion to adjourn the meeting at 10:32 am. Dorothy Jenkins seconded the motion. All were in favor. The motion carried.

Submitted by,

Deana Howell