

Arkansas Head Start Association Institute Committee Meeting

January 18, 2023

Minutes

Welcome/Overview: Jackie Govan called the meeting to order at 9:01 am. The following committee members participated in the meeting via zoom: Jackie Govan, Deana Howell, Virginia Gianelloni, Belinda Clark, Chloe Arnold, Cyndi Musick, Dorothy Jenkins, Barbie Baxter, Anna Cannon, Jackie Burton, Rebecca Farison, Christie Campbell, Ted Beck, Tiffany Moss, Jennifer Thomas, Teona Ford, and Kisha Miller.

Consideration of Agenda: No changes were made.

Approval of Minutes: Jackie asked the committee to review the minutes. *Barbie Baxter made a motion to approve the minutes as submitted. Cyndi Musick seconded the motion. All were in favor. The motion carried.*

2023 Arkansas/Region VI Head Start Institute Updates and Basic Information

A. Evaluation Results: Jackie highlighted some of the evaluation results to help in planning for 2023.

B. 2023 Proposed Budget: Jackie recommended increasing the fee by \$10 across the board and including the cost of the pre-institute in the early bird and pre-registration rate. She also recommended only doing two keynote speakers.

C. Dates: June 6-9, 2023

D. Approval Items for Institute: Jackie shared the proposed call for papers. Abbreviations were removed and topics were spelled out. A racial equity category was added. Jackie shared an overview of proposed hotels. The proposal from the Hot Springs Convention Center did not include food. The dates we needed were not available at the Embassy Suites in Jonesboro or Northwest Arkansas. The Marriott proposal was \$38,500. The Double Tree Hotel was the best price at \$25,000 for food. Jackie shared that she has toured the location and they have updated the sleeping rooms. After discussion the committee recommended the Arlington. Jackie asked the committee to consider four possible themes: Quality Connections: Ready, Set, Grow, Honoring the Past, Treasuring the Present and Shaping the Future, Creating Connections, Building Bridges Together, and fusing Power and People Together. After a vote Honoring the Past, Treasuring the Present, and Shaping the Future was selected as a recommendation. Jackie shared an overview of the format for the institute. The Pre-Institute will focus on Opioid and Substance Misuse. There will be 2 keynote speakers and eight breakout sessions for each time slot.

Cyndi Musick made a motion to approve the proposed institute budget, proposed call for papers format, site location at the Arlington Hotel in Hot Springs, and the theme Honoring the Past, Treasuring the Present, and Shaping the Future. Barbie Baxter seconded the motion. All were in favor. The motion carried.

The new registration fees will be added to the budget.

E. Dollar per Child: Deana encouraged everyone to donate and shared the link.

Planning Committee Reports for 2023: Jackie referred members to the updated committee list to see new committee members.

A. Institute Chair/Co-Chair: This was covered earlier in the meetin.

B. Conference Packet: Suggestions for getting donations from the Hot Springs area.

C. Decorations/Door Prizes: Jackie will be asking exhibitors for donations of door prizes. A request for artwork will be sent out to programs.

D. Silent Auction: A request for silent auction themes will be sent to programs.

E. Exhibits/Sponsors: The exhibit application will be sent out to potential exhibitors. Anna Cannon will reach out to Tyson's.

F. Finance/Budget: Budget was approved earlier in the meeting.

G. Hospitality: There is a room set aside for hospitality. Jackie suggested putting together a bag with water and snacks.

H. Publicity: The flier will be updated with the theme and location.

I. Registration: We will need volunteers to help set up and give out name tags and bags.

J. Pre-Institute: Need volunteers to help set up and serve as hosts.

K. Program: The committee will review the call for papers.

L. Evaluations/Facilitators: We will use the electronic surveys again this year.

M. Equipment: No report given.

N. Special Events: There was a discussion about doing something in the lobby of the hotel. Getting a list of top things to do. Information about Mid-American.

O. Signs/Printed Materials: No report given.

P. Prior to Institute Detail (Set-up Crew): Programs were encouraged to have volunteers to help support this committee.

Q. Post Conference Detail (Clean-Up Crew): Programs were encouraged to have volunteers to help support this committee.

Next Steps

A. Summary: Jackie will share information at the Class Meetings.

B. Next Meeting Date: March 15, 2023

C. Announcements (if any): Next week is the NHSA Winter Leadership Conference. NHSA Conference will be in May and the Parent Conference will be held in December.

Adjournment: Jackie Govan adjourned the meeting at 10:09 am.

Submitted by,

Deana Howell