



**2025 Arkansas Head Start Institute  
Institute Committee Meeting  
March 19, 2025  
9:00 am-10:30 am**

**AGENDA**

- I. Welcome/Overview: 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-three days
      - (1) Meetings
      - (2) Events
      - (3) Exhibitors
    - ii) Opioid and Substance Misuse Summit Track
  - B. Theme: "Leading Change, Strengthening Unity & Honoring Individuality"
  - C. Potential and Confirmed Speakers: Sherri Killins, Dallas Regional Office, NHSA Representative, and Mills Rodgers for November
  - D. 2025 Institute Planned Information
    - i) Dates: June 23-24, 2025 and November 3-5, 2025
    - ii) Location: Fairfield Bay Conference Center, Fairfield Bay, Arkansas
    - iii) Catering and Activities
    - iv) Format and Contract
    - v) Cobblestone Hotel, VIP Condo Wyndham Resort, and Others
- 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, May 28, 2025, Beginning at 9:00 am (Virtual)
  - C. Announcements (if any):
    - i) Family Service Credential Training-February-April 2025
    - ii) NHSA Conference-Columbus, Ohio-May 19-23, 2025
    - iii) AHSA Institute-Fairfield Bay, Arkansas=June 23-24, 2025
    - iv) ACAA Regional Conference-Hot Springs, Arkansas-October 6-10, 2025
    - v) Powerful Conversations-Zoom-May 13, August 12, November 11, 2025
- VII. Adjournment