

**2023 Arkansas/Region VI Head Start Institute  
Institute Committee Meeting  
January 18, 2023  
9:00 am-10:30 am**

**AGENDA**

- I. Welcome/Overview: Sara Wilhite, Jackie Burton
- II. Consideration of Agenda
- III. Approval of Minutes
- IV. 2023 Arkansas/Region VI Head Start Institute Updates and Basic Information
  - A. Evaluation Results
  - B. 2023 Proposed Budget
  - C. Dates: June 6-9, 2023
  - D. Approval Items for Institute
  - E. Dollar per Child
- V. Planning Committee Reports for 2023
  - 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
  - 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: March 15, 2023
  - C. Announcements (if any):
- VII. Adjournment