

**Arkansas Head Start Association  
Institute Committee Meeting  
November 16, 2022  
Minutes**

Barbie Baxter called the meeting to order at 9:05 am. The following members were present via zoom: Jackie Govan, Deana Howell, Teona Ford, Michelle Furlow, Virginia Gianelloni, Chloe Arnold, Barbie Baxter, Cyndi Musick, Kisha Miller, Jackie Burton, and Belinda Clark.

Barbie asked for consideration of the agenda. There were no changes.

Barbie asked the committee to review the minutes as submitted. ***Michelle Furlow made a motion to approve the minutes. Cyndi Musick seconded the motion. All were in favor. The motion carried.***

**2022 Arkansas/Region VI Institute Updates:**

Jackie Govan shared an overview of the evaluations-Jonathan Edison was rated at 90%, Kevin Carnes-85%, Rebecca Isbell-75%, and Sidney Moncrief-90%. Logistics was rated at 86%. Overall comments were positive about the institute. Jackie shared an update on the institute revenues and expenses. Each organization will receive \$17,947.34 in profit. There were 260 paid registrations for the institute with presenters and exhibitors, the total was 384. Nick Floyd paid for the leadership luncheon. We also received support from other supporters.

**2023 Date suggestions:**

Jackie Govan asked the committee about possible dates for the 2023 Arkansas Head Start Association Institute. ***Kisha Miller made a motion to June 5-9, 2023 for the institute dates. Cyndi Musick seconded the motion. All were in favor. The motion carried.***

**Dollar per Child:**

Jackie Govan encouraged everyone to support the campaign and shared that a link would be sent out following the meeting to allow members to donate.

**Planning Committee Reports:**

Jackie Govan asked for the committee to review the list and make additional recommendations for new committees. Three committees will be added: Silent Auction, Prior Institute Set Up and Pre-Institute Committee.

**Next Steps:**

Once the board has approved the dates, we will need to begin planning in January. Hope to have the new committee in place for the January 18, 2023 zoom meeting.

Announcements-plan to set work days well in advance. NHSA parent conference is in Dallas, Texas in December 2022.

Barbie Baxter asked for a motion to adjourn. ***Cyndi Musick made the motion to adjourn the meeting at 9:28 am. Jackie Burton seconded the motion. All were in favor. The motion carried.***

***Submitted by,***

***Deana Howell***