

Arkansas Head Start Association Institute Committee Meeting

March 15, 2023

Minutes

I. Welcome/Overview: Cyndi Musick called the meeting to order at 9:00 AM. The chat box was used for sign in. The following committee members were present: Jackie Govan, Cyndi Musick, Angela Blankenship, Virginia Gianelloni, Christy Campbell, Janene Halcomb, Valansian Mitchell, Melinda Calhoun, Sandy Borreson, Amy Salazar, Jana Bays, Kisha Miller, Kayla Adaway, Dorothy Jenkins, Tiffany Moss, Barbie Baxter, Sherry Toney, Julie Rich, Jennifer Thomas, and Deana Howell.

II. Consideration of Agenda: No changes

III. Approval of Minutes: Cyndi asked the committee to review the minutes. **Angela Blankenship made a motion to approve the minutes as submitted. Sandy Borreson seconded the motion. All were in favor. The motion carried.**

IV. 2023 Arkansas Head Start Institute Updates and Basic Information:

A. Institute Update:

i) Dates: June 6-9, 2023

ii) Hot Springs, AR

iii) Arlington Hotel

B. Approval Items for Institute: Jackie Govan shared that she had met with Blake Stansbery to discuss participation of Coy Bowles as a keynote speaker for the Thursday Awards Banquet. Stephen Fite is confirmed as a speaker for the Opening Session. If Coy is unavailable, Jackie has been working with Tiffany Lanier as a possible speaker. **Barbie Baxter made a motion to approve the speakers for the general sessions. Christie Campbell seconded the motion. All were in favor. The motion carried.**

C. Institute Format and Activities: Jackie provided an overview of the schedule for the pre-institute and institute. The Opioid and Misuse Summit on Tuesday, June 6, 2023, will have an opening session, two timeslots with 4 breakouts each, and a closing session. The Board Meeting will be held that evening. There will be 8 breakouts per timeslot Wednesday through Friday. The Association Board meeting

and dinner will be held on Tuesday evening. There will be karaoke on Wednesday night with line dancing. The awards banquet will be held on Thursday evening. There will be two general sessions and a leadership luncheon. There was discussion about incorporating time for content area specialists to meet. **Angela Blankenship made a motion to include the six content areas for the institute. Barbie Baxter seconded the motion. All were in favor. The motion carried.**

D. Letters of Support: Jackie is working on getting the letters of support for the program booklet.

E. Roles and Responsibilities: Jackie shared that we need volunteers to be on the agendas for the general sessions. The following members volunteered: Angela Blankenship, Barbie Baxter, Cyndi Musick, and Jennifer Thomas.

V. Planning Committee Reports for 2023

A. Institute Chair/Co-Chair: Jackie extended an invitation to the Dallas Regional Office, requested letters, set timelines, reviewing table arrangements, and started looking at menus.

B. Conference Packet: Anna will reach out to vendors for information and promotional items to be included in packets. The committee requested the vendor list.

C. Decorations/Door Prizes: Artwork is due by April 15, 2023. A workday is scheduled for April 20, 2023 at 9:00 am.

D. Silent Auction: We need basket themes by April 15, 2023.

E. Exhibits/Sponsors: Exhibit applications are coming in but we need more sponsors for events. CSO volunteered to join the committee.

F. Finance/Budget: No report given.

G. Hospitality: Angela shared that the committee has not met yet.

H. Publicity: No report given.

I. Registration: No report given.

J. Pre-Institute: Christie Campbell volunteered to join the committee.

K. Program: Christie Campbell shared that the committee will meet to review call for papers.

L. Evaluations/Facilitators: Jennifer Thomas shared that she is waiting on the final agenda to reach out to exhibitors. We will continue to use the surveymonkey format for evaluations.

M. Equipment: We need to borrow lcd projectors from programs.

N. Special Events: No report.

O. Signs/Printed Materials: We will have to print signs this year.

P. Prior to Institute Detail (Set-up Crew): Barbie shared that they will assist with unloading and setting up the institute.

Q. Post Conference Detail (Clean-Up Crew): No report

VI. Next Steps: Jackie shared that with the Arkansas Community Action Agencies Association that they would like four sessions at their conference. The committee discussed topics. Christie Campbell and Cyndi Musick volunteered. The institute is virtual from May 22-25, 2023.

A. Summary

B. Next Meeting Date: May 17, 2023

C. Announcements (if any):

VII. Adjournment: ***Angela Blankenship motioned to adjourn the meeting at 10:00 am. Jennifer Thomas seconded the motion. All were in favor. The motion carried.***

Submitted by,

Deana Howell