

Arkansas Head Start Association/Head Start State Collaboration Office

Institute Committee Meeting

September 13, 2023

Minutes

- I. Welcome/Overview: Jackie Burton called the meeting to order at 9:03 am. The following members participated via zoom: Amy Salazar, Dorothy Jenkins, Melissa Risher, Barbie Baxter, Jackie Govan, Shirley Pulliam, Deana Howell, Angela Blankenship, Christie Campbell, Cathy Morgan, Carrie Ragland, Anna Cannon, Beatrice Rodgers, Jackie Burton, Chloe Arnold, Valansian Mitchell, Shana Arugo, Qwendolyn Davis, Alethia Henderson, Sara Wilhite, Melinda Calhoun, and Teona Ford.
- II. Consideration of Agenda: Jackie Burton asked for consideration of the agenda. No changes were made.
- III. Approval of Minutes: Jackie Burton asked the committee to review the minutes from the last meeting. **Barbie Baxter made a motion to approve the minutes as submitted. Anna Cannon seconded the motion. All were in favor. The motion carried.**
- IV. Arkansas Head Start Institute Updates and Basic Information-Jackie Govan asked the committee permission to switch items A and B.
  - a. B. Jackie Govan shared an update of the Institute Evaluation Results highlighting strengths and issues with the institute in the following categories: Opioid and Substance Misuse Summit, General Sessions, Presenters, and Overall. The sessions were all highly rated by participants, but there were significant concerns about the Arlington Hotel. The information will be used to help plan for future institutes.
  - b. A. Jackie Govan provided an institute update. The dates were moved to April 30-May 3, 2024 with hopes of hosting at the DoubleTree Hotel/Robinson Center in Little Rock, Arkansas. The committee looked at possible themes and selected "Shaping the Future: Trends and Insights for Tomorrow". **Angela Blankenship made a motion to approve "Shaping the Future: Trends and Insights for Tomorrow" as the theme for the 2024 institute. Anna Cannon seconded the motion. All were in favor. The motion carried.**
  - c. Approval Items for Institute: Jackie Govan provided an overview of the proposed budget, call for papers, exhibits, registration costs (\$157 One Day, \$95 Pre institute, \$375 Early Bird, and \$435 Registration). **Sara Wilhite made a motion to approve the location, registration costs, and proposed budget. Amy Salazar seconded the motion. All were in favor. The motion carried.**
  - d. Jackie Govan provided an overview of the following Institute Format and Activities
    - i. Pre-Institute-Stephanie Garner of ARVAC will be the keynote speaker and the summit will feature Lakepoint Wellness Center.
    - ii. Speakers and Presenters: Robert Lemon has been invited for the opening session keynote. Tracy Rowe has been invited for the Thursday keynote for the Awards

and Recognition Banquet. Tommy Sheridan from NHTA and Office of Head Start Director Khari Garvin have been invited for the closing session on Friday.

- iii. Jackie Govan shared that this year's Leadership Luncheon will focus on innovation.
  - iv. Jackie Govan shared an overview of Activities, Silent Auction, Music, and Networking
  - v. Jackie Govan shared information that would be used to invite Exhibitors to participate in the institute.
  - vi. Jackie Govan shared an overview of the Agendas for General Sessions. **Angela Blankenship made a motion to approve the exhibit application, call for papers, and invited speakers. Sara Wilhite seconded the motion. All were in favor. The motion carried.**
- V. Planning Committee Reports for 2024. The same committees will be used from the last institute. Committee members were given the opportunity to change their committees
- a. Institute Chair/Co-Chair: The committee selected Jackie Burton and Sara Wilhite.
  - b. Conference Packet: Anna Cannon and Christie Campbell volunteered.
  - c. Decorations/Door Prizes: Sara Wilhite and Whitley Bryant volunteered.
  - d. Silent Auction: Barbie Baxter volunteered.
  - e. Exhibits/Sponsors: Sara Wilhite and Whitley Bryant volunteered.
  - f. Finance/Budget: Shirley Pulliam
  - g. Hospitality: Angela Blankenship volunteered.
  - h. Publicity: Jackie Govan and Deana Howell
  - i. Registration: BRAD Staff and Staff Class
  - j. Pre-Institute: OSM Committee and Christie Campbell
  - k. Program: Christie Campbell
  - l. Evaluations/Facilitators: Jennifer Thomas
  - m. Equipment: Angela Blankenship and Jackie Burton
  - n. Special Events
  - o. Signs/Printed Materials: Dorothy Jenkins and Amy Salazar
  - p. Prior to Institute Detail (Set-up Crew): Melissa Risher
  - q. Post Conference Detail (Clean-Up Crew): Melissa Risher
- VI. Next Steps
- a. Summary
  - b. Next Meeting Date: Wednesday, November 15, 2023
  - c. Announcements (if any): Jackie Govan shared information on the Dads Reading on the Carpet in West Memphis on October 14, 2023, the Collaborating for School Readiness Summit, and the Powerful Interactions Conversations with Fathers scheduled for November 14, 2023
- VII. Adjournment: Jackie Burton asked for a motion to adjourn. **Barbie Baxter made a motion to adjourn at 10:00 am. Amy Salazar seconded the motion. All were in favor. The motion carried.**