



**2024 Arkansas Head Start Institute
Institute Committee Meeting
November 20, 2024
9:00 am-10:30 am**



AGENDA

- I. Welcome/Overview: Jackie Burton/Sara Wilhite
- II. Consideration of Agenda
- III. Approval of Minutes
- IV. Arkansas Head Start Institute Information
 - A. Suggested format for 2025
 - i) Three locations for two days
 - ii) Two locations for two days
 - iii) One location for one day
 - iv) Opioid and Substance Misuse Summit
 - B. Theme Suggestions
 - C. Speakers
 - D. 2025 Institute Planning
 - i) Suggested Ideas for future institutes
 - (1) Dates: (June/September)
 - (2) Location-Children's Hall
 - (3) Catering
- 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. Arkansas Head Start Association's Approval Items for Board
- VII. Next Steps
 - A. Summary
 - B. Next Meeting Date: Wednesday, January 15, 2025, at 9:00 am (Virtual)
 - C. Announcements (if any):
 - i) Region 6 Head Start Association Institute in Arkansas-2026
 - ii) National Head Start Association's Parent Conference: San Diego, CA, December 16-19, 2024
- VIII. Adjournment