

Arkansas Head Start Association/Head Start State Collaboration Office  
Institute Committee Meeting  
May 17, 2023  
Minutes

- I. Welcome/Overview: Jackie Burton called the meeting to order at 9:02 a.m. The following committee members participated via zoom: Sherry Toney, Susan Templeton, Teona Ford, Amy Salazar, Jana Bays, Jackie Govan, Jackie Burton, Cyndi Musick, Kisha Miller, Mary Jean Daniel, Robin Surf, Deana Howell, Anna Cannon, Jennifer Thomas, Belinda Clark, Denise Middlebrook, Chloe Arnold, Charlotte, and Christie Campbell.
- II. Consideration of Agenda-No changes were made to the agenda.
- III. Approval of Minutes-**Cyndi Musick made a motion to approve the minutes as submitted. Barbie Baxter seconded the motion. All were in favor. The motion carried.**
- IV. 2023 Arkansas Head Start Institute Updates and Basic Information
  - a. Institute Update-Jackie Govan provided an update on the dates and location:
    - i. Dates: June 6-9, 2023
    - ii. Hot Springs, AR
    - iii. Arlington Hotel
  - b. Approval Items for Institute-Jackie Govan shared a draft of the cover page for the program booklet. She shared that the contract with the Arlington was for \$25,000 before taxes and fees with a \$1,500 set up fee. The committee also discussed possible dates for the 2024 institute. The committee recommended February 27-March 1, 2024. **Cyndi Musick made a motion to approve the cover page, Arlington Contract, and the dates February 27-March 1, 2024 for the institute. Jana Bays seconded the motion. All were in favor. The motion carried.**
  - c. Institute Format and Activities-Jackie Govan provided an overview of the instate format:
    - i. Pre-Institute-The Opioid and Substance Misuse Summit. The speakers for the Opening Session are Jjesus Anaya and Carrie Montgomery from Hot Springs Police Department followed by Monte Payne facilitating a PEER Recovery Panel. Participants will have opportunities to attend breakout sessions with Tenesha Barnes as the closing speaker.
    - ii. Speakers and Presenters: Stephen Fite will serve as the opening keynote speaker. Coy Bowles will speak at the Recognition Banquet. The Closing Session will include a panel featuring Jackie Govan, Tonya Williams, and Lori Bridges.
    - iii. Leadership Luncheon-The Leadership Luncheon will be hosted by Nick Floyd and Associates. It will be an invitation only event for Directors and Board Members.
    - iv. Activities: Monday there will be networking by the pool. Wednesday there will be networking event with karaoke and line dancing with a special performance by some CSO children.

- v. Exhibitors-The Commercial and Noncommercial exhibitors will move in on Monday with the Ribbon Cutting to be held Tuesday morning.
- vi. Agendas for General Sessions-The following volunteered to be on the general session agendas: Angela Blankenship, Cyndi Musik, Jennifer Thomas, and Barbie Baxter. Jackie provided an overview of the agendas and assigned tasks.
- vii. Dates to Remember-

V. Planning Committee Reports for 2023

- a. Institute Chair/Co-Chair-Jackie Govan ahead that letters had been secured from DCCECE, Department of Ed-DESE. We will be printing the large signs and shared that the color guard has been secured.
- b. Conference Packet: The committee provided an overview of items received. The packets will be stuffed June 5, 2023 at 9:00 am at the Arlington Hotel.
- c. Decorations/Door Prizes: Exhibitors have been asked to donate door prizes. The children artwork will also be used. The need for decorations for Thursday was discussed.
- d. Silent Auction-We have 8 pieces of artwork and a handful of baskets but need more.
- e. Exhibits/Sponsors: There are 14 commercial booths and 12 noncommercial booths.
- f. Finance/Budget: We are working to keep within the parameters set with the budget.
- g. Hospitality: No report was given.
- h. Publicity: No report was given.
- i. Registration: Need more volunteers.
- j. Pre-Institute: The schedule is all set.
- k. Program: All sessions are filled and pdr credit will be given.
- l. Evaluations/Facilitators: Jennifer Thomas shared that all facilitators have been identified. The Leadership Luncheon will be added to the evaluation form.
- m. Equipment: We will need more projectors.
- n. Special Events: No report given.
- o. Signs/Printed Materials: We will be working to get large signs printed.
- p. Prior to Institute Detail (Set-up Crew): This committee should be at the Arlington by 8 am on Monday, June 5.
- q. Post Conference Detail (Clean-Up Crew): Be available at the close of the institute.

VI. Next Steps

- a. Summary: Jackie Govan shared that we will be launching racial equity webinars at \$25 per person.
- b. Next Meeting Date: Wednesday, September 20, 2023
- c. Announcements (if any):

VII. Adjournment: **Barbie Baxter made a motion to adjourn the meeting at 10:24 am. Cyndi Musick seconded the motion. All were in favor. The motion carried.**