

**2024 Arkansas Head Start Institute  
Institute Committee Meeting  
July 17, 2024  
Minutes**

- I. Welcome/Overview: Dorothy Jenkins called the meeting to order at 9:05 am. The following members were in attendance via zoom: Jackie Govan, Deana Howell, Rebecca Force, Dorothy Jenkins, Jennifer Thomas, Christie Campbell, Sherry Toney, Melissa Risher, Jackie Burton, Cyndi Musick.
- II. Consideration of Agenda-No changes
- III. Approval of Minutes-***Jennifer Thomas made a motion to approve the minutes as submitted. Dorothy Jenkins seconded the motion. All were in favor. The motion carried.***
- IV. Arkansas Head Start Institute Information-2024
  - A. Institute Reviews-Jackie Govan gave a report about issues of concern experienced with the DoubleTree Hotel and Robinson Center during the institute. She was able to negotiate some discounts to the final bill due to these issues. Evaluation results for the institute were very good. Most complaints were in reference to the hotel. Most presenters received fours and fives for their session ratings. She provided an overview of the comments included on the evaluation summary. The net profit for the institute was \$16,038.60.
  - B. 2025 Institute Format and Planning-Jackie Govan shared that the cost of holding a weeklong institute at a hotel is no longer producing the net income needed to support the AHSA Office. She broached the subject of having three 2-day institutes-possibly in March, July and November at locations that are not hotels to cut costs. Dorothy Jenkins opened the floor for discussion. There was discussion that each of the institutes could target different categories such as administrators, teachers, etc. There was discussion about timing for the institutes. ***Jennifer Thomas made a motion to hold two day institutes, 3 times a year. Jackie Burton seconded the motion. All were in favor. The motion carried.***
  - C. Fundraisers-Jackie Govan shared information about the Heart to Care Fashion Show to be held in conjunction with the Arkansas Community Action Agencies Association on October 12, from 6-9 pm at Children's Hall. A flyer will be sent out.

Additional discussion about the format for the institutes included possible locations: Texarkana, Russellville, Northeast Arkansas-Jonesboro. This information will be shared at the Class and Board meetings. A training needs survey will also be developed to get input from Teachers, Administrators, and Parents in determining the format.

- V. Planning Committee 2025: We will keep all committees in place. The list will be sent out for changes and additions to the committee list. There will be a separate timeline for each planned event. No Individual committee reports were given.
- 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. Next Steps
- A. Next Meeting Date: Wednesday, September 18, 2024, at 9:00 am
  - B. Announcements (if any): School Readiness Summit is planned for November 1, 2024 and will focus on the Local Leads. Jackie is waiting for the format from the Office of Early Childhood.
- VII. Adjournment: Dorothy Jenkins called for a motion to adjourn. **Jackie Burton made a motion to adjourn the meeting at 9:43 am. Cyndi Musick seconded the motion. All were in favor. The motion carried.**

Submitted by,

Deana Howell, Administrative Services Manager  
Arkansas Head Start Association