

**2025 Arkansas Head Start Institute Committee Meeting**  
**March 19, 2025, 9:00 am-10:30 am**  
**Minutes**

**Welcome/Overview:** Sara Wilhite called the meeting to order at 9:19 am. The following members were in attendance: Angela Blankenship, Christie Campbell, Teona Ford, Jennifer Thomas, Sara Wilhite, Jackie Govan, Deana Howell, Whitley Bryant.

**Consideration of Agenda:** Sara Wilhite asked if there were any changes to the agenda. There were no changes.

**Approval of Minutes:** Sara Wilhite asked the committee to review the minutes. ***Angela Blankenship made a motion to approve the minutes as submitted. Jennifer Thomas seconded the motion. All were in favor. The motion carried.***

**Arkansas Head Start Institute Information:** Jackie Govan provided an overview of the format for the institute. The institute will be split into two sections and held at the Fairfield Bay Conference Center in Fairfield Bay, Arkansas: June 23-24, 2025, and November 3-5, 2025. There will be an area for 10-15 exhibitors. The Dallas Regional Office has been invited to present for two hours on the morning of June 23<sup>rd</sup> beginning at 8:00 am. Sherri Killins will be the speaker for the June 23<sup>rd</sup> Opening Session. There will be a movie night with smores on Monday night. We are planning for a boxed lunch on Tuesday, June 24<sup>th</sup>. Tommy Sheridan has been invited to speak at the Closing Session on June 24<sup>th</sup>. The institute will end at 3:00 pm on June 24<sup>th</sup>. The main hotel will be the Cobblestone Hotel which features a complimentary breakfast for hotel guests. Mills Rodgers is a possible keynote speaker for the November Opening Session. The Outstanding Awards and Staff Degree Recognition Banquet and the School Readiness Institute will be held in November.

**Planning Committee 2025:**

**A. Institute Chair/Co-Chair:** Jackie Govan shared that the welcome letters have been requested. We will request the Color Guard for the November institute. We will have a digital display at general sessions. Jackie is collaborating with exhibitors such as Lakeshore and Playgrounds Etc. to sponsor the Board Dinner and other events.

**B. Conference Packet:** No report from the committee. Jackie Govan shared that Lakeshore will be providing the bags for the institute.

**C. Decorations/Door Prizes:** Sara Wilhite shared that a reminder would be sent out to solicit more artwork. The committee selected May 29, 2025, at 9:30 am as a workday.

**D. Silent Auction:** We have only received two themes so far. A reminder will be sent to programs.

**E. Exhibits/Sponsors:** We currently have eleven exhibitors.

**F. Finance/Budget:** Jackie Govan shared an overview of the budget.

**G. Hospitality:** Angela Blankenship shared that the committee will stuff bags closer to the institute. Jackie Govan will work with Little Rock Convention/Visitors Bureau on giveaway items.

**H. Publicity:** Jackie Govan shared that we have sent out the flyers and call for papers.

**I. Registration:** No report given.

**J. Pre-Institute:** This committee will work on the November School Readiness Summit.

**K. Program:** The team will work on it once all call for papers are received.

**L. Evaluations/Facilitators:** Jennifer Thomas shared that the biggest thing will be getting the facilitators. She is waiting for the finalized schedule from the Program Committee. The evaluation format will be like last year.

**M. Equipment:** Angela Blankenship asked about projectors. Some of the rooms will have equipment, but we will still have to provide equipment for some rooms.

**N. Special Events:** This will include the smores movie night.

**O. Signs/Printed Materials:** Jennifer Thomas will reach out to the committee members.

**P. Prior to Institute Detail (Set-up Crew):** This will include everyone assisting with set-up.

**Q. Post Conference Detail (Clean-Up Crew):** This will include everyone assisting with breakdown.

We added chairs to the following committees: Christie Campbell-Packet, Jackie Govan-Silent Auction, Jennifer Thomas-Signs and Printed Materials, and Teona Ford-Prior to Institute Set Up Crew. Past committee members who have not responded will be removed from the committee list. Teona Ford joined the Signs/Printed Materials Committee.

**Next Meeting Date:** Wednesday, May 28, 2025, Beginning at 9:00 am (Virtual)(Changed to May 14<sup>th</sup> after the meeting.)

#### **Dates to Remember...**

- Family Service Credential Training-February-April 2025
- NHSA Conference-Columbus, Ohio-May 19-23, 2025
- AHSA Institute-Fairfield Bay, Arkansas, June 23-24, 2025
- ACAA Regional Conference-Hot Springs, Arkansas-October 6-10,
- 2025 Powerful Conversations-Zoom-May 13, August 12, November 11, 2025
- AECA will be October 8-10, 2025

**Adjournment:** Sara Wilhite called for a motion to adjourn the meeting. ***Jennifer Thomas motioned to adjourn the meeting at 10:11 am. Angela Blankenship seconded the motion. All were in favor. The motion carried.***

***Submitted by,  
Deana Howell, Administrative Services Manager***