

**2024 Arkansas Head Start Institute
Institute Committee Meeting
September 13, 2023
9:00 am-10:30 am**

AGENDA

- I. Welcome/Overview: Jackie Burton
- II. Consideration of Agenda
- III. Approval of Minutes
- IV. Arkansas Head Start Institute Updates and Basic Information
 - A. Institute Update
 - i) Dates: April 30-May 3, 2024
 - ii) Location: To Be Announced
 - iii) Hotel: To Be Announced
 - iv) Theme Suggestions
 - B. Institute Evaluation Results
 - i) Opioid and Substance Misuse Summit
 - ii) General Sessions
 - iii) Presenters
 - iv) Overall
 - C. Approval Items for Institute
 - D. Institute Format and Activities
 - i) Pre-Institute
 - ii) Speakers and Presenters
 - iii) Leadership Luncheon
 - iv) Activities, Silent Auction, Music, and Networking
 - v) Exhibitors
 - vi) Agendas for General Sessions
- V. Planning Committee Reports for 2024
 - 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
 - O. Signs/Printed Materials
 - P. Prior to Institute Detail (Set-up Crew)
 - Q. Post Conference Detail (Clean-Up Crew)
- VI. Next Steps
 - A. Summary
 - B. Next Meeting Date: Wednesday, November 15, 2023
 - C. Announcements (if any):
- VII. Adjournment