



THSA Institute Planning Meeting Minutes

“Head Start: Embracing a New Era”

Friday, May 11, 2018

Embassy Suites Frisco Convention Center & Spa

7600 John Q. Hammons Dr. Frisco, TX 75034

10:00 am-12:00 pm

WELCOME:

Mr. Beard welcomed everyone and started the Committee Reports

ROLL CALL:

Roll was not called; however attendees were verified. (Approximately twenty (20) attendees plus approximately ten (10) on conference call

APPROVAL OF MINUTES:

Prior Minutes was not reviewed, we began the meeting with Committee Reports and Updates

2018 GENERAL INSTITUTUE UPDATES

Committee reports began

COMMITTEE REPORTS

Program Committee-

Kenneth Gilbert announced that Program Booklets will be delivered to Head Start of Greater Dallas, Inc. Call for Papers was discussed by Tywanna Thompson, we currently have approximately thirty (30) and waiting for more to be turned in and/or submitted by Freda Reynolds, deadline is June 4, 2018. We would like ro have letters from Presenters by May 25, 2018 in order to notify presenters by June 15, 2018 to determine which sessions qualify for C. E. U.'s

We need a cover for the Program Booklet and it was discussed that we should be able to copy the picture from the website and/or let Mr. Beard contact the website designer to send the picture.

Exibits/Door Prizes-

Tywanna stated that we are doing well and currently have fifty (50) booths and twenty (20) vendors.

Registration-

No report due to the absence of Pam Williams; however, Mr. Beard will get in contact for updates on registration (*before meeting adjourned information was received that we currently have seventy-six (76) registrants (thirteen (13) are from Head Start of Greater Dallas, Inc. in addition there are thirty-eight (38) Volunteers, not counting Presenters).*

Leader's Track-

Mr. Gilbert gave report-Sharon Crook will be one of the Speakers and confirmations from others are pending

Calling Team-

Weldon Beard gave report that registrations are coming in slowly, Mr. Gilbert stated everyone should register early and not wait until the last minute, we currently have about fifty (50) rooms blocked.

Communications-

No report at this particular time

Awards/Certificates/Scholarship/Sign/Ribbons-Pheobe Snell, Chair

One (1) Scholarship Application has been received; however we have received several emails concerning applying for the Region VI THSA Scholarship, applicants must mail and/or email Scholarship Application Packets to Pheobe Snell, it was announced at the prior meeting that applications can be submitted on line on THSA or Region VI; however applicants may gain access on line but must print off and mail or email packet with all documents attached. Awards/Certificates will be presented during session, Executive Committee will determine monetary and/or additional awards. We will recycle signs from prior conferences and will purchase various colored ribbons for all participants/volunteers, leader track, exhibitors, and etc.

Audio Visual/Equipment – Roderick Williams, Chair

- Mr. Williams not on conference call
- No report at this time

Conference Packets, C. E. U.'s-

Pending-See notes under “Program Committee”

Special Events/History/Decorations-

It was suggested that Helen Wright receive a Special Honor and requested to place something about Mrs. Wright in the Program Booklet. Samples of center pieces for the tables was brought to the meeting by Rolaunda Scott-Gardner from Head Start of Greater Dallas, Inc. with pictures of the Board Members on the center piece and/or pictures of children placed on the center pieces, pictures will be taken of other Board Members and sent. It was suggested to send a copy/picture of the center pieces via email and have Board Members vote on which ones they prefer.

Hospitality-

Still working on getting donations and working on getting additional vendors, a list of current items received will be sent to Weldon Beard.

First Aid-

Meeting was held with Head Start of Greater Dallas, Inc., we are ready. Head Start of Greater Dallas, Inc. will provide A. E. D.'s on site, written documentation was passed out (not enough copies for all Board Members; however, information is on hand), staff have been trained and ready to go, names have been sent of people to receive shirts, four (4) medical facilities are near. See additional information, as needed, that was passed out; at request. Ex. Hotel Procedures for Emergencies, names of Medical Facilities close to the Convention Center, Health Staff Assignments, Recommendations for First Aid Kit, First Aid Sign-In Form.

Evaluations-

Evaluations are free, program booklet will include information for in-kind, raffles for closing session will be given to encourage members to attend closing session, Gulf Coast, Head Start of Greater Dallas, Inc., and Houston Department of Education will provide volunteers each day (suggested for each agency to be assigned a day). Conference T-Shirts \$15.00 each, more black and gray requested this year rather than white, one-hundred-fifty (150) T-Shirts will be available for sale, host agency will receive thirty (30) T-Shirts-only for volunteers, suggested to have a T-Shirt Day on Thursday with Board Members wearing Polo Shirts however Caucuses will be held the same day but we (Board Members) can still wear the polo shirts. Collect money up front for polo shirts-\$17.00 for Board Members only.

Kenneth Gilbert stated if it's the same vendor, we should order all the shirts at one time and take care of it (the entire order) because we don't have much time and the information should go out immediately if Board Members are to pay for polo shirts.

Audio Visual Equipment-

Head Start of Greater Dallas, Inc. have nine (9) lap tops and projectors, we may have to rent screens, Hollis from Met Cap can bring three (3), Avance' may also have a few they can bring, Head Start of Greater Dallas, Inc., may also have a few screens they are able to bring. Lap tops will also need back ups/hook ups. Tywannia will get with Hollis.

Questions:

Is Hollis bringing microphones and speakers?

Answer: Yes.

Who is chair over Registration?

Answer: Pamela Williams

Transportation:

Albert Old Crow-Head Start of Greater Dallas, Inc. states transportation is ready and available, V. I. P. list will be given to Mr. Old Crow by Mr. Beard

Comments:

Registration has an inaccurate total, it's a different amount of what's owed vs. what we should be paying, Reg. On Line Amount was different, Mr. Gilbert will look into the amounts and get back with committee (Get with Pam Williams)

Looking for Special Events, Leadership track, karaoke night, Discount School Supply will host the event on Tuesday, we will have refreshments available to draw people in the "after conference" activities such as the \$Dollar Per Child Campaign, 50/50 Raffle (50% goes to winner and remainder to Dollar Per Child Campaign.

Donations of items to include in souvenir bags: City of Frisco may donate booklets, pamphlets, etc.

Mr. Gilbert asked the questions; are there any other agencies that would like to provide souvenir items for bags?

How many people are currently registered? (Seventy-six (76) plus twenty (20) pending

Do we have a breaking point of how many people to register?

We need to meet our room block and beverage of \$2500.00; total for hotel is \$25,000.00, if we get exhibitors and attendees we should break even. Last year we had four-hundred (400) total registrants, we need at least two-hundred (200) to break even.

Concerns/Issues

Freda reminded everyone to get letters submitted by the 25th of this month; (Sponsorship, booth, and add from Sponsors to meet deadline).

Next meeting, Monday, June 25, 2018-will work out final details.

Mr. Beard announced, "lunch is coming, don't leave room yet"

Meeting adjourned at 11:15 am with lunch served.