



Hot Springs Early Childhood Association
Board Meeting
Wednesday, November 20, 2025, 10:00 am

Members present: Melanie Jackson, Donald Caudill, Shannon Jones, and Samantha Crow

Melanie Jackson called the meeting to order at 10:00 am. She gave everyone a flower pen as a token of thanks.

Introductions were made. New potential members present were Deborah Harp from CSO, Janice Washington from CSO, and LaSonia Broadway from LaSonia's Activity Land.

Financial Report:

Donny Caudill shared information concerning the current finances. Dot Brown resigned as treasurer a few months ago. There is no current treasurer. On September 27, 2024, the name on the bank account was switched from Dot Brown to Melanie Jackson. There is currently approximately \$2000 in the bank. We will receive another \$500 from AECA within the next couple of months. Dee Cox recently inquired as to whether it would be beneficial for that amount to be increased.

New Business:

Nomination of new board members: Chris Hudon will continue to serve as the Vice President. Shannon Jones made a motion for Deborah Harp, Janice Washington, and LaSonia Broadway to officially become board members. Samantha Crow seconded. The motion carried unanimously. Janice Washington nominated Samantha Crow for the position of treasurer. Donny Caudill seconded the motion. The motion carried unanimously.

Increase participation at meetings: Due to low attendance, Donny Caudill suggested that we decrease the number of meetings from three to two for the Fall term and the Spring term. It's becoming increasingly difficult to schedule. If interest picks back up, we can always vote to add the third one again. Providing food during the meetings was mentioned as an idea to increase participation. Everyone agreed that it was a great idea. Janice Washington suggested having one of the meetings in a STEAM lab. It was decided upon for the September 8th meeting in 2025. We will continue to have door prizes at each meeting.

Ideas for Spring 2025: Hope Mason will lead a paint party on February 10th. Donny Caudill will contact Marcie White concerning Arkansas Children's Week for the meeting scheduled for March 10th. Donny will also contact Wyletta Johnson with Curricula Concepts concerning the Dinner and Tribute scheduled for April 14th.

Dinner and Tribute Updates: Lakeshore will be contacted to provide prizes. There will be prizes again this year for the table decorating contest.

Tasks

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|---|-----------------------|
| a. Secure Cupp Hall – | Shannon |
| b. Pay for space – | HSECA (Shannon/Donny) |
| c. Decide on how many can attend – | 150 |
| d. Fee to register (5 at the same time = Director free) - | \$5 |
| e. Pay for custodians to set up and take down tables/chairs – | HSECA (Shannon/Donny) |
| f. Secure speaker – | HSECA board |
| g. Pay speaker – | HSECA (Donny) |
| h. Contact speaker re: needs for presentation – | Melanie/Donny |
| i. Contact Marcus (Lakeshore) re: bags/door prizes | Melanie/Donny |
| j. Items to be placed in bags – | HSECA/CCA (books) |
| k. Select menu and pay for food and arrange for serving – | HSECA board |
| l. Provide table cloths, plates, and eating utensils – | CCA |
| m. Provide certificates – | N/A (PDR credit) |
| n. Develop and distribute registration information – | CCA (Hope/Donny) |
| o. Decide on when to send registration/cut off date – | April 1 st |
| p. Handle registration – | CCA |
| q. Room arrangement/floor plan – | CCA |
| r. Hospitality (meet/greet/direct) – | HSECA board |
| s. Master of ceremonies – | Melanie/Terri |
| t. Contact church staff re: sound system, screen, etc. – | Shannon/Donny |
| u. Display tables (Lakeshore, AECA/Conference, CCA, BB) – | All |
| v. Table decorations (facilities) (prices/gift cert/)* - | HSECA board |

The next meeting is scheduled for January 15, 2025, at 10:00 am.

The meeting was adjourned at 11:03 am.