



TAPED Board Meeting Minutes

August 2, 2022



Meeting:	TAPED Board Meeting		Key Roles:	Former President: Kelley Watt President: Marina McCormick, Ed.D. Vice President: Bobbie Beth Scoggins, Ed.D. Secretary: Kristin Pfeiffer Educator Director: Carmen Castro-Toriano Parent Director: Lindsay Chandler Liaison Director: Angela Belding Co-Treasurer: Dan Diffie Co-Treasurer: Elaine Young
			Meeting Leader:	Marina McCormick
Start Time:	3:00 PM	End Time:	4:00 PM	
Location:	Zoom			
Participants:	Marina McCormick, Bobbie Beth Scoggins, Kristin Pfeiffer, Carmen Castro-Toriano, Lindsay Chandler, Dan Diffie, Elaine Young NOT PRESENT: Angela Belding		Timekeeper:	
Meeting Purpose:	August monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Welcoming New Board Members	P	Kelley	Marina welcomed the Board. Kelley conducted the swearing in of new TAPED Board Members who could not be present at SWCED 2022.
	2022-2023 Vision	I	Marina	During August and September, it is proposed to complete focus groups across the state to better understand how the association is perceived and how the association can improve its efforts in three main areas: <ul style="list-style-type: none"> ● Parent and educator connections ● Membership benefits ● Communication



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				<p>Marina sent the board members an email about conducting focus group surveys last week.</p> <p>Marina presented to the RDSPD leadership at the August DEAL Office Hours on August 1st. She is looking to schedule face-to-face or virtual meetings across the 20 ESCs as well. A copy of the focus group survey can be found here: https://forms.gle/fvnaukTxqve2bMLs6</p> <p>Marina reached out to the ESC contacts for DHH and inquired about presenting to their network meetings or parents for her to share this information. Carmen asked how to get these surveys out to parents. Do we ask RDSPD administrators to disseminate this information? Elaine shared that at ESC 13 shared it out with their parent listserv. Dan asked about whether the Guidebook app is still active and whether we could push or send out information to everyone to fill out surveys. Lindsay asked about translating it in at least Spanish. Bobbie Beth asked for us to consider focusing on parents and working with Hands and Voices to help facilitate this. Elaine asked can we ask Hands and Voices contacts or guides to share this survey and link out in one of their newsletters. Bobbie Beth stated through SOC they could share the link in their newsletter across the state as well.</p> <p>It was stated that because this is a focus group, it would be important to get feedback from different groups but not necessarily everyone. Marina would like to collect data for August and September and then meet in October to plan an action plan based on the data.</p> <p>Bobbie Beth would like to make sure we include the educational interpreters in this group, and Marina agreed and stated that the interpreters fall under the generic active membership. Marina wants to adhere to the mentioned timeline and stated that the October meeting may be longer to actually be able to review everything and then create an action plan. Everyone agreed that this will need to be a longer meeting.</p>
	SWCED 2024 Planning Committee	I / F	Marina	<p>Marina briefly reviewed proposed planning committee assignments based on current participants' survey results.</p> <p>We have four sub-committees and one person responded that they are on the fence whether they will continue on the planning committee. For 2024,</p>



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				<p>Marina has created a new sub-committee titled Communications which will support the conference website, app development, and publicity.</p> <p>The Board had a discussion to identify gaps in sub-committees and determine the number of new planning committee members needed.</p> <p>The question was asked, are there any areas that need more people? Registration subcommittee- one person to address reimbursement</p> <ul style="list-style-type: none"> ● Website management 1 or 2 people ● app functioning - 1 person with 2 needed closer to conference ● publicity - Possibly 1 (though this may be the same people who manage the website) ● bags, name tags with ribbons, processing refunds and cancellations - 2 people ● 1 person for the exhibit hall ● 2 people for communication access ● 2 people for AV needs <p>During the conference could others help with the app or Facebook as a possibility.</p> <p>Bobbie Beth stated that maybe we could have more people for the local logistic group or the access group and there always seem to be last minute needs. Maybe have at least 5 people be logistics (AV) and then 1 person to be over access.</p> <p>We may need more people during the actual conference while doing something different during the planning time.</p> <p>It was suggested that we look at the sub-committees and then have some permanent new people on the planning committee and then some stand-by committee members as well to utilize many more people who are interested in helping.</p> <p>Elaine asked about students who register like high school and or college students then they would be expected to volunteer as moderators or something.</p>
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				Marina is asking us to establish a proposal to identify how many people would need for the permanent planning committee. We have 20 applicants to review. She has asked for the board to please review by September 1, 2022 and be prepared to discuss their top candidates at the September meeting.
	SWCED 2024 Planning Committee Applicants	F	Marina	Google Spreadsheet: https://docs.google.com/spreadsheets/d/1vLpJxBGyMyalRDRs7StwEp7YTj_NjX9YvBNfIV6VfT8/edit?usp=sharing
	Review TAPED By Laws https://taped.org/by-laws/	I	Marina	Per the biennial General Meeting, it was requested that the TAPED Board review the association's current by-laws. Please review the by-laws in their entirety and provide your recommended suggestions by September 1st. Changes to the by-laws needs approval by $\frac{2}{3}$ of membership not just the board to approve. Recommendations can be made here: https://docs.google.com/spreadsheets/d/1rvQiZhBEDNNX-RiLzzPe5haw2Zs-IOwZ2zxFYgfZCuI/edit?usp=sharing Next meeting will be September 1, 2022 1:00 PM -3:00 PM

- * P = Presentation
- * I = Information Sharing
- * F = Feed back from all

Action Items:	Person Responsible	Date Due
Create a separate google form to send to all TAPED participants to acquire demographic email information from registered participants from SWCED to send focus group survey	Marina	August 6, 2022
Blast out to TISD, Hand and Voices, and SOC for parent input	Marina and Bobbie Beth	August 6, 2022
Review the spreadsheet applicants for the planning committee for the conference by September 1, 2022	All Board members	September 1, 2022
Review all current by laws and see if have any changes and submit them in the google link	All Board members	September 1, 2022
Create a list of new subcommittee members/ numbers	Marina	September 1, 2022



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Blast out to Texas Facebook groups	Lindsay	August 6, 2022
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