



TAPED Board Meeting Minutes

March 2, 2023



Meeting:	TAPED Board Meeting		Key Roles:	President: Marina McCormick, Ed.D. Vice President: Elizabeth Sterling 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:	1:30 PM CST	End Time:	3:30 PM CST	
Location:	Zoom			
Members Absent:				
Meeting Purpose:	March monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Exhibitor Costs for 2024	P/F	Dan, Marina	<p>According to the hotel contract it's \$30 per day for each booth. We will have an all day set up and pre-registration day, then two full days of exhibits. This is a cost of \$90 per booth. There is an additional cost for pipe and drape (if used) at \$160 per booth.</p> <p>For conference budget planning the cost for each booth can be calculated as \$160 + \$90 = \$250.</p> <p>Currently, the pricing for exhibitor booths is \$275. Keeping the price as is would allow us to break even. We have \$7,000 budgeted for exhibitor decorations for 28 booths.</p> <p>The Executive Board needs to discuss and vote on two items:</p> <ul style="list-style-type: none"> • Should the exhibitor booth pricing be \$275? • Should a special rate for non-profits be introduced for 2024? If so, what would be the price point?



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				<p>Board voted and agreed to charge \$300 for booth and a special rate for non-profits of \$200. This change will be made to the website</p> <ul style="list-style-type: none"> • Dan brought up the topic of whether TAPED Board wants to discuss whether TAPED will be charged for their tables at the conference. Historically it is picked up by the SWCED budget of TAPED. We will have this conversation at our next meeting in April. • <p>The question was asked whether we need to increase the cost of gifts for speakers, as we already have used the current budget with our catch up of thank you for past TAPED presidents for whomever is doing the gifts so this will need to survey</p>
	<p>2022-2024 SWCED Budget: Vote and Approval</p>	<p>P/F</p>	<p>Marina</p>	<p>According to our Bylaws Section B. Financial Policy The Executive Board shall decide financial Policy and final decisions on all expenditures in advance.</p> <p>Therefore the President would like the Board to review the proposed SWCED budget posted in the Finance Sub-Committee Work Folder at https://drive.google.com/drive/folders/102TzP_W0-HZnvogDb5uxrSDia9KgA91l</p> <p>The Executive Board will discuss and vote on the following</p> <p>How much should be allocated for Speakers Gifts? (The amount currently in the budget was for gavels.) We have not had to purchase gifts for several years. We spent \$2,600 in 2010 and those have lasted until now.</p>



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				<ul style="list-style-type: none"> · Should we budget for a debriefing luncheon for the Committees on the last day of the Conference? \$1,000 should be plenty. Yes, will continue this · Vote to approve the draft budget. · Determine how often the Board wants to approve revisions to the budget. Possibly when any line item changes by more than 10%. <p>All Board Members voted and approved SWCED Budget for 2024</p>						
	Keynote Speaker Sponsorships	P	Marina / Angela	<p>Lauren Ridloff is now available for the 2024 conference. According to feedback from our planning committee, Heather Dowdy would be Lauren Ridloff's replacement if needed. See vote results below.</p> <p>Who do you prefer for SWCED 2024's second keynote speaker?</p> <p>16 responses</p> <div style="text-align: center;"> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th>Speaker</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Heather Dowdy</td> <td>56.3%</td> </tr> <tr> <td>Chris Moreland, M.D.</td> <td>43.8%</td> </tr> </tbody> </table> </div> <p>Region 11 has agreed to match or exceed Region 4's biannual contribution to the conference. Region 13 will provide an update on its conversations for keynote speaker sponsorships.</p> <p>Two keynote speakers are Rebecca Alexander and Lauren Ridloff for Summer 2024.</p>	Speaker	Percentage	Heather Dowdy	56.3%	Chris Moreland, M.D.	43.8%
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	New SWCED Planning Committee Member Needed	P	Marina	<p>One of the new volunteers for the Family Involvement team may need to step down due to conflicts with current job responsibilities. Marina has reached out to confirm that the volunteer will step down. When she receives</p>						



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				confirmation, she will reach out to the Board to begin the search for a replacement from the planning committee's current pool of applicants.
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- * P = Presentation
- * I = Information Sharing
- * F = Feed back from all

Action Items:	Person Responsible	Date Due
Update SWCED website for 2024 conference regarding charges will be \$300 for booth and a special rate for non-profits of \$200. when applicants fill out for non profit to provide documentation of non-profit with their	Marina	March 17, 2023
Conference planning committee- survey for how many times do they need to meet and where whether at AT&T or TSD for planning during fall 2023	Marina	April 6, 2023
Send out candidates for parent involvement team	Marin	March 6, 2023
Once we decide on continued in person planning meetings TAPED board will need to decide on food budgets, snacks if adjustments are needed	ALL	April 6, 2023
Review sponsorships and advertisement and update the advertiser fields	Marina	April 6, 2023
Marina and Elizabeth will meet	Marina and Elizabeth	March 31, 2023