



TAPED Board Meeting Minutes

September 7, 2023



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| 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: | 3:30 PM CST | End Time: | 5:20 PM CST | |
| Location: | Zoom | | | |
| Members Absent: | Elizabeth Sterling Carmen Castro-Toriano | | | |
| Meeting Purpose: | September monthly meeting | | Notes/Recorder: | Kristin Pfeiffer |

| Time | Topic | Purpose * (see footer) | Discussion Leader | Desired Outcome/Discussion |
|------|--------------------------|------------------------------|----------------------|--|
| | Registration Count | I | Kristin | Current registration from July 1, 2023- September 6, 2023 Professional=1 Parents=4 HS Student= 1 Children = 2 Total = 8 |
| | Registration Online Form | I/F | Marina | The Board reviewed the online registration form for SWCED 2024. |



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| | | | | <p>When you press the Hotel reservation button- the hotel can't change the date of the reservation, so all SWCED must register next month or they will not have a reservation for the early rooms.</p> <p>A concern was shared regarding how participants stipulate dietary restrictions. Is this something that can be fixed?</p> <p>There were also concerns over parent registration when two parents register. In order to correct this issue, 2 plugins are required. The TAPED Board would need to pay our webmaster, Kyle Henderson for at least an hour's worth of work to configure and add the plugins so that hopefully, we can have 2 parent information entered when they choose the 2 parent ticket. In addition, it may also help us with the child being linked to a parent's registration. The plugins that he would need to install would be \$169 a year plus paying him for an hour of work. Labor is \$90/hr</p> <p>\$7,000 is budgeted for Registration. Only \$2,354 has been spent to date (9/1/23)</p> <p>Motion was raised: Kristin moved for us to agree with paying our webmaster, Kyle to add the two above-mentioned plugins to our registration webpage to address our concerns.</p> <p>Lindsay seconded the motion.</p> <p>The motion to pay our webmaster to install the additional plugins to aid in registration was passed unanimously by everyone.</p> <p>Kristin will reach out to Kyle to add plugins and to list on the webpage that the last day for refunds for a cancellation registration is June 1, 2024</p> |
| | Speakers Update | I | Angela and Marina | <p>Marina reviewed the current numbers for proposals submitted. 22 proposals have been submitted. We need at least 72 good submissions.</p> |



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| | | | | <p>The Board brainstormed ways to meet the mark by October 1st. Some suggestions were:</p> <p>Social media requests have been posted. It has been posted on Facebook, Twitter, and Instagram, but another round will go out.</p> <p>Send out emails/requests again to possible presenters.</p> <p>Send out reminders across the state Listserve DHH Administrators.</p> <p>Send requests to RDSPD administrators for them to consider presenting.</p> <p>Have all planning committee members send out requests and proposals.</p> <p>Request all TAPED Board members and SWCED planning committee members to reach out to 5 different people to get more proposals</p> <p>Send out ideas to people on what to possibly present on</p> <ul style="list-style-type: none"> • Ask Hands and Voices to present or send to parents to submit proposals. Kristin will reach out to Sara Smith of Hands and Voices • Elaine will reach out Makayla & Jennifer at Hands and Voices <p>We agreed that if we do not meet the requirement of 72 proposals we may extend the deadline for proposals to be submitted to November 1, 2023.</p> |
| | TAPED Membership Fee | I/F | Marina and Dan | <p>A question was raised regarding whether or not the Board raised the TAPED membership fee from \$5 to \$10. The Board will revisit this topic and vote if necessary.</p> <p>A motion was brought forward by Dan for us to increase our TAPED membership contribution from \$5 to \$10 for the 2024 conference so we are able to increase the TAPED membership contribution to \$10 towards scholarship funds.</p> <p>The motion was seconded by Lindsay</p> |



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| | | | | <p>The motion has been passed unanimously to raise our membership fee from \$5 to \$10 to build up our scholarship fund.</p> <p>Ask Kyle to post that registered participants become TAPED members through their payment for the conference.</p> |
| | GoDaddy | F | Dan | <p>GoDaddy is the platform TAPED uses to host the SWCED and TAPED websites. Has a receipt been received in the TAPED Gmail account? It should have arrived by June 7th.</p> <p>Marina found it and forwarded it to Dan.</p> <p>Kyle needs to remove the old tx.swced@gmail.com from the TAPED website as we are still receiving emails to this, and we should not. See if Kyle can find it listed anywhere else and if so, remove it.</p> |
| | Wells Fargo Account Balances | I | Dan | <p>Dan reviewed TAPED's bank balances for SWCED checking and money market accounts, as well as the association's scholarship checking and money market accounts.</p> <p>The Scholarship money market/savings fund has a current balance of \$7,183.31.</p> <p>The Scholarship's Checking account has a balance of \$ 7,734,10</p> <p>The Conference Money Market has a balance of \$138,451.00</p> <p>The Conference Checking account has a balance of \$3,439.66</p> |
| | Exhibitor Fee Credit | I/F | Marina | <p>Marina reviewed a request from Sandy Chance, owner of Signed, Sealed & Delivered, to use her 2022 exhibitor fee of \$275, as a credit for the 2024 conference as she stated she nor her partner could not attend 2022 due to Covid,</p> |



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| | | | | <p>Lindsay made a motion to not allow her to carry forward the fee from Marina will send an email to Sandy to inform her.</p> <p>2022, as this is not allowed for anyone else and would set a precedence of vendors or exhibitors canceling and wanting a refund.</p> <p>The motion was seconded by Angela to not allow her to carry forward the fee to pay for the 2024 vendor cost.</p> <p>The motion is passed to not allow her to carry forward her vendor fee from 2022.</p> <p>Another Motion was brought up to address this specifically on our webpage for all future vendors and exhibitors.</p> <p>At this time this motion will be tabled for further discussion at our October TAPED Board meeting once we have gotten feedback from our vendor/exhibitor chairperson along with getting clarity from ESC 11 on whether they are still willing to create and print the programs. Consider the last date that we could refund vendors or exhibitors before the conference. One possible consideration is No refunds will be given to any vendor or exhibitor after June 1, 2024, and cancellation and refunds must be made in writing prior to the deadline. After our October meeting, we can then notify our webmaster to put it on the webpage.</p> |
| | <p>TAPED Board Members and SWCED Planning Committee Members Who Reside In or Near Austin</p> | <p>I/F</p> | <p>Marina</p> | <p>Policy on Executive Board and/or SWCED planning committee members living locally and staying in the Conference Hotel? Should this be provided at TAPED's expense?</p> <p>A Motion to reimburse travel expenses for all of the TAPED Board and/or SWCED planning committee if their LEA/employer will not pay for their expenses to stay at the AT&T Conference Center was brought forward by Dan.</p> <p>Angela seconded this motion.</p> |



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| | | | | <p>Elaine abstained from voting due to her living in the Austin area.</p> <p>The motion was passed to reimburse travel expenses for all of the TAPED Board and/or SWCED planning committee if their LEA/employer will not pay for their expenses to stay at the AT& T Conference Center.</p> |
| | Hot Topics | F | Marina (Facilitator) | <p>What hot topics do we have to discuss? - <u>Elaine</u>: I can't remember if Marina said this item was for the Board or the SWCED Committee - but can Crepe Crazy (Deaf owned business in Austin) provide their food truck for catering or just open purchases - and donate a percentage of the sales? If not for the Board - we'll punt it to the planning committee</p> <p>It was decided that we will ask local arrangements committee to reach to discuss and work with Crepe Crazy if they want to sponsor the conference and then provide a service or how this can be addressed.</p> |

- * P = Presentation
- * I = Information Sharing
- * F = Feedback from all

| Action Items: | Person Responsible | Date Due |
|---|--------------------|----------|
| <p>Reach out to Kyle to add plugins.</p> <p>Last day for registration refunds is June 1, 2024</p> <p>List on the registration page that \$10 of their registration fee goes to TAPED membership. They will become a TAPED member with their registration.</p> <p>Kyle needs to remove the previous email from the TAPED website registration link- and ask him to look to see if the old tx.swced@gmail.com is linked or listed on the TAPED website and if it is to please remove it with new one.</p> | Marina and Kristin | |



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| <p>Marina will reach to Sandy and cc Brenda and Carmen to inform of the decision regarding her request.</p> | <p>Marina</p> | |
| <p>Kristin will reach out to Sara Smith of Hands and Voices to present at the Conference.</p> <p>Elaine will reach out to Makayla & and Jennifer at Hands and Voices to present at the Conference.</p> <p>All TAPED Board members reach out to 5 more presenters or check back on people previously not heard from to present at Conference.</p> | <p>Kristin, Elaine, and All TAPED Board Members</p> | |
| <p>Reach to ESC 11 on clarity donation of the program to discuss in October</p> | <p>Marina</p> | |
| <p>Ask local arrangements committee to reach to discuss and work with Crepe Crazy if they want to sponsor the conference and then provide a service to participants.</p> | <p>Carmen</p> | |