



TAPED Board Meeting Minutes

November 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:	3:30 PM CST	End Time:	5:00 PM CST		
Location:	Zoom				
Members Absent:	Elizabeth Angela				
Meeting Purpose:	November monthly meeting			Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Registration Count	I	Kristin	Kristin shared an update on our registration count. As a reminder, registration opened on July 1st. Total= 46 Parents=7 Professionals=31 HS- 2 Children=5 College Student= 1



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	Treasurer’s report reviewed	I	Dan	<p>The treasurer reviewed the current balances.</p> <p><i>SWC Checking \$6,229.13</i></p> <p><i>Scholarship Checking &6,734.10</i></p> <p><i>SWC Money Market Account is \$138,486.26</i></p> <p><i>Scholarship Money Market is \$7,185.11</i></p>
	Discussion on how to increase registration	I	Marina	<p>Discussed possible difficulties the LEAs/RDSPDs may have and what we all need to discuss with our subcommittee what can we do to help others register now before the winter break.</p> <p>Historically, normally our conference registration does not even get to 50 participants until January usually picks up in April and May.</p>
	TxSSN donation	I	Marina	<p>Marina was informed by TXSSN that the donation amount from the TXSSN to the operation of the conference will now be changed to \$41,000 with \$9,000 of their donation needing to be allocated to assist educational interpreters in the conference through either Scholarships, Registration fees, or revisit the exhibitor booth for interpreting programs</p>



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	<p>Increase to food and beverage amount of money line item</p>			<p>The food and beverage committee needs an increase of \$66,000 planned for 1,000 participants and to include snacks for all of the participants.</p> <p>Marina visited with the new interim SOC director to open conversations about providing snacks for the childcare and possibly other donations.</p> <p>We all need to be working with our committees to reach out to sponsors for our conference to assist with revenue. Lindsay is asking for a sponsor letter so we can submit it to potential sponsors.</p> <p>The board is asking for a revised budget from this subcommittee before we vote on increasing this allocation at this time.</p>
	<p>Communication Access</p>	<p>I</p>	<p>Marina</p>	<p>Marina is looking at the RFP to hopefully get it posted on the website by next week to start taking bids from contracting agencies.</p> <p>Working on an application to HHSC to assist with special needs funds to assist with providing communication access at the conference.</p>
	<p>Election for Board Members will start at the conclusion of the SWCED 2024</p>			<p>In the by-laws, it state a Board member can stay within their current position for no more than two terms. Lindsay has now met her limit in her current position.</p> <p>The only appointed position is the treasurer, so people need to think about whether they still want to run and possibly serve on the board. Marina asked what were the intent for everyone to continue to serve:</p> <p>Dan says he will probably stay.</p> <p>Elaine says she thinks she will run again.</p> <p>Carmen said she needs to think about it as she may be transitioning into something else.</p>



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				<p>Lindsay says she will serve where there is a benefit and help out wherever needed, except nowhere with money.</p> <p>Marina says she believes she will run again.</p> <p>Kristin says she will stay and is willing to try a different position if someone else wants to be the secretary.</p> <p>Marina will reach out to Elizabeth and Angela to see what their intentions are.</p> <p>The due date for current board members to let Marina know if they are still interested in running for a position will be December 11, 2023</p>
	Appreciation gift for presenters			<p>Elaine shared the website Packed with Purpose – Partners that support different groups such as individuals with disabilities, and people impacted by gun violence, using entrepreneurship to help support others.</p> <p>Lindsay shared that Naeir.org has items that.</p> <p>The current budget is at \$250.0 for this line item.</p>

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

Action Items:	Person Responsible	Date Due
Continue to research items of appreciation for presenters	Everyone	



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Mark calendars to go visit the possible locations sometime at the end of March or the beginning of April for our conference in the summer of 2026. In January Tammy will start receiving bids and proposals for conference locations for us to consider during these visits.		
Continue working with your subcommittee in planning and advertising the conference to boost registration.	Everyone	