



TAPED Board Meeting Minutes December 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: | 5:30 PM CST | |
| Location: | Zoom | | | |
| Members Absent: | Elizabeth Sterling Angela Belding | | | |
| Meeting Purpose: | December monthly meeting | | Notes/Recorder: | Kristin Pfeiffer |

| Time | Topic | Purpose * (see footer) | Discussion Leader | Desired Outcome/Discussion |
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| | Registration Count | I | Kristin | Kristin shared an update on our registration count. As a reminder, registration opened on July 1st. currently 76 participants. 7 Parents 7 Children 3 HS 1 college student 58 Professionals |



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| | | | | <p>Follow up Communication committee with flyers specifically for colleges/universities and interpreter programs to see if we can reach them.</p> <p>Reviewed that with any refunds and cancellations an e-mail needs to be sent to the participants.</p> <p>We are ahead of our typical registration pattern.</p> <p>Typically, after March 1st, registration picks up.</p> |
| | Sponsors | I | Elaine or Marina | <p>A review of our new sponsors as of the time of our meeting will be shared.</p> <p>TCU is New sponsor</p> <p>Reviewed the newly adjusted Sponsor levels that we are adding.</p> <ul style="list-style-type: none"> • Palladium Sponsor is \$10,000- \$24,999. • Rhodium Sponsor is \$25,000 + <p>Brainstormed some possible perks for the higher sponsor levels:</p> <ul style="list-style-type: none"> • Maybe give them a few moments at the podium. • Introduce them at the Welcome and Ending Keynote for the largest amount. • Let them play promo videos. • Maybe for the \$10,000 level let them choose one or two breakout sessions where they can do the introduction/acknowledgment during those breakouts. <p>Input will be sought from the strand committee before finalized.</p> |
| | Bank Accounts Balanced reviewed | I | Dan | <p>Accounts currently at:</p> <p>SWC Checking \$6,176.98</p> |



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| | | | | <p>Scholarship Checking \$6,734.10</p> <p>SWC Money Market \$ 141,503.54</p> <p>Scholarship Money Market- \$7,186.00</p> <p>A whole is not happening right now. Registrations and sponsorship are just beginning to pick up.</p> <p>Dan asked for clarification to make sure the money that the TxSSN is donating so he will was set it up correctly within the line items. The TXSSN donation of \$40,000 with interpreter scholarships of \$1,000 has been agreed and we will move the \$1,000 into a scholarship for interpreters account</p> |
| | SWCED 2024 At-A-Glance | I | Angela or Marina | <p>DiAnne Allison has drafted the at-a-glance for the conference. The TAPED Board reviewed the document and will share feedback for the Sessions sub-committee.</p> <p>If you notice any corrections or suggestions for the speaker's committee to consider before finalizing the schedule, send Marina an email and she will meet with DiAnne.</p> |
| | Feedback on Session Selections | I | Marina | <p>Marina will share feedback with the Board on concerns she noticed throughout the session selection process.</p> <p>Possibly survey the previous participants, community stakeholders, and ESCs for hot topics to provide guidelines for possible topics in the different strands. Marina will investigate other conferences and how they pick and address strand assignments.</p> <p>Possibly have a short training with the strand leads going over the form and what we need to review with these proposals so presenters will not be upset.</p> |



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| | Honorariums for Speakers | I | Marina | <p>Three strands have decided to offer honorariums: Research-Based Practices and Instructional Technology.</p> <p>The Board will review if any other strands would like to make offers and adjust the budget accordingly.</p> <p>Marina will email Strand leads to confirm that we only have one presenter for an honorarium so we can see if we need to consider moving money</p> <p>A suggestion is that the board needs to develop a guidance process on honorariums, so everyone is aware of them. We need to develop a strand lead training to assist the committee as they review proposals in the future. We will work on this after the 2024 conference, and we will develop a speaker package so the speakers will understand the options as well.</p> |
| | RFP Update | I | Marina | <p>Marina will provide the Board with an update regarding proposals received for the RFP.</p> <p>Currently only one bid. Marina will share an email to reach out to the different interpreter agencies across the state.</p> |
| | Student Program Cover Art Contest | I | Marina | <p>In previous years, the TAPED Board has approved a \$100 monetary award as part of its conference program cover contest.</p> <p>The TAPED Board will review and vote on whether to provide this award again for the 2024 conference.</p> <p>Elaine motioned that we offer \$100 to a student for artwork for our program. The money will come out the awards line item.</p> <p>It was seconded by Carmen.</p> <p>Everyone voted unanimously to provide \$100 to a student for Artwork for our program.</p> |



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| | TSD and SOC Contributions | I | Marina | <p>Jennifer Prigge, Interim Director of SOC, has met with Marina and discussed how SOC can contribute to the conference. SOC will pay for the two childcare supervisors directly. As a result, the contract will be between TSD and the two supervisors. SOC will also pay for its exhibitor booth at the conference.</p> <p>Marina will schedule a meeting with the Family Involvement team, Jennifer, and herself after the winter break to discuss how else SOC may financially contribute.</p> <p>TSD is currently reviewing its past contributions and determining how it would like to proceed for this upcoming conference.</p> |
| | Childcare Worker Applications | I | Marina | <p>The Family Involvement team has put together a list of interview questions for a childcare worker application that will be shared on the conference website. Mari Hubig has expressed concerns about opening this application up to all. All applications will be sent to Kasie Leblanc and will be reviewed by the team.</p> <p>Jennifer Prigge has agreed to notify her team of when the application is posted so that she can encourage them to apply. SOC will need to pay directly for anyone selected for these roles.</p> |
| | Hot Topics | F | Marina (Facilitator) | <p>Marina asked if we are ready to discuss and vote on the food and beverage committee's request for an increase in their budget. It was decided that the Board still needs the specific quote and a better idea from food and beverage committee of what this money will be used for before we consider increasing their budget line.</p> <p>Local people in Austin wanted reimbursement for parking for our upcoming planning committee in February because the conference center charges around \$20 just to park there. Marina will email Tammy about paying for parking for 6 people for the upcoming visit and everyone agreed that this is appropriate as everyone else who is staying there's parking is covered under their hotel charge.</p> |



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| | | | | A request from Dan to remove his phone number from the TAPED website as it is not needed to be listed there. |
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- * P = Presentation
- * I = Information Sharing
- * F = Feedback from all

| Action Items: | Person Responsible | Date Due |
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| Follow up the Communication committee with flyers specifically for colleges/universities and interpreter programs. Lindsay will come up with a list of IPS to send out to. | Marina & Lindsay | |
| Kristin will schedule a time with Marina to go over the back side of SWCED registration page and tasks. | Marina & Kristin | |
| Tell Kyle to Hold off on posting the new sponsor levels as of right now until the have been completely defined and outlined. | Marina | |
| Get the contact information from Melodie for Honorariums and give it to Dan to set up a contract. | Dan and Marina | |
| Marina will send out the HHSC agreement | Marina | |



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| Marina will share an email regarding exhibitors and sponsorship with everyone to send out. | Marina | |
| Lindsay, Elaine, and Carmen will send out to interpreter agencies in their area to consider applying for RFP for our conference. | Lindsay, Elaine, and Carmen | |
| Marina will schedule a meeting with the Family Involvement team, Jennifer, and herself after the winter break to discuss how else SOC may financially contribute. | Marina | |
| Need to remove Dan's phone number from the TAPED website. Marina will reach out to Kyle | Marina | |
| Elaine will meet with Prigge on SOC sponsorship level specifics. | Elaine | |
| Carmen will reach out to set up a Google form for childcare applications and materials to be used during the childcare in our conference. | Carmen | |