



# TAPED Board Meeting Minutes

## January 11, 2024



<b>Meeting:</b>	TAPED Board Meeting		<b>Key Roles:</b>	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
			<b>Meeting Leader:</b>	Marina McCormick
<b>Start Time:</b>	3:30 PM CST	<b>End Time:</b>	5:30 PM CST	
<b>Location:</b>	Zoom			
<b>Members Absent:</b>	Lindsay Angela			
<b>Meeting Purpose:</b>	January monthly meeting		<b>Notes/Recorder:</b>	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Registration Count	I	Kristin	Kristin updated our registration count. As a reminder, registration opened on July 1st.  71 Professionals  9 Parents  10 children  3 HS  3 college  Total: 96 or 116. Kristin will meet with Marina or Dan to discuss pulling this from the backside of the webpage.



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				Registration is growing. Historically we pick up in March.
	Sponsors	I	Elaine or Marina	<p>Reviewed the proposed new sponsorship levels and benefits for our larger sponsors and we will revisit these levels for conference 2026.</p> <p>Elaine updated the sponsorships as of right now our Lamar, Aide the Silent, TCU, DB yea!, Oticon,. and more to come.</p>
	Conference Budget	I	Dan and Marina	<p>The Board reviewed estimated income sources for the conference. The Board reviewed the scholarship and conference account balances.</p> <p style="text-align: center;">Current Bank Balances</p> <ul style="list-style-type: none"> <li>a. SWCED Checking \$6,040</li> <li>b. SWCED Money Market \$144,522</li> <li>c. TAPED Checking \$6,788</li> <li>d. TAPED Money Market \$7,187</li> </ul> <p>A question was asked regarding clarification of the different support from the different Education Service Centers.</p> <p>Is ESC 11 paying for a Keynote speaker along with their graphic organizer to design the program, Marina will confirm with ESC 11 and ask how to set up a contract.</p> <p>Region 4 RDSPD will donate \$20,000</p> <p>ESC 4 will donate \$10, 000 to help pay for families to attend the conference.</p> <p>ESC 13 will donate \$5,000</p> <p>ESC 20 will donate money to assist families in attending the conference as well</p> <p>The TxSSN Network is providing us with \$30,000</p>



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	SWCED 2024 At-A-Glance Update	I	Marina	<p>The planning committee did not meet its goal of having the at-a-glance ready and on the website for participants by January 2nd. Marina will review with the Board why this occurred and what steps are being taken to ensure the at-a-glance is ready by January 17th. Waiting to fill one slot for a presenter who recently canceled, and we are trying to fill this last slot.</p>																					
	Honorarium Review	I	Marina	<p>The Board reviewed the current list of invited speakers for honorariums that we have:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">Bergeron, Jon</td> <td style="width: 25%; text-align: right;">\$500</td> <td style="width: 40%;">Family Involvement</td> </tr> <tr> <td>Alexander</td> <td style="text-align: right;">\$8,500</td> <td>Keynote</td> </tr> <tr> <td>Ridloff</td> <td style="text-align: right;">\$11,200</td> <td>Keynote</td> </tr> <tr> <td>Watson, Jan</td> <td style="text-align: right;">\$4,000</td> <td>Administration</td> </tr> <tr> <td>Kessen, S</td> <td style="text-align: right;">\$3,000</td> <td>Instructional Technology &amp; Research-Based Practices</td> </tr> <tr> <td>Oforio-Sanzo, K</td> <td style="text-align: right;">\$1,100</td> <td>Language First - CI Sign</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$28,300</b></td> <td></td> </tr> </table> <p>Dan has set up the contracts for the first three individuals listed above. We need to hold off on Jan Watson until we know how to proceed.</p>	Bergeron, Jon	\$500	Family Involvement	Alexander	\$8,500	Keynote	Ridloff	\$11,200	Keynote	Watson, Jan	\$4,000	Administration	Kessen, S	\$3,000	Instructional Technology & Research-Based Practices	Oforio-Sanzo, K	\$1,100	Language First - CI Sign	<b>TOTAL</b>	<b>\$28,300</b>	
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	RFP Update	I	Marina	<p>Marina provided the Board with an update on the RFP review and which vendor(s) were selected.</p>																					



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				VCS was the sole provider selected.
	2026 Board Updates	I	Marina	<p>The Board discussed possible nominations for the 2026 ballot that will start in July 2024.</p> <p>The Board needs to fill the Director of Parents, Director of Educators, and Vice President positions.</p> <p>Anne Darr has stated has an interest in running for the Director of Educators</p> <p>All other people will run again for their positions.</p> <p>Dan and Elaine will continue as co-treasurers.</p> <p>Marina has asked for Shelly Bergeron to reach out to interested parents across the state for possible nominations for the Director of Parents position.</p>
	Hot Topics	F	Marina (Facilitator)	<p>What hot topics do we have to discuss?</p> <p>Planning for the February meeting in Austin, Marina received the quote for the day to cover AV needs</p> <p>What needs to be completed for the on-site visit?</p> <p>Need a final AV total</p> <p>Childcare rooms 2 TV were provided previously but not used</p> <p>The local arrangements team needs to submit a revised quote for the food so we can update their budget if necessary</p> <p>Marina was going to see if the hotel would do a tasting menu for local arrangements group.</p> <p>Kristin will work on getting samples of bag for the group to vote on.</p>

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

Action Items:	Person Responsible	Date Due
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Marina will follow up with ESC 11 on them paying for our keynote speaker, the amount, and whether they are setting up a separate contract with TAPED or a purchase order.	Marina	
Dan will reach out to ESC 20 to confirm what they are providing for SWCED, parent registration.	Dan	
Marina will schedule a meeting to discuss with Beth the to-do's for her position from now and the conference.	Marina and Beth	
A donation blurb needs to be written	Marina	
Marina was going to see if the hotel would do a tasting menu for local arrangements	Marina	
Seek bag samples for the participants to bring to the on-site visit	Kristin	