



TAPED Board Meeting Minutes

February 1, 2024



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:	Lindsay Elaine			
Meeting Purpose:	March monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Planning Committee Update	I	Marina	<p>Marla Martinez has officially resigned from the planning committee. The Board will discuss whether or not a new planning committee member is needed to assist the Communications Access team. We have candidates that were submitted previously. Do we try to fill it now or wait until after this conference with the timing.</p> <p>Action step: Marina will reach out to Rachella to see what she thinks is needed regarding needing someone to replace Marla.</p>
	Registration Count	I	Kristin	<p>Kristin provided an update on our registration count.</p> <p>Total: 250</p>



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				<p>16 Children</p> <p>9 College Students</p> <p>4 HS</p> <p>14 Parents</p> <p>207 Professionals</p> <p>We are ahead of the trend with us now approaching the typical heavy season of registration.</p> <p>Action: Kristin reach out to the parents who registered as 2 parents for second name tag</p> <p>Discussed what will need to be printed on each Participant Name tags.</p> <ul style="list-style-type: none"> ● Participant Name ● Program Name or LEA
	Childcare questions	I/D	Kristin/ Carmen	<p>Mari from the Childcare group had some questions:</p> <ul style="list-style-type: none"> ● Is it possible to ask parents to add a phone number and tell us what kind of phone it is (voice, text, VP). <ul style="list-style-type: none"> ○ Phone numbers are included on the parents ticket so we will need to pull the phone number and email from the parent's ticket. ● Once childcare is full, we are going to need a way to communicate to parents that we have a waiting list when they are registering so they don't think they have childcare when they don't. <ul style="list-style-type: none"> ○ We will look at this when they get closer to being full.



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				<p>Starting after Spring Break, This group wants a weekly report on childcare registration. Please include in the list anyone who registers as “family” even if they don’t list children.</p> <p>Confirm with Carmen whether she is going to be sending this information weekly to the childcare group(Mari)-</p> <ul style="list-style-type: none"> ● Carmen confirmed that she will send weekly updates to Mari regarding their childcare needs. ● Childcare can accept 15 in the 6 mo to 4 yrs group and ● 35 in the 5-13 years group for a grand total of 50. <p>Will be sending the childcare volunteer posting to be on the website will need to be reviewed within the next month. Maybe send to IT Programs for possible applications. If we are sending applications out why does this need to posted on the website. We will look into this in the future.</p>
	Bags and lanyards	I	Kristin or Elaine	<p>Update on quotes for bags and lanyards from Four Star Marketing, Inc</p> <p>Item #41091</p> <p>https://www.conventionbags.com/product/41091/Double-Zip-Convention-Tote-Bags.html?cid=</p> <p>On 800 pc, unit cost for 1 color on front is 4.89 + .50 ea 1 color on back = 5.39. Estimated total: 5.39 ea x 800 pc = 4312 + 100 setup (50 per color/location) = \$4,412</p> <p>On 1000 pc, unit cost for 1 color on front is 4.75 + .50 ea 1 color on back = 5.25. Estimated total: 5.25 ea x 1000 pc = 5250 + 100 setup (50 per</p>



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				<p>color/location) = \$5,350 *Prices include 1 color on 2 sides and setup. Shipping additional. Taxes additional where applicable</p> <p><u>Lanyards:</u></p> <p>Item #LD-100 https://www.conventionbags.com/product/LD-100/1-inch-Dye-Sublimation-Lanyards.html?cid=</p> <p>On 1000 pc, unit cost for full-color 1.49</p> <p>Estimated total: 1.49 ea x 1000 pc = 1490 + 40 setup = \$1,530. *Price includes an unlimited amount of colors and setup. Shipping additional</p> <p>Will make final decision at the May 2, 2024 board meeting.</p>
	Sponsors	I	Elaine or Marina	<p>A review of our new sponsors was shared.</p> <p>Received GLOBO as a new sponsor(Platinum)- yay! We are still seeking confirmation from AccessVine and National Deaf Center on whether they will be sponsors.</p> <p>The Board will discuss the definition of sponsors, including how to acknowledge in-kind donations. The Board will discuss whether vendors it contracts with for services at the conference could be considered as sponsors.</p> <p>It was discussed that vendor contracts are separate from in-kind services and or sponsorships, as we are paying them via the bid they submitted to provide the services to the conference. If the vendor contractor wants to be a sponsor on top of their contracted services then it is additional and separate from the bid to provide services.</p> <p>Action item: Marina will reach out to GLOBO to review the different roles.</p>



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	Exhibitors	I	Marina	<p>As of today, we have 24 spaces filled. We have had 5 recent additions including -</p> <ul style="list-style-type: none"> ● Montessori for All ● CID ● Toni McGregor ● GLOBO (Platinum Sponsor) ● NRSC at AIDB <p>Brenda had reached out to Baylor (declined), TWU, Sunshine Cottage, and 31. She plans on reaching out to Sorenson and Phonak and connecting with Local Arrangements for contact information on the Chamber of Commerce. How can the Board assist Brenda in securing more exhibitors?</p> <p>If everyone can continue to reach out to possible sponsors that would help.</p> <p>Brenda is wanting to find more vendors who have fun services for our participants. She is asking for suggestions.</p> <p>Brenda also is seeking clarification about electricity for exhibitors per our contract with AT&T Hotel and Conference Center. Marina is assisting her with getting answers.</p> <p>In speaking with Brenda, she likes the idea of sponsoring federal agencies so that these services can be available to meet with our participants. The Social Security Administration in Austin is interested in exhibiting at our conference, but has stated it cannot pay the \$200 non-profit fee. The Board will discuss how to address federal agencies as exhibitors.</p>



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				<p>Maybe consider in the future for a session for some federal programs/resources to be reviewed with parents/teachers. Maybe collect handouts/ pamphlets or resources for these exhibitors.</p>
	Finance	I	Dan	<p>The Board will consider amending budget + \$ 600 for Committee debriefing luncheon July 2024 or Possibly look into reserving a room in a restaurant in close proximity. Marina discussed she was not sure she liked transitioning to a new location. Kristin moved to increase the budget line by \$600 for the purpose of debriefing at the close of the conference. Dan Seconded the motion. It was approved to approved by everyone to increase the budget line by \$600 for the purpose of debriefing at the close of the conference.</p> <p>The Board will consider amending the budget + \$1,600 for Feb 16, 2024 planning meeting AV. Elizabeth motions to moves to increase \$1,600 to move the money to the line item to pay for the AV. Dan Seconded. and everyone voted and agreed to move \$1,600 to move the money to the line item for AV costs.</p> <p>The Board will discuss the possible need to amend the budget for Spring 2024 travel to 2026 venues. Currently have \$1,546 in that line.</p> <p>Action Item: Marina will find out who is willing to go from the Board by sending an email out so we can determine who will need to be covered to view the possible new 2026 locations.</p>
	Food and Beverage for SWCED 2024 (Local Arrangements)	I	Marina or Beth	<p>We will also discuss the food and beverage line item for our current conference.</p> <p>Local Arrangements has prepared a spreadsheet with whittled-down decisions regarding the breakfast, 2 breaks, child snacks, and interpreter snacks as well as hydration stations for SWCED 2024 over the two full days of the conference.</p>



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				<p>There are five tabs on the spreadsheet. The breakfast, 2 breaks, and the hydration stations have 3 different estimates for 3 different numbers of participants (1K, 7C, and 4C).</p> <p>The child snacks and interpreter snacks are priced per dozen and the numbers reflect the actual number of individuals in those groups.</p> <p>One question for the TAPED board is regarding the hydration stations. For the two full days of SWCED, do we want to provide full-day or half-day service? Or do we opt for waters (\$6/bottle) and freshly brewed coffee (\$105 for a gallon, if a gallon of regular and one of decaf then \$210 each day)? The options on the “hydration station” service are nice but pricey! Everyone agreed the hydration stations is too costly and will stick with the provided water stations throughout the conference center.</p> <p>Here is the link to the “Meal Options” spreadsheet which is in the shared sub-committee > facilities > local arrangements folder: https://docs.google.com/spreadsheets/d/1OB7P5yeF3IESE9NWvzZLHPtX42Gkffrm6DjFn8tC1cQ/edit?usp=sharing</p> <p>Here is the menu for reference: https://drive.google.com/file/d/16QEbr8xhFTvsrjf4eLwDrvT2RWEq5aLR/view?usp=sharing.</p> <p>Breakfast on last day: Everyone agreed with the choice of egg plated meal for around \$30,000.</p> <p>Breaks: snack packages themed each day for 500-600 people for \$36,000</p> <p>Beverages: 4 water coolers will be placed one on each floor, the childcare room and in the interpreter room is included with conference.</p> <p>Child Snacks: total would be \$438 for two days</p> <p>Interpreter Snacks: \$312.50 for the two days</p> <p>Elizabeth moves to increase the amount of budgeted money for food for the conference of \$25,000 in the food budget line of their budget. Dan Seconds</p>
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				<p>the motion and everyone voted and agrees to increase their budget by \$25,000 to pay for all of the agreed upon food for the conference.</p> <p>Action item: Marina will reach out to local arrangements and let me know what we have decided.</p>
	TAPED Scholarship and Awards Applications	I	Marina	<p>The TAPED scholarship application has been opened. Beth or Angela will provide an update on how many applications we have received thus far. The TAPED special recognition awards application needs to be opened. The Board will discuss a closing date for applications.</p> <p>Link to TAPED Scholarship application: https://www.smores.com/n/u0rhj</p> <p>Link to TAPED Board Member Completed Applications and Forms https://www.smores.com/n/fr2mt</p>
	TAPED Special Recognition	I	Marina	<p>Links are live. Will be posted on the website soon. The information has been shared statewide via the TXSSN Community of Practice.</p> <p>Beth will investigate the items to purchase for the recognition awards with price to bring back to the board.</p> <p>Beth has received input from 2 volunteers to review the by-laws and will come and report to us at the May Board meeting to review the revisions to be considered.</p>



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	2026 Conference Hotel Locations	I	Marina	<p>The Board will review the 2026 Hotel Proposal Report and vote on up to three locations for on-site visits in late March-early April. Dates for on-site visits will be identified.</p> <p>The chosen possible venues for SWCED 2026 are:</p> <ul style="list-style-type: none"> • Embassy Suites by Hilton Denton Convention Center • The Woodlands Waterway Marriott Hotel & Convention Center • Houston CityPlace Marriott at Springwoods Village • Marina will reach out to Tammie to get dates to go see these venues however it is looking like she will be investigating the possibility of April 4 & 5, 2024 for these tours .
	2026 Board Updates	I	Marina	<p>Kayla Hughes, Nacogdoches RDSPD, has expressed interest in serving on the board as its Director of Parents. Marina has been unable to connect with Kayla due to both of their schedules.</p> <p>Marina is meeting with Kristina Ford on Friday, March 7th, to discuss the Director of Parents position.</p> <p>Anne Darr has expressed interest in the Director of Educators or Vice President role.</p>
	Hot Topics	F	Marina (Facilitator)	What hot topics do we have to discuss?

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

Action Items:	Person Responsible	Date Due
Marina will reach out to Rachella to see what she thinks is needed regarding needing someone to replace Marla.	Marina	



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Kristin reach out to the parents who registered as 2 parents for second name tag	Kristin	
Carmen will send weekly updates to Mari regarding their childcare needs starting after spring break	Carmen	
Marina will reach out to GLOBO to review the different roles of being a contracted vendor and sponsor	Marina	
Everyone can continue to reach out to possible sponsors that would help.	All Board members	
Marina will find out who is willing to go from the Board to SWCED possible venues by sending an email out.	Marina	
Marina will reach out to local arrangements and let me know what we have decided regarding the money for their budget.	Marina	
Elizabeth will investigate the items to purchase for the recognition awards with the prices to bring back to the board.	Elizabeth	
Marina will reach out to Tammie to get dates to go see the possible venues for 2026	Marina	