



TAPED Board Meeting Minutes

April 4, 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:	Elaine Elizabeth			
Meeting Purpose:	April 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.</p> <p>In speaking with Rachella, she did not feel that someone needed to replace Marla.</p> <p>The Board will discuss if it wishes to replace Marla for the planning committee. Board is concerned with anyone being all alone on a committee. For example, if Rachella gets sick or something, no committee should be all alone in meeting all needs.</p>



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				Discussing addressing access for participants. Currently we have 3 participants who requested CART. Investigating their individual needs to meet their needs in their sessions. Could ask the specific participants what will meet their needs so we can address this.
	Registration Count	I	Kristin	Kristin provided an update on our registration count. We are currently at 367 registered participants and 18 children
				<p>We continue to be ahead of our trend for registration.</p> <p style="text-align: center;">Registration Trends as of April 3, 2024</p>



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	Sponsors	I	Marina	<p>A review of our new sponsors will be shared. Two New Gold Sponsors, Specialized Educational Consulting and Interpreting Training and Consulting Services.</p> <p>We are still waiting on National Deaf Center and Access Vine</p>
	Exhibitors and Silent Auction	I	Marina	<p>As of April 3rd, we have 30 exhibitors. Additional exhibitors anticipated to complete an application by the May 1st deadline are -</p> <ul style="list-style-type: none"> ● The Governor’s Committee on Persons with Disabilities ● DBMAT ● Relay Texas ● Access Vine <p>A copy of the diagram for the Grand Ballroom has been provided in the meeting folder for today. A few things to note:</p> <ul style="list-style-type: none"> ● Each square is 10'x10'. ● The red 6' lines are to mark each doorway's egress required on the property. ● The red 41' is to show how many feet are between booths, which would be how much space we have left. ● These booths can be rearranged, as long as there is 6' egress in front of every doorway and walking room for attendees. <p>The Specials sub-committee needs to decide how it would like for the silent auction to be arranged, given the diagram. 6’ tables can be provided for the auction.</p> <p>In addition, there will not be enough room in the Grand Ballroom to accommodate all exhibitors. In speaking with the conference services manager, it is possible to have some exhibitors in the pre-function area in front of the Grand Ballroom. Parent check-in for registration is currently scheduled to be using this space as well. The Board will discuss possibilities.</p>



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				Suggesting moving the five host tables out to the pre-function area, and place the silent auction in the middle area where we would remove the 5 exhibitor spots from to make space for the silent auction.
	TAPED Scholarship and Awards Applications	I	Angela for Beth	We were updated on submissions that have been submitted thus far was reviewed and then showed us how to complete our ratings. We have received One interpreter and two students thus far. We have until May 1, 2024, to complete the ratings for each application. Typically, we receive most of the applications right before the due date.
	TAPED Special Recognition	I	Angela for Beth	There have been 15 special recognition submissions. Typically we receive most of the applications right before the due date.
	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. 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 City place 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 . ● Marina will investigate whether we can go and into the morning or April 23, 2024, to view Denton, and then May 17, 2024 to visit the Houston locations.
	2026 Board Updates	I	Marina	Kristina Ford has said she would be interested in the Director of Parents position.



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				<p>Anne Darr has expressed interest in the Director of Educators or Vice President role.</p> <p>Current Board members will discuss possible next steps.</p> <p>Lindsay said she will be on the ballot for Vice President.</p> <p>Marina will touch base with Kelley Watt on how the elections have been handled in the past.</p>
	Hot Topics	F	Marina (Facilitator)	<p>What hot topics do we have to discuss?</p> <p>Carmen suggested that we investigate the app 32 Auctions website. More than 20 items will need to be a paid subscription. We could use the money that we earn from the auction to pay for the subscription of the website. If we use the 32 Auction we would have to move all bids to be on the website. Everyone agrees that we will move to use the 32 Auction webpage and we will investigate subscribing to the 100-item auction.</p> <p>The deadline for exhibitors and sponsors is May 1, 2024, and since our exhibitor's spots is at capacity we may need to close that on the webpage.</p> <p>We need someone to work on the special recognition awards baskets whether it is Lindsay or Carmen may need to take this on.</p> <p>Signage needs to be made for each exhibitor, large for ones with all Sponsors, ESC 11 is designing them and ESC 4 will print them.</p> <p>The childcare workers page is live. Mari has sent it to people who want to complete the application.</p>

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

Action Items:	Person Responsible	Date Due
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Ask Kyle about creating an international participation application for prospective participants.	Kristin	April 12, 2024
We need someone to work on the special recognition awards and basket awards - pen, coaster, mouse pad, or monitor multifunction computer accessory and speaker	Lindsay & Carmen	
Get Signage to ESC 11 to design after the deadline of May 1, 2024, for sponsors and Exhibitors-	Kristin	May 5, 2024
<ul style="list-style-type: none">Investigate options for visiting locations for the SWCED 2026 in the morning or April 23, 2024, to view Denton, and then May 17, 2024, to visit the Houston locations.	Marina	