



TAPED Board Meeting Minutes

June 6, 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 Former President: Kelley Watt
			Meeting Leader:	Marina McCormick
Start Time:	3:30 PM CST	End Time:	5:30 PM CST	
Location:	Zoom			
Members Absent:	Elizabeth Sterling Lindsay Chandler Angela Belding			
Meeting Purpose:	June monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	2024-2026 TAPED Board Nominations	I	Kelley	<p>Kelley provided an update to the Board on the nominations received thus far for the TAPED Board, 2024-2026.</p> <p>Bylaws are on the TAPED website.</p> <p>There are openings or vacancies in the following positions for the upcoming term Vice President, Director of Educators, and Director of Parents, however, everyone else needs to run again as this is an election year.</p> <p>Kelley reviewed the timelines and tasks:</p> <p><u>Tasks and Timelines</u></p>



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				<p>June 13 • Secure other members of the nomination committee: Holly Cates and Peyton Stephens</p> <p>June 14 • Send out nomination flyer to all TAPED members</p> <p>June 14 - 27 • Collect nominations</p> <p style="padding-left: 40px;">📅 13 days for folks to nominate</p> <p>June 27 at 11:59 PM • Close nomination window</p> <p>June 28 • Review all nominations and their eligibility</p> <p>July 1 • Finalize election ballot to include all eligible candidates</p> <p>July 2 • Notify confirmed candidates and encourage them to submit a campaign profile</p> <p>July 9 • Have candidates' campaign profiles posted on the TAPED website and social media</p> <p style="padding-left: 40px;">📅 2 weeks for candidates to campaign</p> <p>July 22 at 5:00 PM • Open election voting ballot (Google form)</p> <p>July 24 at 5:00 PM • Verify results</p> <p>July 25 • announce results at SWCED</p> <p><u>Nominations</u></p> <p>Announcement (e-flyer)</p> <ul style="list-style-type: none"> • qualifications • 2-year term • basic responsibilities: monthly virtual meetings, a role on the SWCED planning committee • election date • link to TAPED by-laws • link to nomination form • process to confirm a person's name will be on the ballot (nomination committee) • KJW's contact information
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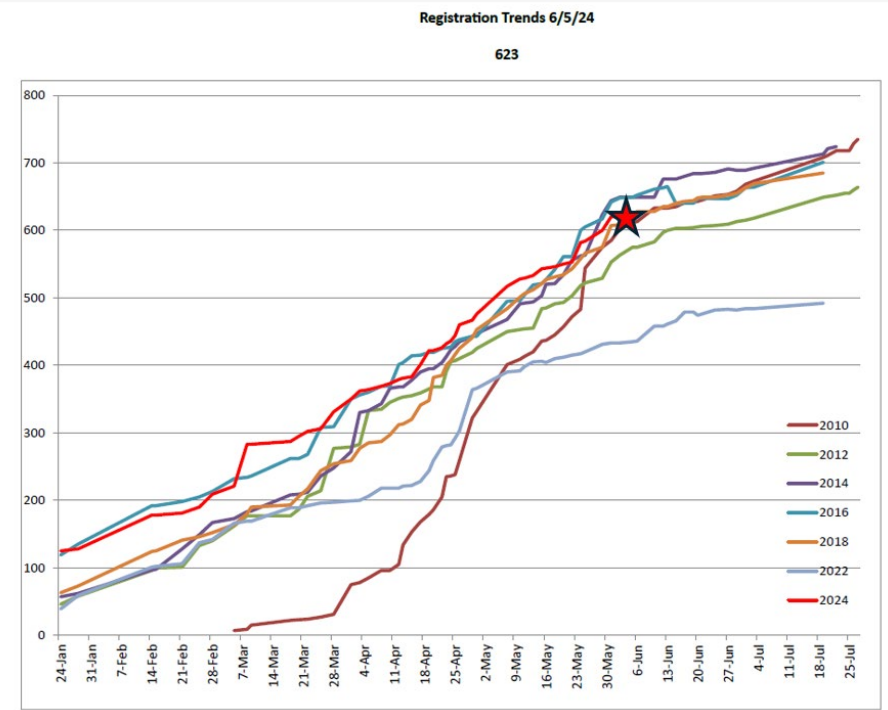
				<p>Kelley is working on securing other members to assist on the nomination committee., then a flyer will be sent out to all TAPED members.</p>
	Finances	I	Dan	<p>Dan will provide an update on our current expenditures and balances.</p> <p>Projected Expenses for our upcoming conference are \$372,023.0. The Board is capturing a more complete picture of all expenses for the conference including all in-kind services and donations on our budget so we have a better idea of what it takes to run the conference.</p>
	Conference Program	I	Marina	<p>The conference program design has been completed! You can have a sneak peek by reviewing the design in our meeting folder for today.</p>
	Registration Count	I	Kristin	<p>Kristin provided an update on our registration count. She will also update the Board on the Registration team's preparations for the conference (e.g. bags, lanyards, ribbons, etc.</p> <p>Currently, 623 registered participants and 28 children are registered. Dan shared our registration trends. We have slowed down compared to our previous pattern.</p>



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800 bags and lanyards have been ordered and paid for by TAPED. Shared the proofs with the committee. Bags (\$4,810.02) and lanyards (\$1,698.11).

Name tags covers and ribbons have been ordered - paid for by Region 4 ESC.

Finalizing the 3 triangular towers order- Region 4 ESC is paying for this. The quote is for \$6,048.95

Still must submit the 24x36 foam board posters and signage for each session for the conference

Monitoring registration at least weekly, although it has been daily for the past 5 days.



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	Overflow Hotel for 2024	I	Marina	<p>The conference room pickup looks to be in excellent shape. Please see below.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Block Name</th> <th colspan="4" style="text-align: center;">JUL</th> <th style="text-align: right;">Total</th> </tr> <tr> <th></th> <th style="text-align: center;">21</th> <th style="text-align: center;">22</th> <th style="text-align: center;">23</th> <th style="text-align: center;">24</th> <th></th> </tr> <tr> <th></th> <th style="text-align: center;">Sun</th> <th style="text-align: center;">Mon</th> <th style="text-align: center;">Tue</th> <th style="text-align: center;">Wed</th> <th></th> </tr> </thead> <tbody> <tr> <td>TAPED 2024 Annual Conference</td> <td colspan="4"></td> <td style="text-align: right;">Orig 803</td> </tr> <tr> <td>Block Code TAPEDC0724 Start Date 07/20/24</td> <td colspan="4"></td> <td style="text-align: right;">Current 870</td> </tr> <tr> <td>Src SAL Status DEF</td> <td colspan="4"></td> <td style="text-align: right;">Pickup 827</td> </tr> <tr> <td>Mkt ASNRRM Owner ALL Rate</td> <td colspan="4"></td> <td style="text-align: right;">Avail 43</td> </tr> <tr> <td>Origin WEB Cutoff Days / Date / 06/28/24</td> <td colspan="4"></td> <td></td> </tr> <tr> <td>TAPED 2024 Upgrades</td> <td colspan="4"></td> <td style="text-align: right;">Orig 0</td> </tr> <tr> <td>Block Code TAPEDU0724 Start Date 07/21/24</td> <td colspan="4"></td> <td style="text-align: right;">Current 87</td> </tr> <tr> <td>Src SAL Status DEF</td> <td colspan="4"></td> <td style="text-align: right;">Pickup 87</td> </tr> <tr> <td>Mkt ASNRRM Owner ALL Rate</td> <td colspan="4"></td> <td style="text-align: right;">Avail 0</td> </tr> <tr> <td>Origin WEB Cutoff Days / Date / 06/20/24</td> <td colspan="4"></td> <td></td> </tr> <tr> <td>Grand Total</td> <td colspan="4"></td> <td style="text-align: right;">Orig 803</td> </tr> <tr> <td></td> <td colspan="4"></td> <td style="text-align: right;">Current 957</td> </tr> <tr> <td></td> <td colspan="4"></td> <td style="text-align: right;">Pickup 914</td> </tr> <tr> <td></td> <td colspan="4"></td> <td style="text-align: right;">Avail 43</td> </tr> </tbody> </table> <p>As a reminder, per our contract with the AT&T Hotel and Conference Center, we have the following concessions:</p> <ul style="list-style-type: none"> - 1 per 45 revenue room nights - 85% attrition per night - 6th and 7th-floor rooms for the planning committee <p>Any rooms not reserved in our room block will be released on June 28th. It is necessary to secure an overflow hotel. The AC Otis has been recommended by our conference services manager; however, Marina has reached out to Tammie Dyer to secure an option.</p>	Block Name	JUL				Total		21	22	23	24			Sun	Mon	Tue	Wed		TAPED 2024 Annual Conference					Orig 803	Block Code TAPEDC0724 Start Date 07/20/24					Current 870	Src SAL Status DEF					Pickup 827	Mkt ASNRRM Owner ALL Rate					Avail 43	Origin WEB Cutoff Days / Date / 06/28/24						TAPED 2024 Upgrades					Orig 0	Block Code TAPEDU0724 Start Date 07/21/24					Current 87	Src SAL Status DEF					Pickup 87	Mkt ASNRRM Owner ALL Rate					Avail 0	Origin WEB Cutoff Days / Date / 06/20/24						Grand Total					Orig 803						Current 957						Pickup 914						Avail 43
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				Once an overflow location has been secured, this will need to be communicated quickly to potential participants.
	Speakers	I	Marina	<p>We will review the progress on breakout session speakers and keynote speakers' gifts. At the last meeting, it was discussed that breakout speakers would receive custom-made mason jars and that it was \$25 for 12 jars and candy to fill.</p> <p>Marina needs to ask Lou Ann to see if she could make a sticker template for the jars. Do we have the specs for the sticker for the jars? Carmen is looking forward to this to send to Marina. Carmen sent it via text to Marina.</p> <p>Carmen wants to know clarification regarding who is paying and providing for the keynote speaker vs the breakout sessions. The keynote speakers will receive the same appreciation gift as the breakout speakers, so Carmen and her committee will do these.</p>
	AV Needs	I	Marina	<p>In the Google Drive folder for this meeting, please find for review the third revised proposal for AV needs.</p> <p>Marina will now go and sign the AV proposal.</p>
	Exhibitors	I	Marina	Brenda has sent out exhibitor information on a routine basis to our 37 exhibitors. She is currently working on an exhibitor map for our reference.
	TAPED Special Recognition	I	Carmen	<p>Submissions can be found at https://docs.google.com/spreadsheets/d/1XJ1nmdx1ObwRZ0wzy0Z1aNvv5JIAQq4Fvsag0eG1Zwc/edit?usp=sharing</p> <p>The Board decided on the following recipients:</p>



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				<p>1 Teacher Assistant: Daniel Herlinda</p> <p>1 Interpreter: Amanda Artherholt</p> <p>2 Teacher of the Deaf: Erin Wollard and Jill Littleton</p> <p>2 Leader: Rakia Musa & Lora Ouren</p> <p>1 Lifetime Achievement: Kristin Pfeiffer</p> <p>Awards with inscriptions need to be ordered. We will order the following award for 7 recipients: https://www.edco.com/blue-star-acrylic-tower</p> <p>Beth previously said she would order these, Marina will reach out to Beth with the names to put on the awards.</p>
	2026 Conference Venue	I	Marina	Marina has notified Tammie Dyer of the Board's selection for the Houston Marriott CityPlace for 2026. Marina is waiting for the contract to be sent to her for review.
	2026 Board Updates	I	Marina	<p>We will review the nomination procedures outlined in the TAPED By-Laws: https://taped.org/by-laws/ . A Nominations Committee will be chaired by Kelley Watt former President.</p> <p>Kristina Ford has said she would be interested in the Director of Parents position.</p> <p>Anne Darr has expressed interest in the Director of Educators.</p> <p>Lindsay Chandler has agreed to run for the Vice President role.</p>
	Hot Topics	F	Marina (Facilitator)	

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



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Action Items:	Person Responsible	Date Due
Contact Cindi Miller about the program cover winner and how to give him the poster.	Kristin	
Reach out to Elaine to ask which items are from sponsors for the participant's bags, and make a list of items for assembly.	Kristin	
Create directions to be inserted in participants regarding the duck hunt.	Carmen	
Marina will send Beth an email about the names for her to order the special recognition awards. Beth needs to order the special recognition awards.	Marina & Beth	
Create directions for silent auction contributors to send out to the RDSPD administrators within the next two weeks	Carmen	