



TAPED Board Meeting Minutes

November 7, 2024



Meeting:	TAPED Board Meeting		Key Roles:	President: Marina McCormick, Ed.D. Vice President: Lindsay Chandler Secretary: Kristin Pfeiffer Educator Director: Anne Darr Parent Director: Kristina Ford Liaison Director: Angela Belding Co-Treasurer: Dan Diffie Co-Treasurer: Laura Cothran
			Meeting Leader:	Marina McCormick
Start Time:	3:30 PM CST	End Time:	5:30 PM CST	
Location:	Zoom			
Participants not in attendance:	Laura Cothran			
Meeting Purpose:	November monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
3:30 PM	Welcome			
3:45 PM	Guidebook Meets	I	Marina	Guidebook hosts “fireside chats” in which the company provides an open forum for current customers to share their experience in using the app, as well as to provide space to explore various topics of interest. Marina was invited by Nathan Meyer, Event and Community Manager, Guidebook, to share TAPED’s experience in using Guidebook for SWCED. The fireside chat took place on November 6th at 10:00 AM and was recorded. The title was “How Event Apps Are Shaping Inclusive Experiences Through Better Accessibility”. Once the recording becomes available, the link will be provided to the Board.
3:50 PM	Scholarship Fund Update	I	Dan	Status of scholarship donations Gary Curtis \$1,340 less \$39.45 CC Fees =\$1,300.55 net



TAPED Board Meeting Minutes

November 7, 2024



				<p>Emmaly Choice \$1,495 less \$35.37 CC Fees =\$1,459.63 net</p> <p>We revisited the discussion on offering scholarships. A scholarship in Emmaly’s name for 2025 had already been approved in a prior vote. Angela proposed an additional \$1,000 scholarship in Emmaly’s name for SWCED 2026, which Lindsay seconded. The motion passed unanimously, confirming a second scholarship in Emmaly’s name for 2026.</p> <p>It was suggested that as we develop procedures, we establish a clear donation threshold for naming a scholarship in someone’s honor, ensuring consistency in this process.</p>
3:55 PM	Draft budget for SWCED 2026	I/F	Marina / Dan	<p>Each committee reviewed expenditures from the 2024 conference and discussed projected costs for the 2026 event. It was agreed to reallocate signage costs from the registration to the communications subcommittee.</p> <p>To enhance accessibility, we plan to explore CART or remote captioning for all breakout sessions. Quotes will be gathered, and the local arrangements team will confirm the support they can provide to facilitate these services.</p> <p>The TAPED Board also reviewed the anticipated budget for the 2026 conference, making adjustments as necessary.</p>
4:30 PM	Review of October Meetings	I	All Board Members	<p>The TAPED Board member shared updates from their sub-committees.</p> <p>Communication Subcommittee: Anne is awaiting information on the need to update the by-laws. Anne will connect with Marina to draft a paragraph for the website, highlighting the 2026 conference.</p> <p>Local Arrangements: The team reviewed the hotel and conference center contract, budget, and survey responses related to local arrangements. The subcommittee expressed a desire to set a model of accessibility for the conference. While interpreting, captioning, and other supports are available,</p>



TAPED Board Meeting Minutes November 7, 2024



				<p>participants must request them in advance. The group discussed the RFP process for communication access, noting the difference in approach for non-profit versus public LEAs. Typically, we post a request for bids, evaluate the submissions, and select a provider based on the proposals. Marina will meet with the subcommittee to review this process. The local arrangements team is also monitoring the hotel room block, conference rooms, AV, and catering. Shelly is arranging a meeting with Marina to discuss the timeline and responsibilities for these tasks.</p> <p>Specials/Childcare: There is concern that the two childcare coordinators may not be available for SWCED 2026. Lindsay will follow up for clarification. The subcommittee is also considering an increase in vendor fees, which will be discussed in December, and is coordinating family involvement, the auction, and childcare activities.</p> <p>Dan inquired about the past process for completing the DHHS application for contributions. He mentioned that the Communication Access subcommittee typically handles this and offered to send Shelly the previous application as a reference for this year.</p>
5:30	Meeting Dismissed			

- * P = Presentation
- * I = Information Sharing
- * F = Feed back from all

Action Items:	Person Responsible	Date Due
Shelly and Marina meet to discuss the local arrangements and timeframe tasks	Marina McCormick	
Anne will schedule a meeting with Marina to discuss drafting a paragraph to update the website with information for SWCED 2026	Anne Darr	1/31/2025
Marina will meet with the local arrangements/communication access subcommittee to review the bid proposal process.	Marina	
Lindsay is going to reach out to Jennifer Prigge and ask for clarification regarding the two childcare coordinators that SOC has previously worked with us to provide.	Lindsay	



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November 7, 2024



Dan will share the previous DHHS application with Shelly for reference for her to fill out for our upcoming conference	Dan	