

## TAPED Board Meeting Minutes March 6, 2025

<b>Meeting:</b>	TAPED Board Meeting				
				<b>Meeting Leader:</b>	Marina McCormick
<b>Start Time:</b>	3:30	<b>End Time:</b>	5:30		
<b>Location:</b>	zoom				
<b>Participants:</b>	Marina McCormick, Laura Cothran, Dan Diffee, Kristina Ford, Angela Belding, Marina McCormick, Lindsay Chandler, Anne Darr, Shelley Bybee, Kristin Pfeiffer			<b>Participants NOT in attendance</b>	Anne Darr Kristina Ford
<b>Meeting Purpose:</b>	March Board Meeting			<b>Secretary:</b>	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Contract Updates		Marina	<p>We need to focus on Saturday of our conference. Below are key contract updates:</p> <ul style="list-style-type: none"> <li>● <b>Breakout Sessions:</b> Need 10 platforms.</li> <li>● <b>Presidential Suite:</b> Add the adjoining King hotel room.</li> <li>● <b>M-Club:</b> Add three people.</li> <li>● <b>Nursing/Medical Rooms:</b> Reserve two rooms, likely near the Springwoods Village offices.</li> <li>● <b>Room Charges:</b> Split for double occupancy.</li> <li>● <b>Child Care:</b> Reserve the Canopy Pavilion for ages 5-13.</li> <li>● <b>Glass Removal:</b> Ensure all glasses are removed.</li> <li>● <b>Late Checkout:</b> Request for all committee members, childcare supervisors, and volunteers.</li> <li>● <b>Room Assignments:</b> <ul style="list-style-type: none"> <li>○ Pine Boardroom → Storage (was Tape Pecan).</li> <li>○ Maple → Interpreter lounge.</li> </ul> </li> <li>● <b>Presidential Suite Adjustments:</b> Remove certain items and add a microwave.</li> <li>● <b>Committee Vote Outcome:</b> We will <b>stay after Saturday</b> and add a <b>Wednesday dinner</b> instead.</li> </ul>

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				<ul style="list-style-type: none"><li>● <b>Dinner Update:</b> Dinner for 30 people on <b>Wednesday, June 24th, from 6:00–7:30 PM.</b></li><li>● <b>Saturday Plans</b></li><li>● <b>Room Assignments:</b> Keeping <b>Springwoods Village 4 and 5.</b></li><li>● <b>General Assembly:</b> Set up in the afternoon.</li><li>● <b>Exhibitor Space:</b><ul style="list-style-type: none"><li>○ Need to free up <b>Rooms 1 and 2.</b></li><li>○ Discuss setup changes with exhibitors.</li><li>○ <b>Exhibitors will leave Friday evening</b> to maximize space.</li></ul></li><li>● <b>Room Setup:</b><ul style="list-style-type: none"><li>○ <b>No theater-style seating</b>—this was a major discussion point.</li><li>○ All rooms will be set up with <b>oval seating</b> to maximize capacity for presentations and lunch.</li></ul></li><li>● <b>Breakout Rooms:</b><ul style="list-style-type: none"><li>○ We will still have <b>12 breakout rooms</b> if exhibitors are not present on Saturday.</li></ul></li><li>● <b>Childcare &amp; Lunch Setup:</b><ul style="list-style-type: none"><li>○ We need to <b>move childcare off-site</b> to fully utilize the <b>Canopy Pavilion</b> for lunch.</li></ul></li><li>● <b>Older Children’s Childcare (Ages 10-13):</b><ul style="list-style-type: none"><li>○ <b>10:00 AM – 1:00 PM</b> at a nearby <b>specialty movie theater</b> with comfortable seating and lunch included.</li></ul></li></ul> <p>The first item for a vote was <b>limiting on-site participants to 600</b> and <b>establishing a registration fee for online content only.</b></p> <ul style="list-style-type: none"><li>● <b>Motion:</b> Angela motioned to cap on-site participants at <b>600.</b></li><li>● <b>Second:</b> Lindsay seconded the motion.</li><li>● <b>Vote:</b> The motion passed unanimously. The maximum number of on-site participants for the conference will be <b>600.</b></li></ul> <p>The next discussion was regarding <b>online access to conference content</b> from <b>June 25, 2026, to September 30, 2026.</b></p> <ul style="list-style-type: none"><li>● <b>Motion:</b> Lindsay motioned to approve the online access period.</li></ul>
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				<ul style="list-style-type: none"> <li>● Second: Angela seconded the motion.</li> <li>● <b>Vote:</b> The motion passed unanimously.</li> <li>● <b>Key Decisions:</b> <ul style="list-style-type: none"> <li>○ No live (synchronous) online sessions will be offered.</li> <li>○ No sessions will be recorded for later (asynchronous) viewing.</li> <li>○ A disclaimer will be developed to clearly outline these terms.</li> </ul> </li> <li>● At our April Board meeting, we will finalize the cost for the online participants</li> </ul>
	Subcommittee Updates			<p><b>Local Arrangements</b></p> <p>No new updates beyond what was previously mentioned.</p> <p><b>Registration</b></p> <p>Currently working on website updates related to registration.</p> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● TAPED scholarships are now available—please share with your networks.</li> <li>● Continue social media blasts to promote the event.</li> <li>● Updating the website with the new theme.</li> <li>● Looking for songs related to Houston.</li> <li>● Designing flyers for the Community of Practice.</li> <li>● Reviewing and touring the new website updates as they are being finalized.</li> </ul> <p><b>Specials</b></p> <ul style="list-style-type: none"> <li>● <b>Childcare &amp; Silent Auction:</b> Need clarification on 21 Auction regarding when items will be loaded and when bidding can begin.</li> <li>● <b>Family Involvement:</b> <ul style="list-style-type: none"> <li>○ Developing the job description for the supervisor position.</li> <li>○ Finalizing the application process; once complete, it will be posted.</li> </ul> </li> </ul>

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				<ul style="list-style-type: none"> <li>● <b>Bylaws Committee:</b> Lindsay is beginning work on forming a committee to review and update the bylaws.</li> <li>● <b>Exhibitors:</b> We need to discuss whether to include pipe and drape for exhibitor booths, as this will affect available space.</li> </ul> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>● Actively working on securing session proposals.</li> <li>● Still in early negotiations for keynote speakers—nothing finalized yet.</li> <li>● Continuing to explore different keynote speaker options.</li> </ul>
	Finance and Budget Updates		Dan	<p>Reviewed all budgets and projected expenses, and we are currently on track with our spending. We also reviewed the expected in-kind donations, contributions, and other funding sources. As of now, the conference budget stands at a little more than \$115,000, and we are optimistic about staying within budget by the end.</p> <p>Dan has proposed setting up a dedicated Treasurer email account to be listed on the website, along with the Treasurer's mailing address, which will use the Board's established PO Box.</p> <p><b>TAPED Treasurer Mailing Address:</b> P.O. Box 121133 Fort Worth, TX 76121</p>

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

<b>Action Items:</b>	<b>Person Responsible</b>	<b>Date Due</b>
Set up a TXSWCED_treasurer or dot treasurer at gmail.com	Laura	
Lindsay and Marina meet to discuss setting up the bylaws committee	Lindsay and Marina	
Finish contract amendments with the facility	Shelley and Marina	
Make sure the TAPED Mailing Address is updated on the webpage	Marina	

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Provide registration updates for the website to Kyle	Kristin will give to Marina	
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