

TAPED Board Meeting Minutes April 3, 2025

Meeting:	TAPED Board Meeting				
				Meeting Leader:	Marina McCormick
Start Time:	3:30	End Time:	5:30		
Location:	zoom				
Participants:	Marina McCormick, Anne Darr, Dan Diffie, Kristina Ford, Marina McCormick, Lindsay Chandler, Anne Darr, Laura Cothran, Kristin Pfeiffer			Participants NOT in attendance	Kristina Ford Angela Belding
Meeting Purpose:	April Board Meeting			Secretary:	Kristin Pfeiffer

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

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			<ul style="list-style-type: none">● Dinner Update: Dinner for 30 people on Wednesday, June 24th, from 6:00–7:30 PM.● Saturday Plans● Room Assignments: Keeping Springwoods Village 4 and 5.● General Assembly: Set up in the afternoon.● Exhibitor Space:<ul style="list-style-type: none">○ Need to free up Rooms 1 and 2.○ Discuss setup changes with exhibitors.○ Exhibitors will leave Friday evening to maximize space.● Room Setup:<ul style="list-style-type: none">○ No theater-style seating—this was a major discussion point.○ All rooms will be set up with oval seating to maximize capacity for presentations and lunch.● Breakout Rooms:<ul style="list-style-type: none">○ We will still have 12 breakout rooms if exhibitors are not present on Saturday.● Childcare & Lunch Setup:<ul style="list-style-type: none">○ We need to move childcare off-site to fully utilize the Canopy Pavilion for lunch.● Older Children’s Childcare (Ages 10-13):<ul style="list-style-type: none">○ 10:00 AM – 1:00 PM at a nearby specialty movie theater with comfortable seating and lunch included. <p>The first item for a vote was limiting on-site participants to 600 and establishing a registration fee for online content only.</p> <ul style="list-style-type: none">● Motion: Angela motioned to cap on-site participants at 600.● Second: Lindsay seconded the motion.● Vote: The motion passed unanimously. The maximum number of on-site participants for the conference will be 600. <p>The next discussion was regarding online access to conference content from June 25, 2026, to September 30, 2026.</p> <ul style="list-style-type: none">● Motion: Lindsay motioned to approve the online access period.
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				<ul style="list-style-type: none"> ● Second: Angela seconded the motion. ● Vote: The motion passed unanimously. ● Key Decisions: <ul style="list-style-type: none"> ○ No live (synchronous) online sessions will be offered. ○ No sessions will be recorded for later (asynchronous) viewing. ○ A disclaimer will be developed to clearly outline these terms. ● At our April Board meeting, we will finalize the cost for the online participants
	Subcommittee Updates			<p>Each Committee reviewed what is going on:</p> <p>Finance: We need to adjust money amounts for our planning meetings. We need to address travel for adding the additional planning meeting during the fall of 2025 and increase the amount to \$7,300. Need interpreting for these planning meetings to increase to \$10,000. We need to increase the catering budget for the conference since the amendment was increased to a minimum of \$60,000</p> <p>Our projected budget for our conference is \$ 209,000</p> <p>Speakers</p> <p>Marina attended the speaker's meeting this past week. Discussed the registration amount for the online registration. They recommended we charge \$120 for online participants.</p> <p>Can only receive CEU/BEI if the individual is a registered participation</p> <p style="color: red;">Action item to meet with speakers committee what online participants registration will need to look like</p>

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				<p>The speakers subcommittee is working on the call for papers for all proposals and mapping out all of the logistics. The Board wants to ensure that online sessions are applicable to many diverse stakeholders</p> <ul style="list-style-type: none">● Actively working on securing session proposals.● Still in early negotiations for keynote speakers; nothing has been finalized yet.● Continuing to explore different keynote speaker options. <p>Communications</p> <ul style="list-style-type: none">● TAPED scholarships are now available: applications must be received by April 15, 2025, for the 2025 scholarships● Continue social media blasts to promote the event.● Investigating TSD offers to conduct all of our printing <p>Registration reminded everyone</p> <p>Professional fee increase</p> <ul style="list-style-type: none">● \$300 early bird● \$350 late registration <p>Parent fee:</p> <ul style="list-style-type: none">● \$100 for one parent early● \$50 for the second parent <p>Parent late registration: May 1, 2026</p> <ul style="list-style-type: none">● one parent \$125● second parent \$75
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				<p>still need to finalize the online participant's fee and what the online participant's registration requirements need to be.</p> <p>We are currently working on website updates related to registration.</p> <p>Specials</p> <p>Marina and Lindsay will sit down with the committee to discuss clear, explicit processes for each of their activities, whether silent auction, ticket, ducks, etc.</p> <ul style="list-style-type: none"> ● Childcare & Silent Auction: Need clarification on 21 Auction regarding when items will be loaded and when bidding can begin. ● Family Involvement: <ul style="list-style-type: none"> ○ Developing the job description for the supervisor position. ○ Finalizing the application process; once complete, it will be posted. ● Bylaws Committee: Lindsay is beginning work on forming a committee to review and update the bylaws. ● Exhibitors: We need to discuss whether to include pipe and drape for exhibitor booths, as this will affect available space. <p>Local Arrangements</p> <p>No new updates beyond what was previously mentioned.</p>
	Amendment Updates		Marina	<p>Marina will ask about a ramp for the stage</p> <p>Laura created a TAPED Treasurer email and Laura will send it to Dan.</p> <p>TAPED Treasurer Mailing Address: P.O. Box 121133 Fort Worth, TX 76121</p>

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

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Action Items:	Person Responsible	Date Due
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	
Provide registration updates for the website to Kyle	Kristin will give to Marina	