

TAPED Board Meeting Minutes
May 1, 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, Shelly Bybee			Participants NOT in attendance	
Meeting Purpose:	May Board Meeting			Secretary:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Subcommittee Updates		Marina	<p>Each Committee reviewed what is going on:</p> <p><u>Facilities:</u> Shelly Bybee joined the meeting to share SWCED 2026 facility updates</p> <ul style="list-style-type: none"> ○ Childcare is no longer allowed in an upstairs room. ○ Per the hotel, exhibitors will need to leave at 3:00 p.m. on Friday of the conference. <ul style="list-style-type: none"> ■ Marina and Shelly are negotiating with the hotel to allow exhibitors to stay until 6:00 p.m. so they'll be available during the reception. ■ Conversations are ongoing. ■ An amendment still hasn't been finalized. <p><u>Communication Access</u></p> <ul style="list-style-type: none"> ● The Communication Access Team (Trevor and Twyla) has created a list of local agencies. ● An RFP will be posted on the conference website for agencies to apply if interested.

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				<ul style="list-style-type: none">● Suggested timeline for the RFP process:● Applications open in October 2025.● Applications close on November 30, 2025.● Applications are reviewed by an SWCED RFP committee.● The selected company is contacted, and a representative joins the SWCED Committee at future planning meetings. <p><u>Scholarship Applicants</u></p> <ul style="list-style-type: none">○ All scholarship applicants need to be reviewed and ranked by the TAPED Board by May 9, 2025.○ TAPED Scholarships Smore <p>Keynote Speakers/Conference Sessions</p> <ul style="list-style-type: none">● The committee is in conversations with trying to obtain our two keynote speakers. <p>Speakers for Online portion of the conference :</p> <ul style="list-style-type: none">● Conversations are ongoing regarding how to modify the Presentation Proposal (Call for Papers) process.● The committee is investigating a coaching component after the conference.● What are the expectations for online presenters?● When must videos be submitted by?● Quality control● Accessibility in videos
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				<ul style="list-style-type: none">● The goal is to have the Presentation Proposal form on the website by June 1, 2025.● The SWCED Sessions Committee wants to focus on the best possible presentations for both in-person and virtual sessions; therefore, the committee is not looking for a specific number of sessions for each strand. The Sessions Committee is committed to high-quality opportunities for participants.<ul style="list-style-type: none">○ No more Strand Leads○ Who will be selecting the presentations?○ The Sessions Committee <p><u>Specials Committee</u></p> <ul style="list-style-type: none">○ Silent Auction:<ul style="list-style-type: none">■ Still plan to use 32 Auctions● Pictures of all Auction Items must be submitted by June 1, 2026.● Items after June 1, 2026 – Possible raffle items?● Activities to encourage interaction with exhibitors:● Prizes for collecting something (signatures, information, stamps, stickers) from exhibitors <p><u>Financial</u></p> <ul style="list-style-type: none">● Dan shared a spreadsheet with information on the income and expenses for the auction.<ul style="list-style-type: none">○ Any money spent on the auction comes out of the auction proceeds.● Dan shared a second spreadsheet with financial information from the conferences since 2018.● Sponsors need to be secured, including ESCs
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				<ul style="list-style-type: none">● Anne will ask ESC Region 11 about sponsoring one keynote speaker.● A family contacted Angela about donations to TAPED in memory of a young child.<ul style="list-style-type: none">○ This conversation will continue at the June TAPED Board meeting.○ Scholarship donations can be made through the TAPED website.● Contact email: tapedtreasurer@gmail.com <p><u>Communications</u></p> <ul style="list-style-type: none">○ Include descriptions of pictures in the actual text of the post (see directions below)○ In process:<ul style="list-style-type: none">■ Save-the-Date Smore■ Bylaws Committee Smore○ Schedule a meeting with Guideposts re: a possible game for participants to interact with exhibitors○ Anne will ask Nastassia to contact Kyle<ul style="list-style-type: none">■ Accessibility on the websites■ Notifications to Dan when someone donates to a specific scholarship fund (TAPED website)■ Adding an “In memoriam” option on the TAPED website○ If communication needs to be sent out, please give the Communications Committee two weeks' notice <p><u>Registration</u></p> <ul style="list-style-type: none">● The Registration Committee met with the Speakers Committee to determine what information needs to be included on the registration form for virtual participation.● Decision: Adding an online registration only as a separate ticket.
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				<ul style="list-style-type: none"> ● Kristin reviewed all components of the potential registration form. ● Kristin will ask Kyle the following: <ul style="list-style-type: none"> ○ Can in-person registration be closed when the conference begins, and online registration remain open through September 30, 2026? ○ Is there a way to indicate on the registration form what “other” allergens are? (Instead of just indicating “other.”) ○ The date for a full refund needs to be included on the registration page. ● Need a video that highlights dietary restrictions to get ahead of the story, so people won’t be upset ● All meals will be buffet. ● What is the process for people on a waiting list for in person registration since we are going to have to limit it?
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* P = Presentation
 * I = Information Sharing
 * F = Feed back from all

Action Items:	Person Responsible	Date Due
Set up a TXSWCED_treasurer or dot treasurer at gmail.com	Laura	
TAPED Treasurer Mailing Address: P.O. Box 121133 Fort Worth, TX 76121		
Submit registration elements to Marina who will then submit to Kyle	Kristin	

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	Kristin will give to Marina	
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