

TAPED Board Meeting Minutes June 4, 2025

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

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Memorial Donations	I	Dan	<p>From the November 7, 2024, Board meeting</p> <p><i>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.</i></p> <p>The Board will revisit this topic at our June Board meeting.</p> <p>\$200 has been donated in memory of Lara James Lowe. Does the Board want to do any kind of recognition?</p> <p>The TAPED website does not give an option to name who the memorial is intended for. Dan stated that <i>this has been corrected on the website.</i></p> <p><i>Currently, our treasurer sends out a letter to the family to inform them of the amount that has been donated in their family member's name.</i></p> <p><i>If they reach \$1,000 in someone's name, then we could name it as a scholarship for the specific individual.</i></p>

TAPED Board Meeting Minutes
June 4, 2025

				<p><i>Student scholarship in remembrance of (whomever the money was donated in)</i></p> <p><i>Currently, the student scholarships are from the TAPED general fund.</i></p> <p><i>We had donated \$1,400 to the teacher from Tyler.</i></p> <p><i>Marina will email the family of the teacher of the timeframe of the named scholarship in their daughter's name, so they are aware of how we are using their donations in her name.</i></p> <p><i>Need clarification on the website that funds received in remembrance of their family member and states This scholarship will continue to be... offered annually is, um, until funds are exhausted and if the amount is Less than \$1,000 there will be a statement included in the posting of the scholarship, mentioning they gave in their name or part of these scholarships were made possible due to donations made in the memory of so-and-so. We will come back and discuss this later to decide how we would like for this to look on the website.</i></p> <p><i>Anne will work on a possible wording for posting and sharing this on our website for consideration at our next board meeting.</i></p>
	Review of Pipe and Drape Proposal	I	Marina and Lindsay	<p>Brenda Wellen obtained a bid from Alliance for pipe and drape for exhibitors. The Board should review the following proposal: https://drive.google.com/file/d/1bRzNAj5XamVDQYSVR5LIRaKUH4oaOQp5/view?usp=drive_link</p> <p>As a reminder, pipe and drapes for exhibitors are not allowed in the venue's pre-function space.</p> <p>Brenda will communicate with all vendors on set up and since we are not able to have the exhibitors in the pre-function area to use pipe and drapes Anne made a motion was made to not do any pipe and drape for any vendors at all</p> <p>Dan seconds the motion for no pipe or drape for any vendor</p>

TAPED Board Meeting Minutes
June 4, 2025

				<p>Everyone agreed that there will be no pipe and drape for any vendor at the conference.</p> <p>Marina will email the exhibit group team, and Lindsay will be cc'd to let them know the decision of no pipe and drape at all.</p>
	Planning Committee Travel Expenses	I	Dan	<p>Dan reported that Meagan Dickey's LEA will not pay for November travel. She has asked TAPED to help. It is about 55 miles from Baytown to the hotel. Do we pay for everything, including mileage, meals, and hotel?</p> <p>Secondly, it was asked whether we are reimbursing those whose district will not cover the full hotel cost? They are paying only the GSA per diem rate \$41 + tax difference.</p> <p>It was discussed that for districts that will only reimburse up to the state rate, we will cover the difference.</p> <p>We need to consider policy procedures in a document to determine these types of considerations. Will cover the full per diem for Meagan Dickey for her travel</p> <p>Dan will let Meagan know that we will reimburse her travel for the November on-site visit.</p> <p>Action item for Marina to create bylaws. Dan said he has started collecting different action items that we have discussed that can be updated or mentioned in the updated bylaws.</p>
	Comped Room Assignments	I	Marina and Dan	<p>Since childcare will not be in a sleeping room, how are the following to be assigned?</p> <p>Presidential Suite at the group rate- Everyone agreed that Marina as TAPED president, will get this room</p> <p>Executive Suite @group rate</p> <p>Executive Suite no charge</p>

TAPED Board Meeting Minutes
June 4, 2025

				<p>How do we assign these suites since childcare cannot use these? Suggestions such as maybe doing a drawing for SWCED committee members who have donated and worked hard for this cause, and giving them this little perk?</p> <p>We're covering hotel rooms for both of our keynotes. So, one would need a room on the 25th, and we would need two rooms on the 26th. We will come back and make this decision later.</p> <p>We will come back and finalize the other two suites later who will go to a SWCED committee member</p>
	Sub-Committee Updates	I	All	<p>Finances</p> <ul style="list-style-type: none"> ● Sponsors: Joey, being new, needs support. Could Dan or Laura schedule monthly check-ins with Joey to ensure we are recruiting sponsors? ● The sponsor application is live: https://swced.org/sponsors/ ● Laura said she will schedule monthly check-ins with Joey to discuss obtaining sponsors. <p>Sessions:</p> <ul style="list-style-type: none"> ● The presentation proposal application is now open! Please encourage any and all interested people to apply. Link: https://swced.org/presentation-proposal/ ● Contract updates for Heather and Adam ● https://secure.smcore.com/n/zk4q6h Scholarship Winners ● Angela wants to work through these final figures for Heather and Adam with Dan and Marina, and she will reach out to meet with them <ul style="list-style-type: none"> ● Marina proposed creating a video by Dr Wainscott or the session's committee on how participants can access the online PD sessions, and or what is new about submitting proposals for the online and in-person proposals and presentations <p>Facilities</p>

TAPED Board Meeting Minutes

June 4, 2025

				<ul style="list-style-type: none">● Amendment update: Marina just shared this with the board so we all need to review it and send Marina any comments or questions by Monday, June 9, 2025● The November onsite visit contract is currently being drafted● Draft Reception and Lunch Options: https://docs.google.com/spreadsheets/d/145ed0UddZjGMSlaGxztrR5knjND/SrYgElsYREi3sNKA/edit?gid=0#gid=0● At the next planning meeting, Shelly will discuss allowable outside food for childcare and the potential need for additional food items for childcare from conference food items.● Is TAPED providing interpreter snack items in the lounge, or are we adding that as an RFP item? We need to communicate with the vendors what they are responsible for taking care of and what, if anything, we will provide for the interpreters working.● Shelly shared the food options and price estimates for us to see. These will be finalized closer to the conference based on numbers and the amount of money we have available and sponsors, however it appears as we will need to consider increasing the budget for food allotments for the conference. <p>Marina asked Shelly if she could please work on seeing if we can get an AV proposal from the hotel within the next two months to have a better idea of the AV costs and needs.</p> <p>Specials</p> <ul style="list-style-type: none">● Silent Auction and Awards- they are making a list of locations in Houston.● Childcare● Texas Hands and Voices Event: Family event in the evening, from 5:00-7:00 PM. They need help with options of ideas to explore with the children. Kristin will reach out to Lora Ouren to see if there are any other options.●
--	--	--	--	--

TAPED Board Meeting Minutes

June 4, 2025

				<ul style="list-style-type: none">● Exhibitors' application is live: https://swced.org/exhibitor-information/ <p>Registration</p> <ul style="list-style-type: none">● Kyle has made all updates to the registration application.● Marina wants a promotion for how to request accommodations that will be needed. Marina will work on sample accommodation video topics to inform participants of accommodations beyond food and communication needs. For us to consider having videos and screencasts that show people how to request their accommodation.● Bags will be chosen by next winter so we can finalize the amount needed in our budget. <p>Communications</p> <ul style="list-style-type: none">● TSD Family Weekend Retreat was a huge success! We met with approximately 25 families.● The brochures were well received. What other events are there that we can share this resource with?● Kyle is currently working on doing a full review of digital accessibility for our websites.● Anne needs a complete list of all TAPED members so she can send out the S'MORE. Lindsay will share the updated list with Anne.● Marina will share the print order with Anne for the brochure● Anne wanted to remind everyone that there will be no lottery to help pay for the conference participants that interpreters applied for during our 2024 conference. <p>We will not be meeting in July or August. We will pick back in September</p> <p>Marina asked the group to please consider stepping into the President role for TAPED- so this person is able to shadow her some next year.</p>
--	--	--	--	---

TAPED Board Meeting Minutes June 4, 2025

				Meeting adjourned
--	--	--	--	-------------------

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

Action Items:	Person Responsible	Date Due
<i>Email the family of the teacher from Tyler of the timeframe of the named scholarship in their daughter's name, so they are aware of when this scholarship will come to an end.</i>	Marina	
<i>Anne will work on a possible wording for posting and sharing donations in honor or recognition on our website for consideration at our next board meeting.</i>	Anne	
Dan will let Meagan know that we are able to reimburse her travel for the November onsite visit.	Dan	
Email the exhibit team (Lindsay will be cc'd) to inform them of the decision regarding pipe and drape for the conference	Marina	
Schedule monthly check-ins with Joey to review where she is with obtaining sponsors and next steps.	Laura	
Angela will work through these final numbers for Heather and Adam's contracts and then discuss with Dan and Marina to review these contracts and make sure everything has been covered.	Angela	
Review the updated contract Amendment and provide feedback to Marina by June 9, 2025	All Board Members	June 9, 2025
Work on seeking the AV proposal from the hotel within the next two months so we can make sure we have the proper amount budgeted.	Shelly	September 2025
Marina will work on the accommodation sample video topics to include a much broader range of possible accommodation for participants to consider requesting in addition to communication and food needs.	Marina	

TAPED Board Meeting Minutes
June 4, 2025

Lindsay will send Anne the updated list of TAPED members	Lindsay	
Marina will share the print order with Anne for the brochure	Marina	