

TAPED Board Meeting Minutes August 14, 2025

Meeting:	TAPED Board Meeting				
				Meeting Leader:	Marina McCormick
Start Time:	2:30	End Time:	4:30		
Location:	zoom				
Participants:	Marina McCormick, Laura Cothran, Dan Diffie, Angela Belding, Marina McCormick, Lindsay Chandler, Anne Darr, Kristin Pfeiffer			Participants NOT in attendance	Kristina Ford
Meeting Purpose:	August Board Meeting			Secretary:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Budget	I	Dan	<p>Reviewed budget. No big changes.</p> <p>AV quote received is \$153,000- we will now begin additional conversations on adjustments to this quote and needs.</p> <p>Catering quote is currently \$70,800</p> <p>Total expense for the conference is estimated at \$411,601</p> <p>Marina is working with O'Design on the AV quotes and needs to discuss them with our</p> <p>Jennifer Kuyendahl found the Texas Council on Developmental Disabilities, which has grants https://tcdd.texas.gov/grants/funding-available/translation-stipends/</p> <p>Marina would like Laura and Dan to work on this grant if possible.</p> <p>Sponsorship and Exhibitors: Marina met with Yvonne, and they will have their next meeting to discuss how we all need to contribute and work on this.</p>

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				<p>We need to seek more corporate sponsorship. Does anyone know anyone at HEB? We need to find big corporate sponsors</p>
	<p>Sub-Committee Updates</p>	<p>I</p>	<p>All</p>	<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 persons 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 or in-person proposals and presentations <p>Facilities</p> <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

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			<ul style="list-style-type: none">● 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 that 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.● 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.
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				<ul style="list-style-type: none"> ● Marina wants a promotion for how to request accommodation 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.
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- * P = Presentation
- * I = Information Sharing
- * F = Feedback from all

Action Items:	Person Responsible	Date Due
Investigate grants from Texas Council on Developmental Disabilities, for grants https://tcdd.texas.gov/grants/funding-available/translation-stipends/	Dan & Laura	

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<p><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></p>	<p>Marina</p>	
<p>Dan will let Meagan know that we are able to reimburse her travel for the November onsite visit.</p>	<p>Dan</p>	
<p>Email the exhibit team (Lindsay will be cc'd) to inform them of the decision regarding pipe and drape for the conference</p>	<p>Marina</p>	
<p>Schedule monthly check-ins with Joey to review where she is obtaining sponsors and next steps.</p>	<p>Laura</p>	
<p>Angela will work through these final figures for Heather and Adam's contracts and then discuss with Dan and Marina to review these contracts and make sure everything has been covered.</p>	<p>Angela</p>	
<p>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.</p>	<p>Shelly</p>	<p>September 2025</p>