



TAPED Board Meeting Minutes

September 4, 2025



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Meeting:	TAPED Board Meeting			Key Roles:	President: Marina McCormick, Ed.D. Vice President: Lindsay Chandler Secretary: Kristin Pfeiffer Educator Director: Anne Darr Parent Director: Vacant Liaison Director: Angela Belding Co-Treasurer: Dan Diffie Co-Treasurer: Laura Cothran
				Meeting Leader:	Marina McCormick
Start Time:	3:30 PM CST	End Time:	5:30 PM CST		
Location:	Zoom				
Participants not in attendance:					
Meeting Purpose:	September monthly meeting			Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
3:30 PM	Welcome	I	Marina	
3:45 PM	Transitioning Needs for Treasurer	I/F	Marina	Marina reviewed with the Board a draft Treasurer Transition Checklist. The Board will review and ensure the accuracy of key details and actions. Dan said he has some timelines in the Google Drive, and he is willing to meet with Marina and Laura.
4:00 PM	Exhibitor Tablecloths	I	Marina	The Exhibitors team would like the Board to consider purchasing 10 tablecloths for future conferences. These tablecloths could be used for exhibitors who do not have their own tablecloths to ensure a seamless look or by other teams on the planning committee, i.e., Registration. Tablecloth proposal: https://docs.google.com/presentation/d/1nMxZbJtFljcs57DMIBDcXAWn5FtDpqXaPn8-APxEIAw/edit



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				Need to make an inventory list of materials that TAPED has purchased to be used year to year for TAPED Board members from Board to Board, such as childcare materials, registration posters, name tags covers, and name tags, Reels for interpreters to wear while working Up to 35 complementary tables additional tables will cost us No motion made purchase tablecloths at this time
4:15 PM	By-laws Committee Update	I	Lindsay	Lindsay will provide an update to the Board regarding the status of the bylaws committee. Next steps will be identified. Has a committee and they are currently reviewing the bylaws and beginning to provide comments and suggestions. Will be scheduling a meeting with the group to go through it and then bring it back to the board.
4:30 PM	Director of Parents Vote	I	Marina	Three possible candidates were discussed to replace Kristina Ford as the Director of Parents. Marina will reach out to the potential appointee for Director of Parents as discussed in the meeting.
4:45 PM	New Planning Committee Member	I/F	Anne/Shelly/	Anne has requested that she have a replacement for Kristina for the Communications subcommittee. Shelly potentially needs assistance with AV and Communication Access. The Board will review potential new members from this list: https://docs.google.com/spreadsheets/d/1bMAB7otFs68VxPUzDOmiKYuRKnNbFC2myvAgcQ-q-K8/edit?gid=2029044407#gid=2029044407 Marina will reach out to the discussed persons to see if willing to join the SWCED planning committee for the Communications subcommittee and for AV support.
5:00 PM	O'Design Update	I/F	Shelly	Shelly will provide an update on our September 2nd meeting with O'Design Met with them and discussed the scope of work for our audience. Still some work to be done for break out rooms. Will continue to meeting with them to



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				complete the scope of work that is needed. Needing a stage and technical manager to assist with everything running smoothly. He will be sending out an RFP on meeting on our needs..
5:15 PM	RFP for Communication Access	I/F	Shelly	Shelly will provide an update regarding the RFP for Communication Access. Went live on 9/2/25 and have emailed the 6 providers of the RFP process and then the vendors information will be reviewed and score the services based on a rubric. HHSC application grant has been submitted and is in the process of being submitted.
	Potential Exhibitors/Sponsors	D	Marina/Anne	Here is the link for potential exhibitors and sponsors at https://docs.google.com/spreadsheets/d/1tksk99VwwKpR5Cjtza8YdI-eLrc8nmqR/edit?usp=sharing&ouid=115865612420397400784&rtpof=true&sd=true Communications created one letter to address possible exhibitors, vendors, and sponsors. Universal Letter: SPONSORS, EXHIBITORS, ADVERTISERS 2026 Marina will email the spreadsheet and letter to the SWCED planning committee members. WE need to clarify that all of the information is in the tab with our subcommittee members. Sorenson will be identified as a sponsor on the website since they are sponsoring one of the keynote speakers.
5:30	Meeting Dismissed			

* P = Presentation

* I = Information Sharing

* F = Feedback from all



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Action Items:	Person Responsible	Date Due
Marina will reach out to the discussed persons to see if willing to join the SWCED planning committee for the Communications subcommittee and for AV support.	Marina	
Marina will email the spreadsheet and letter to the SWCED planning committee members.	Marina	
Marina will reach out to the potential appointee for Director of Parents as discussed in the meeting.	Marina	
Need to make an inventory list of materials that TAPED has purchased to be used year to year for TAPED Board members to be aware of these purchased items and where stored. This inventory can be stored in the google drive such as childcare materials, registration posters, name tags covers, and name tags, Reels for interpreters to wear while working	All TAPED Board members	