

TAPED Board Meeting Minutes
December 04, 2025

Meeting:	TAPED Board Meeting				
Start Time:	03:30			Meeting Leader:	Marina McCormick
Location:	Zoom				
Participants:	Shelley Bybee, Kristin Pfeiffer, Dan Diffee, Anne Darr, Angela Belding, Marina McCormick, Lindsay Chandler, Laura Cothran			NOT in attendance	NA
Meeting Purpose:	December Board Meeting			Secretary:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Finance	I/F	Dan and Marina	<p>Website Updates:</p> <ul style="list-style-type: none"> The address needs to be updated on the SWCED sponsor page. Laura requires backend WordPress access. Four agencies have paid sponsorships but are not yet listed on the website (Davies Institute, Aid the Silent, Lamar University, TCU). <p>Communication Process:</p> <ul style="list-style-type: none"> Anne will send details to the communication subcommittee about sponsor-related updates (payments, logos, website submissions). Marina will email the planning committee regarding responsibilities and clarify processes for communication fields and sponsor applications. <p>Sponsors & Applications:</p> <ul style="list-style-type: none"> Some sponsors plan to pay after January 1, 2026. Applications and written commitments are required before logos are posted online. <p>Technical Requests:</p> <ul style="list-style-type: none"> Ask Kyle (webmaster) about creating a rolling marquee or similar feature for impact partners and whether a separate page is needed for donors vs. sponsors. <p>Event Logistics:</p> <ul style="list-style-type: none"> Room reservation clarification is needed. Marina will follow up with emails on these processes. <p>Financial Updates:</p> <ul style="list-style-type: none"> Scholarship fund balance is strong, supporting multiple student scholarships and one in memoriam scholarship. \$1,000 donation to Imagination Texas approved.

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				<ul style="list-style-type: none"> • Tax report is available in Google Drive; year-end financial report will be uploaded for board access. <p>Exhibitors:</p> <ul style="list-style-type: none"> • Current count: 18 exhibitors.
	Speakers		Angela	<p>Keynote Update</p> <p>Dr. Caroline Solomon, President of NTID, has agreed to serve as our keynote speaker. This secures our final keynote for the conference. Once contracts are signed, Angela will submit Dr. Solomon's headshot and bio through the communication form so the information can be updated and shared.</p> <p>Work is underway to create a centralized space for collecting and organizing all speaker information.</p>
	Facilities		Shelly/Marina	<p>Facilities Update</p> <ul style="list-style-type: none"> • Gathering all reservation details for the planning committee. • June 24: 17 registered attendees; 2 rooms reserved for planning committee (8 members). • June 25–26: 34 attendees; SWCED has 12 rooms reserved. • Contract room block covers Wednesday–Saturday (June 24–27). • Exhibitors need to set up Thursday night (June 25); Shelly will confirm timing with Brenda. • Awaiting response from hotel (Jory) regarding possible contract changes, including reducing the 80% room block requirement.
	Specials		Lindsay/Marina	<p>Specials/Bylaws Update</p> <ul style="list-style-type: none"> • The bylaws restructuring process has begun, incorporating suggested revisions. • Dan will contact the CPA to discuss possible safeguards. • The board is considering increasing the treasurer's stipend due to responsibilities (currently the only paid position). Proposal: up to \$1,000 per year at the board's discretion, with annual review. • Discussion on adding a President Emeritus position as an advisory role to the TAPED Board. This position would designate a voting chairperson or lead for general sessions. • Action: Marina will reach out to legal counsel to review the bylaws and explore securing pro bono feedback.
			Kristin	

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	Registration			<p>Registration Updates</p> <ul style="list-style-type: none"> • Current registration: 111 participants (including 3 online attendees). <p>Action Items:</p> <ul style="list-style-type: none"> ○ Order event bags and lanyards. ○ Confirm which logos will appear on bags and which on lanyards. ○ Send current registered participants to Anne every month so she can add new members to the mailing list
	Adjournment			

* P = Presentation

* I = Information Sharing

* F = Feed back from all

Action Items:	Person Responsible	Date Due
Send an email to every planning committee regarding their responsibility of cancelling hotel reservations	Marina	
Ask Kyle (webmaster) about creating a rolling marquee or similar feature for impact partners and whether a separate page is needed for donors vs. sponsors.	Marina	
Laura needs backend access to webpage- an email needs to be sent to Kyle	Marina	
Anne will send details to the communication subcommittee about sponsor-related updates (payments, logos, website submissions).	Anne	
Marina will email the planning committee regarding responsibilities and clarify processes for communication fields and sponsor applications.	Marina	
Reach out to legal counsel to review our bylaws and see if we can secure a pro bono to review and give us feedback	Marina	
Send Anne the monthly registered participants to add to the mailing list- and update a participant's registration to online only (AL)	Kristin	