

**TAPED Board Meeting Minutes**  
**November 13, 2025**

<b>Meeting:</b>	TAPED Board Meeting				
				<b>Meeting Leader:</b>	Marina McCormick
<b>Start Time:</b>	6:04	<b>End Time:</b>	7:20 PM		
<b>Location:</b>	Houston CityPlace Marriott at Springwood Village				
<b>Participants:</b>	Shelley Bybee, Kristin Pfeiffer, Dan Diffee, Anne Darr, Angela Belding, Marina McCormick, Lindsay Chandler, Laura Cothran			NOT in attendance	Lindsay Chandler
<b>Meeting Purpose:</b>	November Board Meeting			<b>Secretary:</b>	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
	Finance	I/F	Dan and Marina	<p>The scholarship fund currently has a healthy balance, supporting multiple student scholarships and one in memoriam scholarship. Funding primarily comes from the annual auction and membership contributions.</p> <p>The board approved a donation to Imagination Texas from the scholarship fund.</p> <p>Tax and financial reports will be available in the shared Google Drive for board access, including year-end documentation.</p> <p>Some sponsors plan to submit payments after the start of the new fiscal year. The board agreed that sponsorship commitments should include a completed application and a written statement confirming payment timelines before listing them on the website.</p> <p>Clarification is needed on website postings and whether high-resolution logos should be part of the sponsorship application. Follow-up will occur to ensure requirements are clear.</p> <p>Co-treasurers will notify designated contacts when payments are processed to maintain communication and website updates.</p> <p>Advertiser income will now be reported separately from exhibitor income for clearer tracking.</p>

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	Speakers		Marina	<p><b>Keynote Update</b></p> <p>The first keynote speaker has not responded to any requests for several months, and we have not received confirmation of his commitment to the conference. Based on prior discussions, Sorenson will not be signing a contract. Angela will make one final call to request a firm commitment; if none is received, the conference will proceed with an alternative keynote option.</p> <p>If we need to move forward with a new plan, <b>Dozanu Innovations</b> will be discussed as a potential replacement during tonight's meeting.</p>
	Facilities			<p><b>Communication Access for SWCED 2026</b></p> <p>Shelly reported that four RFPs were reviewed, and overall interpreting cost comparisons were reasonably aligned.</p> <ul style="list-style-type: none"> <li>• <b>Sign Language Interpreting:</b> Bayou City Interpreting</li> <li>• <b>Captioning and Specialized Interpreting (DB, etc.):</b> Masterword</li> </ul> <p>Shelly also shared that Jori, who previously managed A/V and hotel facilities, has accepted a promotion and will be transitioning to a new role in Austin.</p>

\* P = Presentation

\* I = Information Sharing

\* F = Feed back from all

Action Items:	Person Responsible	Date Due