



TAPED Board Meeting Minutes

April 2, 2026



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 Guest: Shelly Bybee, Facilities Sub-committee Lead
			Meeting Leader:	Marina McCormick
Start Time:	3:30 PM CST	End Time:	5:50 PM CST	
Location:	Zoom			
Participants not in attendance:	N/A			
April Board Meeting	April monthly meeting		Notes/Recorder:	Kristin Pfeiffer

Time	Topic	Purpose * (see footer)	Discussion Leader	Desired Outcome/Discussion
3:30 PM	Welcome			
	Finance Update		Dan and Marina	<p>Our overall budget is looking better due to more sponsors, and registration has picked up. Reviewed the line items for the different areas. Question on the graphic arts budget that is allotted. Agreed to leave that amount in that line item in the process of discussing signage now with the graphic designer. The following is what we are working on now for signage needs:</p> <ul style="list-style-type: none"> • 20 tabletop signs for sponsored cocktail hour • 3 standing banners with all sponsors • Childcare sign-in ? • Exhibitors' table tents • Exhibitor Sign in ? • Speakers Sign in ?



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				<ul style="list-style-type: none"> • QR code for scholarship donations (8 ½ x 11) • Registration? • Welcome 24 x 36 or retractable if general and not theme specific (3) • Signage for sessions door template/ full • Reserved seating signage for Special guest/family during general assembly • Program winner signage (24x 36) for young artist selected • Special Guest sign-in (8 ½ x 11) <p>Kristin will see if we still have premade signs made for exhibitor/speaker/ and childcare signage, in with our other registration signs</p> <p>Dan stated we purchased acrylic frames – does anyone know where they are. We need to find out who has these to use for the conference.</p> <p>Marina reminded everyone that we will have a running marquee, and she will create a slideshow of our sponsors as well</p> <p>Reviewed Scenic offers from O-design and may help us with these considerations. Marina would like the facilities subcommittee to come up with some possible options and considerations to use during the conference, such as foam letters, for us to discuss and look at our budget at the next board meeting</p> <p>Asked if the amount on the awards line is enough? Gifts for presenters/speakers have been considered; do we have enough money in that line item? Asked Lindsay for a quote from her committee to ensure we have enough in that line item and that awards are ordered.</p> <p>Current room pickup is that we still need 51 rooms to hit our attrition mark.</p> <p>Have a list of rooms that TAPED cover but wondering about our head childcare person, Number 1, and then another for childcare number 2</p> <p>Dan stated that we have already spent \$90,000 and only made \$45,000 for this conference. We need to end our conference with a balance of no less</p>
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				than \$80,000 to remain in good standing and continue providing the conference and scholarships for our community.
	Registration update	I	Kristin, Dan, Laura	<p>Registration is currently at 289, 13 online only, and 5 children.</p> <p>Discussed the urgency of getting the information out and increasing our registration</p> <p>Early Bird Registration closes on April 20, 2026</p> <p>Marina wants to work with Anne and the communications group on seeing what we can do to really get our conference information out there.</p> <p>Lindsay said she will reach out to the interpreting community & ITP to see if they realize the CEU opportunity</p> <p>Marina requests that updated registration numbers be sent to Dan every Monday.</p> <p>Dan stated he would do this.</p>
	Communication Access		Shelly	<p>So far, only two participants have requested CART</p> <p>Working on interpreter assignments and need to stick to our RFP states; any additional ones will be based on participant requests.</p> <p>Interpreters in the vendor space. Typically, provide 2 in this space, brainstorm how to proceed, and reach out to ITP programs if there are any interns who want the experience to help.</p>
	Room Block status reviewed			Currently, we need 51 more rooms to meet our attrition quota
	Speaker		Angela	<p>Angela mentioned another speaker dropped out. Anne agreed to fill that spot</p> <p>Angela stated she will start a spreadsheet for our special awards and who their special guests are, who will be attending, and whether we need them to sign in and receive a different badge or what.</p>
	Meeting Dismissed			

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



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Action Items:	Person Responsible	Date Due
Review scholarship applications	All board members	April 15
Vote on program design submissions	SWCED Planning committee members	April 10
Scenic options from O Design	Facilities committee	April 15
Anne, check with Brenda on table tents or paper printed for each exhibitor	Anne	April 15
Angela will get the number of speakers and presenters(co-presenters) to Lindsay	Angela	April 15
Kristin will check on our premade signage for Exhibitor sign-in, speakers sign-in, and & Childcare signage in with our other registration signs	Kristin	April 15
Quote for special awards and speakers/presenters	Lindsay and Specials Committee	April 15
Locate the previously purchased acrylic picture frames	Everyone, check with their planning committee	April 15
Emails out to all special awards recipients	Marina	April 15
Find out who is bringing and how many special guests or family members for the awards ceremony	Angela & Marina	April 15
Lindsay said she will reach out to the interpreting community & ITP to see if they realize the CEU opportunity	Lindsay	April 15
Run and send updated registration numbers every Monday to TAPED Board members	Dan	Ongoing- weekly