



TAPED Board Meeting Minutes

May 7, 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: Vacancy 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:	5:30 PM CST	
Location:	Zoom			
Participants not in attendance:	Lindsay			
Meeting Purpose:	May 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	Finance Update	I/F	Dan	<p>We will review our current conference finances and identify cost-saving opportunities, as well as review new revenue received since our last meeting.</p> <ul style="list-style-type: none"> ● Looking better! ● We will not be responsible for paying for any unused hotel rooms ● In-person registration income: \$126,112 to date ● Online registration income: \$3400 ● Exhibitors' fees – income has increased since 2024 ● Sponsorships: \$52,000 <ul style="list-style-type: none"> ○ Still a few outstanding <p>Anne Darr shared an update regarding the SSES grant.</p> <ul style="list-style-type: none"> ● An additional \$10,000 will be provided to this year's SWCED budget.



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				<ul style="list-style-type: none"> • • Region 13 also stated that they would contribute \$500 to aid in communication access • R4 RDSPD said working on a PSA to aid with communication access and some foam letters • R4 ESC will cover all costs of bags, lanyards, badge holders, and printing and cutting of all name badges.
4:00 PM	Registration Update	I/F	Kristin	<p>Registration is currently at 454 participants, and then 31 online</p> <p>Bags, lanyards, and name badge holders have been ordered.</p> <p>Region 4 ESC is paying for the bags, lanyards, and name badge holders, as well as the printing and cutting of all name badges.</p> <p>Submitted Accommodations were reviewed: 2 participants requested CART and 9 requested ASL.</p> <p>Marina recommended that each subcommittee lead create a check-off list, and each subcommittee member can let each</p> <p>Action tab: Marina will create a template for each subcommittee on tracking materials</p> <p>Laura suggested that we create an inventory of what each committee has and where it is stored between conferences to be shared with each board and planning committee.</p>
4:15 PM	Facilities Update	I/F	Shelly	<p>Shelly reviewed facilities and provided updates regarding communication access, food and beverage, and AV.</p> <p>Communication Access was reviewed: a recap on June 25th from 1:00-6:00 PM - two interpreters at check-in, four interpreters in the exhibitor hall.</p> <p>We will have an interpreter at the hotel check-in</p>



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				<p>June 26th: One interpreter 7:33-9:30 at check-in table</p> <p>Shelly is meeting with Nancy to update the hotel on our participants' dietary needs.</p> <p>Good news! We have met the required percentage of the required number of hotel rooms.</p> <p>Asked about how many exhibitors. We have 42 exhibitors coming</p> <p>Meeting with Jory and the person she is transitioning with, Marriott, to discuss any action steps next week.</p> <p>Dan asked if we are expected to remain on budget for food and beverage. Shelly believes that we will be right on budget for our food and beverage allowance.</p> <p>The final run of the show will be held with O'Design on Friday, May 8th.</p> <p>Investigating using towers, a fabric wall for our backdrop in the main session.</p> <p>Things are going well, and hoping the run of the show will go smoothly.</p>
4:45 PM	Sessions Update	I/F	Angela	<p>We will review CEU updates from Angela. Online learning CEUs and certificates of learning will also be discussed.</p> <p>Each in-person participant has the potential to receive 14.5 CPEs for the conference. They have the potential to earn 21.5 if they do all of the online as well. There are seven potential.</p> <p>Informed finance that for ASHA CEU, we had to pay for in-person and online, so it is \$400 for both, totaling \$800 for ASHA CEU.</p> <p>Just paid the \$350 for AG Bell CEU</p>



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				<p>Asked Laura if she had everything the moderators needed, and she indicated yes.</p>
5:00 PM	Communications Update	I/F	Anne	<p>We need to review our renewal for our Guidebook contract. Recent updates for both the TAPED and SWCED websites will be reviewed. Social media analytics will be reviewed.</p> <p>Trying to make sure that people know the difference between online and in-person participation.</p> <p>Guidebook conversation about our future commitment. If we renew for 2028, the cost is \$4,300. Or if we commit through 2030 for the next 4 years, it would be \$7,900. We need to decide by May 31, 2026.</p> <p>Recommend that we investigate other possible online options so we can decide if we continue with the guidebook</p>
5:15 PM	Specials Update	I/F	Marina	<p>Family involvement was recently connected with Mari Hubig on the process for background checks for child care workers. Marina will provide a summary. Marina updated on family involvement- has finalized applicants and volunteers, and they need some guidance on background checks. They have worked with Mari on that, and everything is going well as it's being processed.</p> <p>We are waiting on sponsor ads. So far, we have only received from BCI and are trying to get from all sponsors who meet the criteria so they can be included in the program. Our print deadline is soon approaching.</p> <p>We will review updates regarding exhibitors, the silent auction, and family involvement.</p> <p>Shelly asked me to meet with Dan and Laura on the hotel reimbursement process next week</p> <p>Shelly asked whether Marina will have the agenda for the meeting tomorrow with O Design.</p>



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				<p>Dan asked if we could schedule a follow-up meeting after the conference to tie up all loose ends, since we are not meeting at the conclusion of the conference</p> <p>Asked about the TAPED nomination being sent out</p> <p>Bylaws have been updated</p> <p>Can we align our fiscal year with the IRS's September 1st to August 31st?</p>
5:25 PM	Closing	I/F	Marina	

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

Action Items:	Person Responsible	Date Due
Marina will create a template for each subcommittee on tracking materials and what to do before they leave the conference	Marina	
Send out TAPED Board nomination forms	Marina	
Review updated bylaws	All committee members	
Send out the updated bylaws	Marina	
Schedule a close-out meeting after the conference to tie up all loose ends	Marina	