



**Minutes of the Meeting of the National Child Passenger Safety Board
May 9, 2017**

Meeting (via conference call) called to order by Audrey Eagle at 1 PM EST

Members Attending: Audrey Eagle, Kerry Chausmer, Dina Burstein, Laurie Ludovici, Lorrie Lynn, Meg Miller, Amber Kroeker, Tammy Franks, Suzanne LeDoyen, Krystal Heinzen, Emily Lee, Lindsay Pollok, Amy Artuso, Carole Guzzetta, Charlie Vits, Terry Emerson

Members Not Present: Marilyn Bull, Diana Imondi Dias, Sarah Tilton, Bob Stevens,

Guest(s) Present: None

*Reminder: Members are asked not to call in to the meetings while driving a motor vehicle. Employees of the National Safety Council cannot remain on the call while any individual is driving a motor vehicle and using a cell phone regardless if hand-held or hands-free. Thank you!

Welcome and Introductions:

- Roll Call conducted by Secretariat, Amy Artuso

March 2017 Meeting Minutes approval

Minutes approved with no changes requested. All present were in favor, with none opposed.

Certification Update: Kerry Chausmer

1. 100 certification courses registered for May (CPST Month), that was the goal. Courses will likely be cancelled, but we will have more than the last 2 years. Started the registration much earlier.
2. Personally say thank you to those who are teaching
3. Jan - Apr research rate up 56.4%, higher than this time last year.
4. Check out the 2016 annual report posted online at: cert.safekids.org

NHTSA Update: Carole Guzzetta / Meg Miller

1. Tammy Franks has volunteered to work with a colleague to come up with suggested guidelines for the role of a State CPS Training Coordinator.
2. Meg had a reminder for "Click It or Ticket" season. Lots of enforcement and education around the country. Paid media begins on May 15 and enforcement from May 22-June 3. No major changes to material.

Membership Committee: Dina Burstein

1. Positive feedback from Submittables form; Three applicants to date.
2. Vehicle Manufacturer position: Potential Candidate has been identified.

Cert/Recert Committee: Kerry Chausmer/Suzanne LeDoyen

1. Awards
 - a. Sarah Tilton gave Suzanne a jump drive with all materials on it from last year
 - b. Tammy Franks offered to co-chair with Suzanne
 - i. First action item is an article for the September *CPS Express*
 - c. Contact former two winners from this year to have them write articles from their perspective. Contact all nominators as well.
 - d. Deadline will be August for the first issue of September *CPS Express*.
2. Repeat renewal course takers, "serial takers" who purposely let their certification expire and prefer to take a renewal course to become re-certified.
 - a. Looked at the last 5 years- about 3 research cycles. *Keep in mind about 10K techs recertify each year.
 - b. 315 people took the renewal course more than once, 13 people took it 3 times (serial people) and 302 people took it twice. 50K techs recertified the regular way.
3. Terry Emerson was asked about Dorel position on rear-facing.

Communications Committee: Amy Artuso/Emily Lee

1. Awards: thanks to everyone that participated.
2. Membership Applications: please promote and distribute to contacts within the application period
3. 20th Anniversary planning: a lot of video footage was completed at Lifesavers. A few more interviews will be conducted in July.
4. Thanks to NCPSB members for support in the exhibit hall during Lifesavers.
5. Twitter chat is scheduled for Tuesday, June 27th from 2 – 3pm Eastern Time. The infographic is ready to share. All NCPSB members are asked to follow along and Tweet if they can.
6. Facebook is almost at 9,000 likes; Twitter, is almost at 900 followers

Quality Assurance Committee: Tammy Franks/Terry Emerson

1. No meeting this past month
2. Suggested revisions to the Operations Manual, will go out to the QA committee and on to Board for full review.
3. Strategic planning will be worked on this month.

Diversity Committee: Amber Kroeker

1. Met last month; national partnership with Head Start discussed
2. Updating the OP KIDS curriculum. Follow up emails will be distributed to committee members that signed up for chapter assignments.
3. Emily provided tip sheet for special needs transportation developed by Cincinnati Children's.
4. EMS State Transfer document will be reviewed and sent to Dr. Bull regarding safe transport of children in an ambulance.

Adult Learning Theory: Amber Kroeker

1. ALT subcommittee has decided to be more of a mentorship role and offer education and training for Board members during curriculum revision process.

2. Curriculum revision should move forward independent of the ALT subcommittee.

Curriculum Committee: Amber Kroeker/ Kerry Chausmer

1. Where does Curriculum Committee end and where does ALT Committee begin?
2. All Board members should proceed with module reviews assigned at January meeting and note edits.
3. Overall process of editing the Tech Guide (TG) was discussed.
4. Previous tone was a little choppy when modules were reviewed individually
5. Suggested new process:
 - a. Core group of 4 or 5 people would review and update the content together
 - b. The Board would complete a final review as technical edits
 - c. Streamlined, compressed, not drawn out over more than an estimated 4-6 months
 - d. Multiple smaller committees review until July. After those technical edits the core committee would complete the review.
6. Will not be as major a revision as last time
7. Update on Skills 3: streamline to a series of videos or pictures.
8. Five to seven scenarios, thoughts on a specific checklist as a solution

Other Business: Dina Burstein/Amy Artuso

1. School Bus training on Monday, July 17 at NSC
 - a. Email Amy Artuso if you want to participate or assist.
2. KIM Conference distributed an online questionnaire to submit questions to the Board
 - a. Sarah Tilton is the lead, please email her with questions or feedback.
3. Amy will be on leave starting June 1, 2017
4. Request to consider NOT hosting a meet and greet with local Techs at the July meeting
 - a. Board agreed not to host July meet and greet due to Amy's absence

Upcoming Board meetings:

1. Next in-person meeting at NSC in Itasca, IL on July 18, 19, 20 (noon on the 18th until noon on the 20th)
2. Upcoming conference calls:
 - a. September and November bi-monthly full board meetings
 - b. December 5th: New Member Orientation led by Membership Committee

Adjourned at pm 2:09 PM EST

Minutes respectfully submitted by Deanna Capra, National Safety Council.