



**Minutes of the Meeting of the National Child Passenger Safety Board
November 16, 2016**

Meeting (via conference call) called to order by Audrey Eagle at 11:01 AM EST

Members Attending: Audrey Eagle, Sarah Tilton, Jennifer Booge, Kerry Chausmer, Meg Miller, Amber Kroeker, Tammy Franks, Suzanne LeDoyen, Emily Lee, Robert White, Laurie Ludovici, Diana Imondi Dias, Thelma Kuska, Dave Sander, Angela Brown, Dina Burstein, Ashley Singh, Lindsay Pollok, Alexis Kagiliery, Bob Stevens

Members Not Present: Amy Artuso, Carole Guzzetta, Marilyn Bull

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:

Vice-Chairperson Audrey Eagle welcomed Board members and shared Board Statement of Intent.

- Roll Call conducted by Chairperson, Audrey Eagle
- Reminder that if you are driving during the call time, please pull over safely and then call in.

September 2016 Meeting Minutes approval

Minutes approved with requested changes made. All present were in favor, with none opposed.

Certification Update: Kerry Chausmer

1. Current Recertification Rate is 55.4%. This is an increase from last month, and decrease from approximately 59% this time last year.
2. Update: Global CPS Program- Putting together a Global CPS curriculum to be used outside of U.S.; focuses on international standards. Pilot courses upcoming in Mexico, Qatar, and possibly in UAE.
3. Three new webinars coming up, see [CPS Express](#) for more information. Two are by NCPSB.

NHTSA Update: Meg Miller

1. Reviewing the role of state CPS Coordinators in regard to NCPSB. Planning article for CPS Express.

Cert/Recert Committee: Kerry Chausmer / Sarah Tilton

1. Tech and Instructor of the Year awards update: 64 nominations as of last night.
2. Reviewed variety of promotion efforts utilized this year. Thanks to [National CPS Certification](#) program and [Kidz In Motion](#) for providing generous incentives for nominators.
3. Nominations close November 18th at 5pm Pacific Time.
4. Members: Please email Sarah Tilton if you are willing to score nominations. All members are asked to participate in this review.
5. Upcoming webinar schedule presented; please review [CEU and CE webinars](#) offered on cpsboard.org.

Membership Committee: Sarah Tilton

1. Membership offers were made to new members and all accepted.
2. Sarah Tilton working with Dina Burstein to support transition, changes and process for 2017.

Communications Committee: Dina Burstein

1. Welcome to 2 two new committee members: Bob Stevens and Suzanne LeDoyen. Thank you!
2. Discussed full board participation with social media post schedule.
3. Twitter chat update: Next chat is planned for June 2017. Date and time TBD.
4. Feedback summary provided from survey offered at KIM conference.
5. Hosting local CPST meet and greet at January meeting.
6. Planning additional webinars to highlight individual resources available on cpsboard.org.
7. 20th anniversary of the curriculum is coming in 2018. Communications committee is planning recognition activities. Members were encouraged to participate.
 - o Clarified 1998 IS when first courses were held. Pilots were held in 1997.
8. New member press releases are drafted and undergoing approval process. Website updates will follow.

Quality Assurance Committee: Dave Sander / Tammy Franks

1. [By-laws](#) and [Operating Procedures](#) review is ongoing
2. Plan to finalize Operations Procedures at January meeting.
3. Committee anticipating edits from Executive committee prior to January meeting.
4. Most current version of by-laws are posted on [cpsboard.org](#).

Diversity Committee: Angela Brown / Amber Kroeker

1. All members are encouraged to promote availability of the [Diversity Library](#) and submit suggestions for additional resources to CPSresourcelib@yahoo.com. Positive feedback is being received.
2. New project: Creating a special needs transportation tip sheet that can be included in curriculum. Support for Techs who otherwise might be uncomfortable talking with parents about special needs.
3. New project: Diversity committee has committed to review and update the [OP KIDS curriculum](#) –

Curriculum Committee: Diana Imondi Dias

1. Working on Renewal Course update. Will discuss further at January meeting.
2. In January, plan to form work groups to begin work on next curriculum revision. Information submitted through [materials feedback form](#) will be incorporated.
3. Amber led a wonderful overview of Adult Learning Theory (ALT) during subcommittee meeting. Will present to full board in January with goal to make certain all members have a good understanding of ALT. Not a departure from what we have been teaching; brings to life the learn, practice, explain philosophy.

Other Business: Audrey Eagle

1. January meeting update.
 - Board member feedback requested regarding suggestions to increase effectiveness of Board, refresh processes, future projects, any gaps identified and how can those needs be better met, as well as evaluating available member positions? Feedback will be used for basis of pre-meeting discussion in January.
 - Meet and greet with FL techs is scheduled for Wednesday, January 18th from 10-11:30am. Member participation survey will be sent in December.
 - Deadline to make hotel reservations is December 16th.
 - Meals update
2. Board members interested in serving as session moderators at Lifesavers, please email Alexis. Two sessions will be reserved for winners of Tech and Instructor of the Year awards.
3. Reminder: New member orientation is December 7th at 11am ET. All members expected to participate.
4. Each outgoing member will reach out to incoming member for same position to welcome them.
5. Next call: Dec 7th 11am T: New Member Orientation
6. From last meeting:
7. July 2017 meeting dates confirmed (7/18/17 - 7/20/17), at the [National Safety Council](#) in Itasca, IL.

Upcoming Board meetings:

- Conference Call: Wednesday, December 7, 2016 at 11am ET / 10am CT
- In-Person Meeting: Wednesday, January 18 (start at noon) – Friday, January 20, 2017 (adjourn at noon)
- Committee meeting schedules for 2017 will be set at January 2017 meeting
- In-Person Meeting: Tuesday, July 18th (start at noon) – Thursday, July 20, 2017 (adjourn at noon), at the [National Safety Council](#) in Itasca, IL.

Adjourned at 11:59 pm EST

Minutes respectfully submitted by Amy Artuso, Board Secretariat