



Minutes of the Meeting of the National Child Passenger Safety Board September 23, 2015

Meeting (via conference call) called to order by Jennifer Booge at 11:02 AM EDT

Members Attending: Jennifer Booge, Audrey Eagle, Sarah Haverstick, Carole Guzzetta, Amy Artuso, Sherri Cannon, Diana Imondi Dias, Marilyn Bull, Sarah Tilton, Amber Kroeker, Carol Meidinger, Helen Arbogast, Angela Brown, Joshua DeFisher, Dina Morrissey, Emily Lee, Robert White, Laurie Ludovici

Members Not Present: Kerry Chausmer, Thelma Kuska, Dave Sander, Alexis Kagiliery

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:

Chairperson Jennifer Booge welcomed Board members and shared Board Statement of Intent.

- Roll Call conducted by Secretariat, Amy Artuso
- Overview of meeting

July 2015 Meeting Minutes approval

Motion to approve minutes as submitted; All voting members present were in favor with none opposed.

Certification Update: Jennifer Booge for Kerry Chausmer

1. Recertification between 1/2015 – 8/2015 is 58.8% (increase from 57.8% last month and increase from 55.4% this time last year)
2. 6321 new CPSTs certified in 2015 (as of 9/9/2015)
3. January – August 2015 courses offered: 451 Certification and 96 Renewal Testing Courses

NHTSA Update: Carole Guzzetta

1. Thank you to all who participated with September NHTSA CPS Twitter chat; analytics shared: more than 1100 contributors, 3.4 million twitter accounts involved, 5200 tweets; Best results of any NHTSA Twitter chat on all topics
2. GSA sent out a notice about CPS week and Seat Check Saturday to more than 120,000 drivers
3. Pep Boys included CPS week article in regular newsletter to more to 150,000 customers
4. More than 1600 CPS events held during National CPS Week 2015

NHTSA Regions Update: Sherri Cannon

1. Update: Dean Scott is new Region 7 CPS Coordinator following completion of Sherri's term
2. Increased active participation by Inspection Stations for CPS week this year (more listings)
3. State partners submitting reports
4. Look for opportunities annually to improve inspection station entry system, suggestions from Regions

Membership Committee: Audrey Eagle

1. Presented slate of candidates for membership approval by Board; Motion to approve made by Dr. Bull, Sarah Tilton & Dina Morrissey seconded the motion. All present in favor with none opposed.
2. Audrey to contact selected candidates; once candidates confirm acceptance, letters will be sent to all applicants who applied this cycle, selected and not selected
3. Commend all members that worked on this process, many hours and new technology used
4. New technology was considered a positive addition to process & encouraged to continue in future
5. New members provided feedback on process this year in comparison to experience last year

Cert/Recert Committee: Audrey Eagle and Sarah Tilton for Kerry Chausmer

1. Tech and Instructor of the Year Award nomination links are posted on cpsboard.org
 - Open nomination period promoted through social media and listserves
 - Article included in September CPS Express; reminder will be in November CPS Express
 - Letter will be sent to state cps coordinators and NHTSA Regions representatives
 - Discussed highlighting what award meant to 2015 winners
 - Process remains open through November 20, 2015
2. September 17th webinar with Clek and Safe Traffic Systems will be posted as CEU on cpsboard.org
3. Continue work to update Tech Proxy application

Communications Committee: Dina Morrissey

1. July NCPSB Twitter chat analytics presented by Diana Imondi Dias- very successful engagement
 - Substantially increased participation from January 2015 to July 2015 chats
 - Plan to ask participants to help promote chat in advance for upcoming chats
2. Discussed planning for January 2016 chat
3. Social Media: Many posts during CPS week; NCPSB Facebook page has 4753 and Twitter has 377 followers at time of this meeting; Reminder to members: please send post content to Diana Imondi Dias
4. Committee will take lead on membership communications and press releases moving forward
5. NCPSB participated in NHTSA Twitter chat on September 16, 2015

Quality Assurance Committee: Carol Meidinger

1. Updating Operations Manual, all changes made from July meeting
 - Committee chairs to provide additional feedback to Carol Meidinger by September 30th
 - Plan to finalize manual during next committee call
 - Once finalized, manual will be posted on cpsboard.org
2. Assessment Tool finalized: purpose to evaluate communication skills of CPSTs
 - Tool does not pertain to recertification, it is a resource tool only
 - Plan upcoming instructor email to announce
 - Discussed pilot use of assessment tool before public promotion
3. Instructor Development Course is being updated, along with evaluation submission process; Once completed will be posted to cpsboard.org

Diversity Committee: Angela Brown and Amber Kroeker

1. CPS resource library update provided
 - Article will be included in the November CPS Express with link to survey for CPSTs and Instructors to provide input for library resources

Curriculum Committee: Diana Imondi Dias & Dina Morrissey

1. Continue to monitor curriculum suggestions submitted through the online materials feedback form
2. Spreadsheet maintained to categorize feedback and address
 - Address some comments through monthly Instructor Emails as possible
3. Please encourage use of materials feedback form at cpsboard.org

Other Business: Jennifer Booge:

1. January 2016 meeting update provided
2. NHTSA NCRUSS discussed – demonstrates parents are being reached with CPS education
 - Plan for NCPSB to highlight differences between “misuse” and “gross errors”
 - Plan for social media posts and article for CPS Express
3. Child Passenger Safety Restraint Systems on School Buses National Training has been updated
 - DVDs were shipped to state CPS Coordinators and NHTSA Regions representatives
 - Hard copies of the manuals were not printed
 - Updated Participant Manual and Appendix are available on cpsboard.org
 - School Bus training will be recognized as Extra Training in CPST certification profiles
 - CPS Technicians that take this updated training can teach the updated training course
 - There is a resource option to order print manuals, but it is not required to purchase manuals

Next Board meeting:

- Conference Call: Wednesday, November 18, 2015, 11 AM EST/10 AM CST

Adjourned at 12:12 PM EST

Minutes respectfully submitted by Amy Artuso, Board Secretariat