



January 20, 21, 22, 2016, Miamisburg, Ohio

January 20, 2016 – Day One

Members Attending: Amy Artuso, Diana Imondi Dias, Dina Morrissey, Angela Brown, Alexis Kagiliery, Sherri Cannon, Meg Miller, Lindsay Pollok, Thelma Kuska, Sarah Haverstick, Jennifer Booge, Audrey Eagle, Sarah Tilton, Suzanne LeDoyen, Tamara Franks, Carol Meidinger, Kerry Chausmer, Marilyn Bull, Helen Arbogast, Laurie Ludovici, Emily Lee, Robert D. White, Dave Sander, Amber Kroeker

Members Not Present: Carole Guzzetta, Joshua DeFisher

Guest(s) Present: Lorrie Lynn (National Safety Council)

Welcome and Introductions: Jennifer Booge, 1:00 PM

- Board Statement read
- Introductions & Meeting overview
- Provided Confidentiality and Conflict of Interest Forms to NCPSB members
- Agenda modified due to late start of meeting (resulting from weather conditions) as outlined below

Approval of November Meeting Minutes:

- Audrey Eagle made a motion to approve minutes as submitted
- Motion seconded by Thelma Kuska
- All present were in favor with none opposed

Presentation: Dave Sander

- Child restraint design considerations, development and manufacturing

NHTSA Update: Sherri Cannon

- Fast Act Transportation Bill discussed (replaces MAP 21); waiting on further guidance
- Discussed how NHTSA/SHO funds can be spent
- Inspection station update
- NHTSA website being updated, CPS section discussed
 - CPS Glossary being updated (English and Spanish)

Certification Update: Kerry Chausmer

- Certification rate has increased, with more than 38,000 certified CPSTs as of December 2015
- Review of certification and renewal testing courses offered by month
- 58.8% recertification rate for 2015; increase from this time last year (56.0%); highest recertification rate since 2006

- CPST Month (May 2016): encourage certification courses to be taught; Goal is 100 certification courses
- CPS Express – discussed board related articles; must be submitted by 15th of each month
- Follow www.facebook.com/CPScert

FTP site review and demonstration: Amy Artuso**Membership Committee: Audrey Eagle**

- 2016 Membership application process and timeline reviewed; all NCPSB members to promote
- NCPSB to contact JPMA regarding Child Restraint Manufacturer appointment for 2017-2019
- Interviews will be conducted by video-conferencing (unless candidate is unable)
- Discussed confidentiality and press release distribution
- New member orientation will be held in December
- Application form and eligibility criteria reviewed and discussed
- 2016 Committee Chair: Sarah Tilton; 2016 committee meetings schedule set

Quality Assurance Committee: Dave Sander and Carol Meidinger

- CPS Resources and curriculum resources reviewed
- Proposal to update resources as reviewed with review date; assigned to curriculum committee
- Update reviews assigned for NCPSB resources document, FMVSS content and hospital discharge and AAP protocols in Module 11 assigned to NCPSB members
- Bylaws and Operations Manual discussed
- 2016 Committee Co-Chairs: Dave Sander and Tammy Franks; 2016 committee meeting schedule set
- Thank you to Carol Meidinger for her leadership on the QA committee and service to the NCPSB!

2016 NCPSB Photo taken: Sarah Haverstick

- Special thanks to Evenflo for organizing and facilitating

Closing: Jennifer Booge

- Information provided in preparation for Day 2 of meeting

Day 1 Adjourned at 5:30 PM**Thursday, January 21, 2016 – Day 2**

Members Attending: Dave Sander, Dina Morrissey, Carol Meidinger, Diana Imondi Dias, Emily Lee, Amber Kroeker, Laurie Ludovici, Lindsay Pollok, Sherri Cannon, Kerry Chausmer, Suzanne LeDoyen, Sarah Haverstick, Jennifer Booge, Audrey Eagle, Sarah Tilton, Marilyn Bull, Helen Arbogast, Angela Brown, Meg Miller, Tamara Franks, Thelma Kuska, Robert D. White, Alexis Kagiliery, Amy Artuso

Members Not Present: Carole Guzzetta, Joshua DeFisher

Guest(s) Present: Lorrie Lynn (National Safety Council)

Welcome: Jennifer Booge, 8:00 AM**Cert/Recert Committee: Kerry Chausmer**

- Fact or Fiction CPST CEU provided to 2015 committee members for review and update
- Kerry deferred to Audrey Eagle to lead discussion of Technician and Instructor of the Year awards
 - 2015 process and outcomes reviewed

- Awards presentation to be held during Lifesavers preconference discussed
- Discussed ongoing awards process; plans to increase recognition of all nominees
- NCPSB members are asked to raise awareness about these awards and encourage nominations
- 2016 Awards subcommittee co-chairs: Suzanne LeDoyen and Sarah Tilton
- Proposal made and accepted to allow CPSTs to earn six CEUs online for recertification (visit <http://cpsboard.org/certification-recertification/>)
- Proposal made and accepted to expand “Community Education” options for recertification
- Recertification seat check requirements reviewed; plan instructor email on this topic
- Upcoming CPST CEU webinar schedule shared
- Five online courses are also available at training.safekids.org
- Appeals discussed, always treated with attention
- Tech Proxy application has been updated; will still accept old form if submitted
- 2016 Committee Chair: Kerry Chausmer; 2016 committee meeting schedule set

Diversity Committee: Angela Brown and Amber Kroeker

- Resource Library update provided; goals reviewed
 - Committee members assigned specific special interest areas of focus
 - Plan to have posted publicly on cpsboard.org by April 1, 2016
- Discharge Policy promotion
 - Hospital assessment tool is being worked on
 - Discussion with hospital personnel planned for further information gathering
 - Committee member assignments designated
- Discussed strategies to increase public awareness of diverse cps work being done in the field
- Cultural competency: discussed development of tools to educate CPSTs with tips for working with specific populations; planned for inclusion with new diversity resource library
- 2016 Committee Chairs: Angela Brown and Amber Kroeker; 2016 committee meeting schedule set

Recognition Luncheon: Thank you to Evenflo for sponsoring lunch!

- Recognition of Outgoing Members: The NCPSB sincerely thanks the following members for their dedication and service:
 - Sherri Cannon, NHTSA Regions Representative
 - Sarah Haverstick, Immediate Past Chair & Injury Prevention Representative
 - Carol Meidinger, CPS Advocate Representative
 - Helen Arbogast, Diversity Representative
- Change of Executive Officers: NCPSB 2016 Executive Officers
 - Chairperson: Audrey Eagle, Vehicle Manufacturers Representative
 - Vice-Chairperson: Sarah Tilton, At-Large Representative
 - Immediate Past Chair: Jennifer Booge, Diversity Representative

Communications Committee: Amy Artuso and Dina Morrissey

- NCPSB hosted a Child Safety Twitter Chat focused on LATCH Safety; THANK YOU to the following sponsors: Britax, Evenflo, FCA Chrysler and Diono
- New calendar resource for cpsboard.org was introduced. Time sensitive; all members were asked to submit content; plan to add to cpsboard.org by April 1, 2016
- “A Day in the Life of a CR CPS Advocate”: generate questions and use advocate responses to create social media posts

- Social media posts and monthly Instructor emails: format and deadlines reviewed
- Tech and Instructor of the Year Awards presentation preparations discussed
- 2016 Committee Chairs: Amy Artuso and Dina Morrissey; 2016 committee meeting schedule set

Curriculum Committee: Diana Imondi Dias, Thelma Kuska and Dina Morrissey

- Sherri Cannon provided an update about the Instructor Development Course
- Curriculum revision feedback submitted through the “Materials Feedback Form” found on cpsboard.org was reviewed and items to change were discussed
- Discussion about updating videos with next major curriculum update and potential topics for additional videos
- Ad Hoc Committee proposed to develop Adult Learning Theory concepts for inclusion with national cps program
 - Proposed Ad Hoc Committee Chair: Amber Kroeker
 - Next steps/ implementation strategies discussed
- Next major certification curriculum revision not planned before 2018
- 2016 Committee Chairs: Diana Imondi Dias, Thelma Kuska and Dina Morrissey

Board Vote: Day 3 meeting cancelled, will not have a quorum as a result of Storm Jonas

- Day 3 agenda items tabled for March full board meeting
- 2016 NCPSB meeting schedule set

Closing Remarks: Audrey Eagle**Day 2 Adjourned at 5:00 PM****Friday, January 23, 2015 – Day 3**

Meeting Day 3 cancelled as a result of Storm Jonas, allowing for safe return travel of NCPSB members

Next Board meeting:

- Conference Call: Wednesday, March 16, 2016, 11 AM EST/10 AM CST

Minutes respectfully submitted by Amy Artuso, Board Secretariat