



Minutes of the Meeting of the National Child Passenger Safety Board May 18, 2016

Meeting (via conference call) called to order by Audrey Eagle at 11:04 AM EST

Members Attending: Audrey Eagle, Sarah Tilton, Carole Guzzetta, Jennifer Booge, Amy Artuso, Kerry Chausmer, Meg Miller, Marilyn Bull, Thelma Kuska, Amber Kroeker, Tammy Franks, Suzanne LeDoyen, Joshua DeFisher, Emily Lee, Robert White, Laurie Ludovici

Members Not Present: Lindsay Pollok, Diana Imondi Dias, Dave Sander, Angela Brown, Dina Morrissey, 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:

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

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

March 2016 Meeting Minutes approval

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

Certification Update: Kerry Chausmer

1. [CPS Express](#) is now bi-monthly and mobile-friendly; article submissions due the 15th of month prior to release
2. Recertification nationally between 1/1/2016 – 5/18/2016 is 54.5%
3. May is 3rd annual CPST Month. The 2016 goal is to have 100 courses in the U.S. and 1 non-U.S. course held. At time of meeting 87 courses were registered to be held during May.
4. [Find a Course](#) email notifications for courses being held by state have begun. Thanks to State Farm for their support of this service.
5. See wealth of information in [annual report](#); information beneficial for funding applications, etc.

NHTSA Update: Carole Guzzetta

1. Time deferred to NHTSA Regions

NHTSA Regions Update: Meg Miller

1. Highway Safety Grants Final Rule should post next week. An information copy has been posted by NHTSA.

Membership Committee: Sarah Tilton

1. Application period is open through June 10, 2016
2. Membership interview dates set for 2016
3. Application scoring process has been updated
4. Please continue to promote open membership application period

Cert/Recert Committee: Kerry Chausmer

1. Thank you to Sarah Tilton and Suzanne LeDoyen for leading [Tech and Instructor of the Year awards](#) sub-committee for 2017
2. Webinar today at 2pm with [Orbit and Kiddy](#); recording will post on [cpsboard.org](#)
3. [Mifold and MACPS](#) webinar also posted on <http://cpsboard.org/certification-recertification/>
4. New [webinar](#) coming in June to meet [Community Education](#) recertification requirement
5. Committee working on webinars by NCPSB to expand offerings
6. Some certification forms will be updated; now is the time to provide feedback for updates

Communications Committee: Amy Artuso

1. Thanks to committee members for [social media](#) posts. All members encouraged to send content to Jennifer Booge & Diana Dias “ready to post”, preferably with photo (utilize [NHTSA photo gallery](#)).
2. Social media update: [FB](#) with 6,867 likes and [Twitter](#) with 489 followers; multiple new webinars on [YouTube](#), including [Goodbaby](#) Intl Webinar
3. Reminder: [Liability “playlist”](#) available on NCPSB YouTube
4. [Www.cpsboard.org](#) is updated on an ongoing basis
5. Reminder: final Tech Update newsletters will be removed on June 1, 2016
6. [Kidz In Motion conference](#) in August – email to be distributed requesting submissions for NCPSB Q&A session. Questions can be submitted to Secretariat@cpsboard.org
7. Tech and Instructor of the Year awards & other [NCPSB resources](#) will be promoted at KIM conference
8. Next NCPSB Twitter Chat: August 24, 2016 noon ET/11am CT: Back to School and CPS Week focus
9. [Annual Resource Planner](#) highlight; this is a working document, please continue to send content.
10. [Instructor emails](#) – will be sent as content is submitted; requested NCPSB members to submit content

Quality Assurance Committee: Tammy Franks

1. [By-laws](#) and [Operating Procedures](#) review ongoing
2. Developing a documented process to identify how the Vehicle and Child Restraint manufacturer representatives on the NCPSB are selected
3. Review to ensure applicable special needs content in [curriculum resources](#) are current

Diversity Committee: Amber Kroeker

1. [Diversity Resource Library](#) is available and committee continues to work on expanding available resources. Please promote availability and submit additional resource suggestions to: CPSresourcelib@yahoo.com.

Curriculum Committee: Thelma Kuska

1. Continue to monitor new submissions through [materials feedback form](#).

2. Ad-hoc Adult Learning committee will begin meeting on the first Tuesdays of each month at 1pm ET
3. Discussed importance of advance notice being needed for next major revision timeline

Other Business: Audrey Eagle

1. Thanks to Tammy Franks for article about FCA's CPS Supplement in [May/June CPS Express](#)
2. NCPSB July meeting update (Amy Artuso)

Next Board meeting:

- National Safety Council (in person): Tuesday, July 19 – Thursday, July 21, 2016

Adjourned at 11:57 AM EST

Minutes respectfully submitted by Amy Artuso, Board Secretariat