



## Minutes of the Meeting of the National Child Passenger Safety Board September 14, 2016

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

**Members Attending:** Audrey Eagle, Sarah Tilton, Carole Guzzetta, Jennifer Booge, Amy Artuso, Kerry Chausmer, Meg Miller, Marilyn Bull, Amber Kroeker, Tammy Franks, Suzanne LeDoyen, Emily Lee, Robert White, Laurie Ludovici, Diana Imondi Dias, Dave Sander, Angela Brown, Dina Burstein, Ashley Singh, Lindsay Pollok, Alexis Kagiliery

**Members Not Present:** Thelma Kuska

**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!

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### 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.

### July 2016 Meeting Minutes approval

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

### Certification Update: Kerry Chausmer

1. Deferred time; will email FY17 (July-Aug) At A Glance notes to NCPSB members.
2. Today, Safe Kids is releasing the "[Ultimate Car Seat Guide](#)". Please share this resource.

### NHTSA Update: Carole Guzzetta / Meg Miller

1. [Cpsboard.org](#) has been updated to reflect eligibility criteria for [2017 Tech and Instructor of the Year](#) awards regarding who can submit a nomination.
2. Provided clarification about how to submit events and suggested edits for [NHTSA Inspection Station locator](#), particularly for CPS Week 2016.

### Membership Committee: Sarah Tilton

1. Slate of new member candidates submitted to full board for approval.
2. Summary of membership selection process provided.

3. Feedback and learning experiences will be compiled from this application cycle and recommendations will be made to adjust and enhance the application and selection process in preparation for the 2017 application period.
4. Motion to approve new member candidates proposed, with unanimous approval of slate presented.
5. Committee Chair and members commended for hard work and dedication to this process!

**Cert/Recert Committee: Kerry Chausmer**

1. Upcoming webinar schedule presented; please review [CEU and CE webinars](#) offered on cpsboard.org.
2. [2017 Tech and Instructor of the Year Awards nominations](#) are now being accepted through November 18, 2016. All NCPSB members asked to share this information and promote awards.
3. Marketing content submitted to Communications Committee.
4. Marketing and promotion of awards discussed.
5. Thank you to this committee for their time and dedication!

**Communications Committee: Amy Artuso / Dina Burstein**

1. Review of updates to [cpsboard.org](#) and [NCPSB FB](#) to support [Tech and Instructor of the Year Awards](#)
2. Diana Imondi Dias presented analytics captured courtesy of [AAA](#) resulting from August [Twitter](#) chat
3. Ideas shared for future topics and to extend reach/impact of next chat
4. Thank you to all that participated with this successful chat!

**Quality Assurance Committee: Dave Sander / Tammy Franks**

1. [By-laws](#) and [Operating Procedures](#) review is ongoing

**Diversity Committee: Angela Brown / 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](mailto:CPSresourcelib@yahoo.com).
2. Added 2 new links to Diversity Resource Library: NHTSA Buckle Up Toolkits

**Curriculum Committee: Dina Burstein**

1. Reviewing each [materials feedback](#) submission and preparing Word version of certification curriculum in preparation for January 2017 NCPSB meeting. Plan to divide modules up among Board members and begin preparations for next curriculum revision.

**Other Business: Audrey Eagle**

1. Amy Artuso thanked members that assisted and presented at the Kidz In Motion cps conference in August. NCPSB received feedback from attendees through a survey conducted at the conference. Feedback will be utilized to consider and implement changes.
2. 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, November 16, 2016 at 11am ET/ 10am CT
- 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)

**Adjourned at 12:03 pm EST**

Minutes respectfully submitted by Amy Artuso, Board Secretariat