



## Minutes of the Meeting of the National Child Passenger Safety Board September 12, 2017

### Meeting (via conference call) called to order by Sarah Tilton at 1:05 PM EST

**Members Attending:** Audrey Eagle, Carole Guzzetta, Kerry Chausmer, Meg Miller, Diana Imondi Dias, Marilyn Bull, Sarah Tilton, Charlie Vits, Terry Emerson, Amber Kroeker, Tammy Franks, Krystal Heinzen, Emily Lee

**Members Not Present:** Dina Burstein, Amy Artuso, Lorrie Lynn, Suzanne LeDoyen, Bob Stevens, Laurie Ludovici, 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!

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### Welcome and Introductions: Sarah Tilton

- NCPSB Statement of Intent
- Roll Call
- Sarah asked for thoughts and prayers for those impacted by natural disasters in both Texas and Florida

### July 2017 Meeting Minutes approval

Minutes approved with no changes requested. All present were in favor, with none opposed.

### Certification Update: Kerry Chausmer

1. Annual recertification rate (Jan – Aug 2017) is 57.7%
2. Processed certification extensions in TX and FL for CPSTs who were close to expiring, until 11/30/17
  - a. For any CPST that require an extension due to natural disasters, please have the technician email [Kerry Chausmer](#) directly. Ensure they are specific in why they need the extension and when they anticipate fulfilling their recertification requirements.

### NHTSA Update: Carole Guzzetta / Meg Miller

1. CPS Week is next week and materials have been sent out to NCPSB members in weekly emails
2. Great press and impressions already
3. Meg: new hashtag #TransportationTuesday will be unveiled during CPS Week

**Membership Committee: Sarah Tilton (for Dina Burstein)**

1. All interviews have been completed and scored by committee
2. Slate of candidates presented and accepted by Executive Committee
3. Dina will work with Amy to send response letters to all individuals that submitted an application

**Cert/Recert Committee: Kerry Chausmer**

1. Tech/Instructor Awards: application was scheduled to go live on 9/11/17. Slight delay due to Hurricane Irma.
2. Upcoming Webinars:
  - a. OT/PT and CPS (Dr. Marilyn Bull)
  - b. CPS and Head Start (Krystal Heinzen)
  - c. CPS and Pick-up Trucks (Denise Donaldson)
  - d. All webinars are listed in [CPS Express](#) and can help CPSTs fulfill their community education requirement

**Communications Committee: Emily Lee**

1. Social media content schedule is working well. Reviewed guidelines and requests for posts from NCPSB members. Schedule reminder included in weekly emails.
2. 20<sup>th</sup> Anniversary planning: What is NCPSB CTA for next 20 years?
  - a. "Zero Deaths"
  - b. Technological advances in the field
  - c. Emphasis on proper restraint use even with the rise in autonomous vehicles
  - d. Additional suggestions should be sent to Amy and Emily
3. Lifesavers 2018: Recognition of 20<sup>th</sup> Anniversary and CPS Awards
  - a. First time: announcement will be included in the opening plenary
  - b. Lifesavers Planning Committee recommended NCPSB host a reception
    - i. Sunday evening recommended by NCPSB members
    - ii. Sponsor needed to support F&B; Carole to confirm if allowed
    - iii. Sarah to work with Alexis regarding scheduling and refreshments
    - iv. Plan to show 20<sup>th</sup> anniversary video at reception

**Quality Assurance Committee: Tammy Franks / Terry Emerson**

1. Updated [By-laws](#) and [Operations Manual](#) have been posted to [cpsboard.org](http://cpsboard.org)

**Diversity Committee: Amber Kroeker**

1. Dr. Bull is developing a parent training
2. Charlie Vits is also developing a training focused on school buses
3. Krystal provided an update regarding Safety Belts Safe Head Start webinar

**Adult Learning Theory: Amber Kroeker**

1. Committee meetings are on hold until ALT incorporation later in curriculum module review timeline

**Curriculum Committee: Diana Imondi Dias**

1. Module reviews deadline extended until October 6<sup>th</sup>
2. Each committee should focus only on TG at this time
3. New timeline reviewed

4. NCPSB members were advised to email Diana with any FTP issues. She can assist with uploading files, as can Amy.
5. Discussed how to present modules at January meeting
6. Field review discussed
7. Printing needs further discussion
8. IMMI Appendix letter to be removed in next curriculum; leave SAE in edits

**Other Business: Sarah Tilton**

1. No new business presented or discussed

**Upcoming Board meetings:**

- Next Conference Call: Tuesday, November 14, 2017, 1pm – 2:30pm ET/Noon – 1:30 CT
- New member orientation: December 5, 2017, 1pm – 2pm ET/ Noon – 1:00pm CT
- In-Person Meeting: January 16, 17, 18, 2018, Nashville, TN

**Adjourned at 2:32 pm EST**

Minutes respectfully submitted by Emily Lee and Amy Artuso