



Minutes of the Meeting of the National Child Passenger Safety Board November 14, 2017

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

Members Attending: Sarah Tilton, Dina Burstein, Audrey Eagle, Carole Guzzetta, Laura Dunn, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Marilyn Bull, Charlie Vits, Terry Emerson, Amber Kroeker, Krystal Heinzen, Bob Stevens, Laurie Ludovici, Alexis Kagiliery

Members Not Present: Diana Imondi Dias, Tammy Franks, Emily Lee

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: Sarah Tilton

- NCPSB Statement of Intent
- Roll Call

September 2017 Meeting Minutes approval

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

Recognition of Carole Guzzetta:

- On behalf of the NCPSB, earlier this month Carole Guzzetta was presented with a plaque and photos from her time on the board, in honor of her retirement and 20 years of service.
- Carole thanked the board.

Certification Update: Kerry Chausmer

1. As of the end of September 2017 there are more than 41,000 currently certified CPSTs
2. Annual recertification rate (January – October 2017) is 57.8%; up from this time last year
3. A Cert/Recert report is sent to state and regional training contacts each month
4. If writing a report, contact Kerry with a request to run a query for you
5. 159,000 individuals have been certified overall since the certification program began in 2005
6. CPST month will be held in May 2018; reminders are currently being sent out to the field
 - Goal is 100 certification courses in May; please help encourage courses
 - 10 courses registered at time of this meeting

NHTSA Update: Carole Guzzetta / Meg Miller

1. Carole Guzzetta is retiring at the end of 2017 and will be missed greatly
2. Laura Dunn will be filling the NHTSA Headquarters position on the NCPSB
3. Meg attended NHTSA GHSA communications forum and will share information with NCPSB communications committee once she compiles information;
 - NCPSB is doing great things on social media and that is the direction a lot of states are going.
4. Recently a new cooperative agreement between NHTSA and NSC was signed
 - This cooperative agreement has several deliverables, including the NCPSB
 - Throughout NHTSA, all programs are being reviewed
 - Primary function of the board is to focus on the certification curriculum
 - In 2018, priority focus will be the curriculum.
 - Other activities will be put on hold, including Membership and other committee work
 - Celebrating 20th anniversary; Natural time to conduct strategic planning.
 - Members will work together to explore the best ways for the NCPSB to support CPS in the U.S.
5. During 2018, the NCPSB will operate with 3 committees:
 - Executive Committee
 - Curriculum
 - Communications
 - i. As issues come up that would have previously been given to a different committee, the issue will be directed to one of the above three committees as deemed appropriate.
6. Next year the NCPSB will be focused on:
 - Curriculum
 - Getting back to basics and how the board will move forward
 - Look at functionality of each position; Each member's area of expertise is valued
7. NHTSA Headquarters will make final decisions regarding suggested changes
8. Members are encouraged to reach out to a member of the Executive Committee with questions
9. The current committee structure will remain in place through the January 2018 meeting
10. Tech and Instructor of the Year Awards will be presented at Lifesavers 2018

Membership Committee: Dina Burstein

1. All selected candidates have accepted their invitations to join the NCPSB
2. Preparing for New Member Orientation, scheduled for December 5, 2017
3. New member names and positions provided during meeting
4. Extending one current position for one more year. Amber Kroeker was invited to continue to support ALT in curriculum update. Amber accepted and thanked the board for the opportunity.

Cert/Recert Committee: Kerry Chausmer

1. Tech/Instructor of the Year Awards nominations update
 - Nomination period closes November 17, 2017
 - Members encouraged to promote open nomination period
2. Upcoming Webinars:
 - Diono manufacturer update is scheduled for November 16, 2017
 - School bus update scheduled for February 13, 2018
 - All webinars are listed in [CPS Express](#) and can help CPSTs fulfill their CEU and community education requirements

Communications Committee: Amy Artuso / Emily Lee

1. Provided information about how Tech and Instructor of the Year awards have been promoted
2. Plaques and posters for Tech and Instructor of the Year awards presentation are in process
3. Award nominations scoring process discussed; all members to review nominations
4. Thanks to all members for submitting social media posts. Made all the difference this year.
 - Sending reminders to each member prior to their due date
5. 20th anniversary of NCPSB and certification training curriculum
 - Lifesavers reception: Please mark your calendars for Sunday, April 22, 2018, 6-8pm
 - Working with conference planning committee for teasers at Lifesavers OPC sessions
 - In 2018, will update all NCPSB materials to recognize 20th anniversary with special logo
 - Committee asked for anniversary t-shirts to wear during community engagement
 - i. To be purchased by members

Quality Assurance Committee: Terry Emerson

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

Diversity Committee: Amber Kroeker

1. Discussed presentation about building empathy
2. Discussed tools to support special transportation needs and how to incorporate into curriculum

Adult Learning Theory: Amber Kroeker

1. Expecting modules from One Voice committee the first week of December for ALT review
2. Plan to share links to updated modules before January meeting so members can review most current version of modules prior to the meeting

Curriculum Committee: Kerry Chausmer for Diana Imondi Dias

1. Thanks to all of the members for all of the work that was done in the August – October work groups!
2. One Voice committee is meeting daily right now: Diana, Sarah, Carole, Laura, Amy and Kerry
 - Reviewing work group modules to provide consistent voice throughout
 - Simplifying language, creating bulleted lists, and making any updates that are still needed
3. Plan to send modules to ALT committee at beginning of December
 - IG: ALT will probably be more with guidance and how to teach
 - TG: more about communicating with caregivers and what is the best way to do that
4. January meeting:
 - Board members will make sure module content flows well, no typos, and is correct
 - i. Word documents without tracked changes
 - Members will not re-litigate changes to the curriculum and will not make new major changes
 - Any decisions that need to be made are being done prior to the meeting to maintain schedule
 - Will plan for next steps at the meeting
 - Each member can review one or all modules before field review
 - Members to volunteer for one module to lead for board review and field review process
 - Discuss what basic IG should look like
5. Discussed Field review process
 - Board invites techs and instructors to look at content of one module one time.
 - Edits from field will be submitted to lead board member for assigned module
 - Lead member will review edits and decide which changes to accept

Discussed Field review process (continued)

- Lead members can reach out to other members to talk through questions
 - Lead members will incorporate changes for all modules
6. Curriculum Designer will provide updated look and feel to curriculum following field review
 7. Once the TG is done, it will be used as a base for the IG, and then the PPTs will be updated
 - Feedback from field about IG discussed
 8. Members were asked if they had any concerns about the process? Want to make sure everyone understands that their input and what is needed in January is critical.
 9. Audrey provided an update that is needed regarding switchable retractors; will send to Amy for One Voice committee

Other Business: Sarah Tilton

1. 20th Anniversary: [NSC](#) is providing financial sponsorship for NCPSB reception event rather than hosting their regular Sunday morning breakfast. Open to co-sponsors, but there are considerations regarding sponsors to ensure Government employees can attend the reception.
2. All members are asked to participate with New Member Orientation, December 5, 2017, 1 – 2pm ET
 - Please reach out to Amy if you do not have that on your calendar; appointment has been sent
3. New supplier has been identified for NCPSB brandwear
 - Place orders directly with vendor before December 15, 2017 and Sarah Tilton will deliver to January meeting. Thank you Sarah!

January Meeting Update: Sarah Tilton

1. January 16, 17 & 18, 2018
 - No pre-meeting scheduled
 - Focusing majority of time on curriculum
 - Schedule:
 - Tuesday, January 16: Noon – 7pm
 - Wednesday, January 17: 8am – 6pm
 - Thursday, January 18: 7am – 10am
 - TTU iCube tour: Optional
 - For those who have opted to attend tour, transportation will be leaving hotel at 10am
 - Members will be transported airport; plan to arrive by 4pm, but allow for delays
 - Please do not schedule flights prior to 6pm on Thursday evening
 - Please RSVP to Amy if you are attending
 - Members are asked to make their hotel reservations before December 16, 2017
 - Free transportation between airport and hotel
 - Some members are arriving on Monday, January 15, 2017

Farewell from Carole Guzzetta

Carole shared that the past 20 years have been an honor and a pleasure to work with this board. It has been an experience to see how far the board has come. Everything done has been done for the betterment of child passenger safety and she believes the future will be the same. It might look a little different, and after 20 years of anything, change is good and should be positive. Carole said this is not good-bye and thanked the board for all of the memories.

On behalf of the board, Sarah Tilton thanked Carole for her service to the board, her dedication to the cause and for her support of our group.

Adjourned at 2:08 pm EST

Minutes respectfully submitted by Amy Artuso