



**July 18, 19, 20, 2017, Itasca, IL**

**July 18, 2017 – Day One**

**Members Attending:** Sarah Tilton, Dina Burstein, Audrey Eagle, Carole Guzzetta, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi Dias, Marilyn Bull, Charlie Vits, Terry Emerson, Amber Kroeker, Tamara Franks, Krystal Heinzen, Bob Stevens, Emily Lee, Alexis Kagiliery

**Members Not Present:** Suzanne LeDoyen, Laurie Ludovici

**Guest(s) Present:** Laura Dunn (NHTSA)

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**Welcome and Introductions: Sarah Tilton, 12:06 PM**

- Board Statement
- Welcome to NSC – Lorrie Lynn
- Meeting Overview

**Approval of May Meeting Minutes:**

Minutes approved as revised. All present were in favor with none opposed.

**Certification Update: Kerry Chausmer**

- 40,000+ certified CPSTs, including 1700 CPST Instructors
- Cert/Recert Courses – Everything is cyclical. The numbers are steady even with reduced funding. Thanks for your commitment to offering courses.
- More than 1 out of 2 people are recertifying.
  - During calendar year 2017, approximately 6000 have recertified
  - Are people taking the renewal course serially?
    - During last 6 years, 302 took the renewal testing course twice
    - During last 6 years, 13 took the renewal testing course three times
- CPST Month: May 2017
  - 94 courses offered (Goal = 100 courses)
  - Promotion and outreach discussed
- CPS Express: Distributed bi-monthly; please send articles to Kerry.
- Recertification: encourage CPSTs to enter information in to profiles as it is earned
  - Discussed instructor recertification
  - Discussed Technician Proxy
- Facebook: Please review CPS Cert FB page

**NHTSA Headquarters Update: Carole Guzzetta**

- CPS Week Materials are available – Laura Dunn
  - All earned media materials can be found on [Traffic Safety Marketing](#)
  - Activities Guide and Toolkit; themes for each day
- July 31, 2017: National Heatstroke Awareness Day
- Working with new administration to establish priorities
- Work with Ad Council to support campaigns
  - Issue awareness has increased per surveys
- [NHTSA.gov](#) website update; send email to Carole if need assistance when searching for information
  - Parent Central content is being migrated to [www.nhtsa.gov](#)

**NHTSA Regions Update: Meg Miller**

- Regions reviewing Transportation Safety Plans
- Creating State Child Passenger Safety Coordinator Role and Responsibilities document
  - Please send comments to Meg Miller prior to September

**Membership Committee: Dina Burstein**

- New Vehicle Manufacturer Representative identified
- Injury Prevention position reviewed
- Membership application submissions review and schedule to complete selection process confirmed

**Cert/Recert Committee: Kerry Chausmer**

- CPST and CPSTI of the Year Awards: Review of the proposed process.
  - Nominations open on 9/11/17
  - Board member assignments confirmed
- NCPSB Webinars review
  - Current and upcoming webinars (CEU and Community Education)
  - Expired manufacturer webinars are being removed after 18 months
  - Fact or Fiction update
- CEUs and Community Education
  - Certified Technicians have “tested out” of basic skills with certification completion
  - CEUs should expand on CPST knowledge base
  - Some review can be incorporated into the first 15 minutes of a CEU (1 CEU = a minimum of 45 minutes of qualifying technical content)
  - Increased promotion of community education components planned for coming year
  - Discussed communication development
- Instructor Candidacy Process
  - Upcoming review of process, application and IC Mentor

**Diversity Committee: Amber Kroeker**

- Diversity Library review and discussion about resources
  - Approved addition of CDC resource in English and Spanish
- Discussed how to reach more diverse populations: Charlie Vits and Krystal Heinzen

**Closing: Sarah Tilton**

- Information provided in preparation for Day 2 of meeting

- Board Photo

**Day 1 Adjourned at 5:30 PM****July 19, 2017 – Day Two**

**Members Attending:** Sarah Tilton, Dina Burstein, Audrey Eagle, Carole Guzzetta, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi Dias, Marilyn Bull, Charlie Vits, Terry Emerson, Amber Kroeker, Tamara Franks, Krystal Heinzen, Bob Stevens, Emily Lee, Alexis Kagiliery

**Members Not Present:** Suzanne LeDoyen, Laurie Ludovici

**Guest(s) Present:** Laura Dunn (NHTSA), Ron Kremer (NSC)

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**Welcome: Sarah Tilton, 8:02 AM**

- Meeting Called to Order / Day 2 Overview

**Curriculum Committee: Diana Dias**

- Discussed process and timeline for next curriculum revision
- Discussed Module changes and field suggestions
- Shared work group assignments

**Communications Committee: Emily Lee / Amy Artuso**

- Social media and [www.cpsboard.org](http://www.cpsboard.org) update – Ron Kremer (NSC)
- All members reminded to send posts as scheduled, and additional timely post information as available
- NCPSB and curriculum 20<sup>th</sup> anniversary recognition
  - Video review and feedback
  - Lifesavers 2018
- June 2017 Twitter Chat review and analytics summary

**Adult Learning Theory: Amber Kroeker**

- Discussed how we teach instructors, technicians and parents
  - Opportunities and timeline to introduce ALT to all three audiences

**Upcoming Meetings: Sarah Tilton**

- January 2018 planning

**Curriculum Committee (continued): Kerry Chausmer**

- Evaluations: Skills 3, updating quiz questions, recording questions, ADA accommodations

**Closing: Sarah Tilton**

- Vice-Chair Ballots
- Overview for Day 3

**Day 2 Adjourned at 4:46 PM**

**July 20, 2017 – Day Three**

**Members Attending:** Sarah Tilton, Dina Burstein, Audrey Eagle, Carole Guzzetta, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi Dias, Marilyn Bull, Charlie Vits, Terry Emerson, Amber Kroeker, Tamara Franks, Krystal Heinzen, Bob Stevens, Emily Lee, Alexis Kagiliery

**Members Not Present:** Suzanne LeDoyen, Laurie Ludovici

**Guest(s) Present:** Laura Dunn (NHTSA)

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**Welcome & Opening Statement Reminder: Sarah Tilton, 8:01 AM**

**2018 Vice-Chairperson Election Results**

- Congratulations to Tammy Franks!

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

- Operations Manual revisions approved
- Bylaws review approved

**New Business:**

- 2017 KIDZ IN MOTION Conference – Sarah Tilton

**Outstanding Business:**

- NCPSB Candidate Interview Process and Questions – Dina Burstein
- FTP Folder – Amy Artuso
- Lifesavers Conference 2018: NCPSB Anniversary and Recognition of CPST and CPSTI award winners – Amy Artuso
- Technician Proxies – Kerry Chausmer
  - Technician Proxy list by state and county provided to all NCPSB members

**Upcoming Meetings:**

- January 2018 plan and schedule discussed
- July 2018 dates confirmed

**Closing Remarks: Sarah Tilton**

**Day 3 Adjourned at 11:26 AM**

Minutes respectfully submitted by Amy Artuso, Board Secretariat