



**January 16, 17, 18, 2018, Nashville, TN**

**Day One: January 16, 2018**

**Members Attending:** Sarah Tilton, Audrey Eagle, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Tammy Franks, Krystal Heinzen, Emily Lee, Laurie Ludovici, Alexis Kagiliery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

**Members Not Present:** Dina Burstein, Laura Dunn, Bob Stevens

**Guest(s) Present:** Sarah Haverstick

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**Welcome and Introductions: Sarah Tilton, 12:00 PM**

- Board Statement
- Confidentiality and Conflict of Interest
- Meeting Overview

**Approval of November Meeting Minutes:**

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

**Proposed Meeting Dates for 2018**

- All members were provided a copy of the 2018 meeting schedule
- 9/18/18 meeting changed to 9/25/18
- All meetings will be held at 1pm ET

**Tech and Instructor of the Year Awards**

- Members were provided with an update about the 2018 process and nominees

**Certification Update: Kerry Chausmer**

- During 2017:
  - 739 certification courses
  - 143 renewal testing courses
  - 58.4% recertification rate (increase from 56.2 in 2016)
- May 2018 is CPST Month
- Review of CPS Express schedule and deadlines
- Social Media update
- Discussed certification fees

**Adult Learning Theory: Amber Kroeker**

- Presentation: Understanding Adult Learners in Child Passenger Safety
- Discussion: How to incorporate ALT in the certification curriculum

**Curriculum Work Groups: Kerry Chausmer & Diana Imondi**

- Modules 1 - 7

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**Working Dinner:** Thank you to the National Safety Council for providing dinner

**Work Group Reports**

- Each group oriented the full board about changes

**Day One: Adjourned at 7:00 PM**

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**Day Two: January 17, 2018**

**Members Attending:** Sarah Tilton, Dina Burstein, Audrey Eagle, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Tammy Franks, Krystal Heinzen, Emily Lee, Laurie Ludovici, Alexis Kagilery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

**Members Not Present:** Laura Dunn, Bob Stevens

**Guest(s) Present:** Sarah Haverstick

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**Welcome, Meeting Overview and Call to Order: Sarah Tilton, 8:00 AM**

**Curriculum Work Groups: Kerry Chausmer & Diana Imondi**

- Modules 8 – 13

**Work Group Reports**

- Each group oriented the full board about changes

**Recognition Lunch:** Thank you to Meharry Medical College & Angela Brown for providing lunch

- Recognition of outgoing Board members: Kerry Chausmer
- Changeover of Executive Officers and membership

**Board Photo:** Thank you to Tennessee Tech University iCube & Sarah Haverstick for photos

**Curriculum Instructor Guide: Diana Imondi**

- Planning:
  - What does it look like?
    - Board requested a curriculum design presentation at July 2018 meeting
  - Who works on it?
    - Assignments distributed at meeting for each module
    - Same board member leads for IG as each TG module
  - Timing?
    - Discussed stages for development and approval, printing and shipping
- Skills Testing – led by Safe Kids Certification with board member support
- PPT update after IG update is done



### **Renewal Course: Kerry Chausmer**

- Course content update planned following updated certification curriculum approval
- New proposed format discussed

### **Lifesavers Update: Alexis Kagiliery**

- April 22 – 24, 2018
- Eleven Occupant Protection for Children (OPC) sessions
- 6.5 CPST CEUs available during conference (not including pre-conferences)
- Three community education credits available to support CPST recertification
- CPS pre-conference session from 1:00 – 3:00 PM, Saturday, April 21, 2018
  - Includes presentation of national CPS Awards: Tech and Instructor of the Year
- At least one board member (past or present) is in attendance at every OPC session
- NCPST anniversary reception: Sunday, April 22, 2018 from 6:00 – 8:00 PM
  - [Evite link to RSVP](#)
- Board viewing of 20<sup>th</sup> anniversary video, presented by NSC

### **Ad Hoc Communications Sub-committee: Tammy Franks**

- Proposed forming a subcommittee to review different general CPS presentations
- Decision to hold until after 2018 strategic planning by NCPST

### **Day Two Overview and Reminders for Day Three: Dina Burstein**

#### **Day Two: Adjourned at 6:00 PM**

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#### **Day Three: January 18, 2018**

**Members Attending:** Dina Burstein, Tammy Franks, Sarah Tilton, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Krystal Heinzen, Alexis Kagiliery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

**Members Not Present:** Laura Dunn, Bob Stevens

**Guest(s) Present:** Audrey Eagle, Emily Lee, Laurie Ludovici, Sarah Haverstick

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#### **Welcome, Meeting Overview and Call to Order: Dina Burstein, 7:00 AM**

#### **Instructor Development Course: Emily Lee & Sarah Haverstick**

- A Board activity based on TSI course
- New sub-committee members: Tammy Franks, Kerry Chausmer, Amy Artuso
- Discussed:
  - course format
  - IC Process
  - Tracking use
  - Strategic deployment

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### **Communications Committee: Amy Artuso & Emily Lee**

- NCPSTB and national certification curriculum 20<sup>th</sup> anniversary
  - Video update
  - Lifesavers conference
    - Reception update: Sunday, April 22, 2018
      - Event planning updates: food & beverage, room set up, AV and more
    - OPC session intros discussed
    - Anniversary logo
    - Postcards and t-shirts
  - Anniversary/2018 communications overview shared
  - Social Media presentation: Meg Miller
  - Board schedule for social media posts: Emily Lee

### **Curriculum Wrap-Up: Kerry Chausmer & Diana Imondi**

- Discussed:
  - Quiz Questions
  - Field Review
    - Instructors should read CPS Express for information to participate
    - Overall review process discussed
    - Lead board members per module confirmed
    - One Voice subcommittee to review curriculum in entirety for consistency
  - Pilot courses
  - Rollout
- New Curriculum Co-Chairs: Congratulations Mandi Seethaler, Krystal Heinzen and Sarah Tilton

### **Strategic Planning: Tammy Franks**

- Confirm outcome expectations
- Survey members for feedback
- Focus of July 2018 meeting – members will receive information in advance
- Subcommittee established

### **Closing: Dina Burstein**

**Day Three: Adjourned at 10:00 AM**

**Next Full Board Meeting: Tuesday, March 13, 2018 at 1pm ET (Conference Call)**

Minutes respectfully submitted by Amy Artuso, Board Secretariat