

NATIONAL
**Child Passenger
Safety** BOARD

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**National Child Passenger Safety Board Meeting
Tuesday, May 7, 2024**

Tuesday, May 7

The meeting was called to order by Jim Savage at 12:06 PM.

Members Attending – Kyndra Webb

- | | |
|---|--|
| <input checked="" type="checkbox"/> Jim Savage, Chair | <input checked="" type="checkbox"/> Amanda Jackson |
| <input checked="" type="checkbox"/> Scott Downing, Vice-Chair | <input checked="" type="checkbox"/> Britney Lombard |
| <input checked="" type="checkbox"/> Kristel Robison, Vice-Chair Elect | <input checked="" type="checkbox"/> Liz Perez |
| <input checked="" type="checkbox"/> Daniella Brown | <input checked="" type="checkbox"/> Krystal Phillips |
| <input checked="" type="checkbox"/> Marilyn Bull | <input checked="" type="checkbox"/> Anna Red |
| <input checked="" type="checkbox"/> Emily Burton | <input checked="" type="checkbox"/> Mandi Seethaler |
| <input type="checkbox"/> Laura Dunn -Excused | <input checked="" type="checkbox"/> Kyndra Webb |
| <input checked="" type="checkbox"/> Tammy Franks | <input checked="" type="checkbox"/> Justin Young |
| <input checked="" type="checkbox"/> Cass Herring | |

Guest(s):

- James Fitzpatrick
- Marie Snodgrass
- Ron Kremer – National Safety Council
- Michael Munson
- Shannon Martinello

Welcome – Jim Savage

- The Board was welcomed to the May 2024 Full Board meeting.
- The Board was reminded that meetings are held in executive session.
- The Board approved March 2024 meeting minute with edits.

NHTSA Update – Amanda Jackson

- NHTSA headquarters had no updates for this meeting.
- Amanda Jackson shared updates on Regions 1, 4 and 8.



Safe Kids Update – Cass Herring and Krystal Phillips

- Cass Herring shared how to find Inspection Stations and CPSTs at events.safekids.org.
- Safe Kids will be updating training.safekids.org for CEUs and Instructor trainings.
- Safe Kids is continuing to work on the state profile updates.

NSC Update – Tammy Franks

- The Safety Connection at NSC received a grant from Buckle Up for Life. This grant will fund car seats for caregivers in need and hire Spanish speaking instructors to provide education and signoffs.
- Claudia Summers started the Instructor Forum and Tammy Franks shared updates on upcoming forums. July's topic is engaging Technicians and Britney Lombard and Mandi Seethaler will share resources on how to engage Technicians.
 - Amanda Jackson will look at NHTSA regions for high recertification rates to see if those states would like to participate in the July Instructor Forum.

Executive Committee – Kyndra Webb and Jim Savage

- The Board approved a motion to set aside Toyota4Good funds for the 2025 and 2026 National CPS Awards and 2024 Jotform subscription.
- The Board approved a motion to eliminate Mail Chimp for the weekly email and move all Board communication to the Slack channel.
 - All Members and standing guests have been invite to the respective NCPSB Committee Slack channels.
- The 2024 – 2025 Member Handbook and Member Bylaws were updated. The next draft will be sent for approved at the June Curriculum Certification Committee meeting.
 - Curriculum Certification Recertification Committee has been renamed Curriculum Certification Committee.
 - CPS Advocate: At-Risk/Underserved Populations representative has been renamed CPS Advocate: Underserved Populations.
 - Both of these name changes will go to motion at the Curriculum Certification Committee meeting for final approval.

The meeting was adjourned by Jim Savage at 3:55 PM CT.

Wednesday, May 8

The meeting was called to order by Jim Savage at 9:02 AM CT.

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Welcome – Scott Downing

- The Board was reminded that meetings are held in executive session.

Members Attending – Kyndra Webb

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|--|--|
| <input checked="" type="checkbox"/> Scott Downing, Chair | <input checked="" type="checkbox"/> Britney Lombard |
| <input checked="" type="checkbox"/> Kristel Robison, Vice- Chair | <input checked="" type="checkbox"/> Shannon Martinello |
| <input checked="" type="checkbox"/> Daniella Brown, Vice-Chair Elect | <input checked="" type="checkbox"/> Michael Munson |
| <input checked="" type="checkbox"/> Emily Burton | <input checked="" type="checkbox"/> Liz Perez |
| <input checked="" type="checkbox"/> Laura Dunn | <input checked="" type="checkbox"/> Krystal Phillips |
| <input checked="" type="checkbox"/> James Fitzpatrick | <input checked="" type="checkbox"/> Anna Red |
| <input checked="" type="checkbox"/> Tammy Franks | <input checked="" type="checkbox"/> Marie Snodgrass |
| <input checked="" type="checkbox"/> Cass Herring | <input checked="" type="checkbox"/> Kyndra Webb |
| <input checked="" type="checkbox"/> Amanda Jackson | |

Guest(s):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Claudia Summers – National Safety Council | <input checked="" type="checkbox"/> Amy Artuso – National Safety Council |
| <input checked="" type="checkbox"/> Denise Donaldson – Safe Ride News | <input checked="" type="checkbox"/> Ali Knieling, NDCF |
| <input checked="" type="checkbox"/> Ron Kremer – National Safety Council | <input checked="" type="checkbox"/> Joe Powell, NDCF |
| <input checked="" type="checkbox"/> Lucy Lantz – Transport Canada | <input checked="" type="checkbox"/> Jennifer Pelky |
| <input checked="" type="checkbox"/> Kimberly Loughlin | |
| <input checked="" type="checkbox"/> Jennifer Pelky | |

Executive Committee – Jim Savage

- The Board celebrating outgoing Members, Marilyn Bull, Jim Savage, Mandi Seethaler and Justin Young, and welcomed incoming Members.
- The Board unanimously voted Daniella Brown as Vice-Chair Elect for 2024 – 2025. She ran unopposed.

Data Committee – Kristel Robison and Amanda Jackson

- Amy Artuso shared an NDCF Data Dashboard overview.
- Emily Burton shared a consolidated vehicle list in the NDCF.
 - Kristel Robison, Scott Downing, Amanda Jackson, Michael Munson, Daniella Brown and Liz Perez will assist consolidating vehicle lists for the NDCF.
- The annual NDCF update has been moved to March 2025 to align with the *2024 CPST Training* curriculum.



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- The NDCF team is working on a census overlay project and will share that update at KIDZ IN MOTION in August 2024.
 - Amanda Jackson updated the Board on the strategic plan.
 - NDCF/Data Committee would like to present in a Fall CPS Coordinators' Forum. Date TBD.

Curriculum/Certification Committee – Tammy Franks, Cass Herring and Justin Young

- Tammy Franks shared module review return rates and suggestions from the field reviewers.
- Tammy Franks shared the positive feedback from the field reviewers.
- Tammy Franks started a motion to allow outgoing Members to remain as standing guests on the Curriculum/Certification Committee, motion passes unanimously.
- On behalf of Rebecca Adler, Tammy Franks presented the Principles of Design for the 2024 CPST Curriculum.
- Board Members and standing guests signed up to lead module review:
 - Module 1: James Fitzpatrick; Module 2: Britney Lombard; Module 3: Emily Burton and Claudia Summers; Module 4: Mandi Seethaler; Module 5: Amanda Jackson; Module 6: Denise Donaldson; Module 7: Daniella Brown; Module 8: Marie Snodgrass; Module 9: Liz Perez; Module 10: Kristel Robison; Module 11: Scott Downing and Mike Munson; Module 12: Cass Herring.
- Board Members discussed line art of car seats and icons for *2024 Child Passenger Safety Technician Training* curriculum.
- Board Members discussed photos still needed for the *2024 Child Passenger Safety Technician Training* curriculum.
- Board Members discussed terminology, including naming module 2.
 - “CPST” will be used throughout the course.
 - Inspection Station and Fitting Station will be cross referenced in the curriculum.
- Board Members discussed 2024 Hybrid endorsement requirements and options.
- On behalf of Justin Young, Kyndra Webb shared webinar schedule and requests for moderators.
- Cass Herring led the discussion on updating the Code of Conduct and how Safe Kids will manage CPSTs who break the Code of Conduct.
- Cass Herring discussed CEU eligibility requirements and Safe Kids is creating a workgroup to discuss CEU structure and what do we want CPSTs to maintain and learn.
- Justin Young shared the webinar schedule and May – September are scheduled.

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Community Engagement Committee – Daniella Brown and James Fitzpatrick

- Buckle Up for Life is celebrating their 20th anniversary at KIDZ IN MOTION this year and the NCPSB has been invited to join the celebration.
- The NCPSB will have a 30-minute full conference session on Friday, August 23 to acknowledge the 25th anniversary.
- James Fitzpatrick shared 2025 National CPS Awards update and timeline.
 - Scoring matrix will be reviewed next week at the Community Engagement Committee meeting.
- The CPS Coordinators Forums dates and topics were set through the end of the year. The NDCF team and Data Committee have a hold on October and December. Final date to be determined later.
- Always a Board Member
 - AABM attendees would like to learn more about counterfeit and non-compliant car seats.
 - The next AABM meeting is June 7.
 - AABM will have themes to discuss. Current theme: How do we better educate parents, caregivers and Technicians on booster use? Community Engagement Committee to discuss.

The meeting was adjourned by Scott Downing at 4:00 PM CT.

Thursday, May 9

The meeting was called to order by Scott Downing at 9:02 AM CT.

Welcome – Scott Downing

- The Board was reminded that meetings are held in executive session.

Members Attending – Kyndra Webb

- | | |
|--|--|
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| <input checked="" type="checkbox"/> James Fitzpatrick | <input checked="" type="checkbox"/> Anna Red |
| <input checked="" type="checkbox"/> Tammy Franks | <input checked="" type="checkbox"/> Marie Snodgrass |

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-
- Cass Herring
 - Amanda Jackson

- Kyndra Webb

Guest(s):

- Claudia Summers – National Safety Council

Executive Committee – Kyndra Webb

- Board Members selected their committees and committee co-chairs were determined.

Community Engagement Committee – Ron Kremer

- Ron Kremer educated new Members how to create social posts.
 - Daniella Brown scheduled a Canva tutorial.
- Ron Kremer shared the social media post schedule and Kyndra Webb posted the updated schedule in the Community Engagement Slack channel.
- Ron Kremer shared the social media reports and demographics of our social channels.

Curriculum/Certification Committee – Tammy Franks and Mandi Seethaler

- 2024 Hybrid Child Passenger Safety Technician Training: Tammy Franks will address marking the course complete with Academy of Mine.
- The Board discussed how to use the NDCF in the *2024 Child Passenger Safety Technician Training*.
- Mandi Seethaler presented ideas how to deliver the *2024 Child Passenger Safety Technician Training* announcements and point of contacts.
- The Board discussed how to manage the transition between the 2020 and 2024 curriculum versions.

Outstanding Business

- Membership Committee approved to announce incoming Members in early March and the Member Handbook will be updated to reflect.
- The Board will design a 25th anniversary logo for tee-shirts to be ordered for KIDZ IN MOTION. Current and former Members will be invited to purchase.

The meeting was adjourned by Scott Downing at 11:53 AM CT.

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