



July 17, 18, 19, 2018
NSC, Itasca, IL

Day One: July 17, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Diana Imondi, Marilyn Bull, Amber Kroeker, Michael Chappell, Terry Emerson, Krystal Heinzen, Bob Stevens (remote), Mandi Seethaler (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Charlie Vits

Guest(s) Present: Rebecca Adler and Kimberly Loughlin

Welcome and Introductions: Dina Burstein, 12:04 PM

- Board Statement
- Meeting Overview

Approval of May Meeting Minutes:

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

NHTSA Update: Laura Dunn and Meg Miller

- Update provided regarding agency review of curriculum technician guide (TG) content.
- Retirements announced
- Current misuse data: refer to 2015 NCRUSS. Additional publications provide more detail. See NCPSB May 2018 meeting minutes for links to two additional publications.

Certification Update: Kerry Chausmer

- Reminder provided about resources at Training.safekids.org; 6 CPST CEU courses available.
- Recertification: 2018 Calendar Year (January – June 2018)
 - Eligible for recertification: 11,095
 - Recertified: 6,064
 - Percentage recertified: 54.7%
 - Decrease from 59.9% this time last year
- May 2018 was CPST Month
 - 110 courses held (10% increase)
 - 1444 new CPSTs
- New Quality Assurance Specialist
- Review of CPS Express schedule and deadlines; articles are due by the 10th during the month prior to release.

Curriculum Designers: Rebecca Adler and Kimberly Loughlin

- Reviewed two proposed designs for the updated curriculum
- Discussed plans for submitting content, reviewing updates and final curriculum.
- Discussed how to disseminate curriculum to the field.

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Curriculum: Sarah Tilton, Krystal Heinzen and Mandi Seethaler

- Photos:
 - Need high-resolution source files for all photos and signed NHTSA releases.
 - Module leads are responsible for making sure files are in the correct folders.
- Module 5 will be submitted to curriculum designer to draft new format and layout.
- Discussed Skills Assessment 3
- Discussed delivery mode to instructors.
- Pilot courses – need to determine how many and when?
- Videos will be MP4 only, one version, per curriculum designer.

Renewal course – Kerry Chausmer and Laura Dunn

- Overview of recent course experience and discussed next steps.
- Keep in mind areas that do not have access to internet.

Vice Chair position: Dina Burstein and Amy Artuso

- Provided overview of process and thank you to those that considered nomination.

Wrap Up: Dina Burstein

- Thank you to outgoing board member Diana Imondi!
 - Recognition of Diana's term of service and dedication to the board.

Day One: Adjourned at 5:00 PM

Day Two: July 18, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charles Vits, Amber Kroeker, Michael Chappell, Terry Emerson, Krystal Heinzen, Bob Stevens (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Mandi Seethaler

Guest(s) Present: None

Welcome, Meeting Overview and Call to Order: Dina Burstein, 8:00 AM

Strategic Planning: Tammy Franks

- The full board engaged in a strategic planning session led by Tammy Franks.

Vice Chair presentations and ballot distribution: Amy Artuso

Lunch: Thank you to the National Safety Council for providing lunch

- Board photo

Strategic Planning: Tammy Franks

- The full board engaged in a strategic planning session led by Tammy Franks.

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Overview of Day Two and Reminders for Day Three: Dina Burstein

Day Two: Adjourned at 5:00 PM

Day Three: July 19, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charles Vits, Amber Kroeker, Michael Chappell, Krystal Heinzen, Bob Stevens (remote), Mandi Seethaler (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Terry Emerson,

Guest(s) Present: None

Welcome, Meeting Overview and Call to Order: Dina Burstein, 8:11 AM

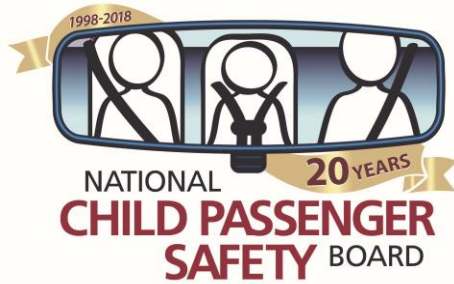
Vice Chair Elect: Dina Burstein

- Congratulations Lonny Haschel!

Communications Committee: Amy Artuso and Randy Chhabra

- Digital Update: Ron Kremer
 - Social media and cpsboard.org analytics report provided.
 - Increases on all channels.
 - Overview of website updates, including addition of Parent/Caregiver page.
 - Wikipedia page – please send any edits to Ron Kremer.
 - Protocol for responding to social media comments discussed
 - Ron Kremer and Randy Chhabra to collaborate before posting.
 - Thank you to all board members for social media post content.
 - Discussed if the board should add Instagram?
 - Demographics targeting – trend is people are getting all of their news on social media.
 - Will provide new post schedule to board members next week.
- Awards: Randy Chhabra
 - Nominations update
 - New infographics
 - Board members are asked to share information about awards with their contacts.
 - Scoring: plan to have completed by Thanksgiving.
 - Responsibility of all board members to participate in blind review and scoring.
 - Plans discussed to increase recognition of all nominees.
 - Discussed options for how nominations are received.
- Digital Check Form: Amy Artuso
 - New resource for currently certified child passenger safety technicians and instructors.
 - Funded by NHTSA; Program led by and responsibility of NSC.
 - Plan to offer resource on cpsboard.org
 - GDPR; CA has passed a law similar to EU.
 - Will not capture PII in digital check form system.

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A program managed by the National Safety Council

- Board discussed developing FAQs to address field questions.
- Eliminates barrier of expense for programs to develop and maintain software.
- Project is a priority to advance the field of child passenger safety.
- Increases available data and supports data-driven decision-making.
- Discussed next steps.
 - Board members asked to create accounts, familiarize selves with system and send questions to Amy Artuso to support FAQ development.

Outstanding Business: Dina Burstein

- Discussed positions on the board.
 - Motion passed to phase out Past Chair position.
 - All members present in favor with none opposed.
 - Motion passed to eliminate Past Chair position in January 2019.
 - All members present in favor with none opposed.
 - Dina Burstein to serve one more year as IP/HC Representative.
 - Motion passed to approve sixteen member positions as presented during this meeting with noted changes, and with permission to continue working on position descriptions.
 - Changes will happen through attrition.
 - All members present in favor with none opposed.
 - Amy Artuso to create document summarizing current positions and attrition schedule moving forward. Members to vote with corrections as needed.
 - By-laws will need to be updated accordingly as part of strategic planning process.
- Lifesavers 2019: Kerry Chausmer
 - Call for abstracts currently being accepted.
 - Consider new presenters and send ideas or suggestions to Kerry Chausmer.
- Future Meetings: Discussed variations to current meeting schedule.
 - Motion passed for 2019 meeting dates: (All present in favor with none opposed.)
 - February 5 – 7, 2019: Location TBD
 - Schedule: Travel on Monday, February 4, 2019
 - Full day meeting on Tuesday, February 5, 2019
 - Full day meeting on Wednesday, February 6, 2019
 - Half day meeting on Thursday, February 7, 2019
 - July 30 – August 1, 2019: Itasca, IL
 - Schedule: Tentative optional tour of AAP the morning of day one.
 - Tuesday, July 30, 2019: Noon – 5pm
 - Wednesday, July 31, 2019: 8am – 5pm
 - Thursday, August 1, 2019: 8am - Noon

Closing: Dina Burstein

Day Three: Adjourned at 11:40 AM

Next Full Board Meeting: September 11, 2018 at 1pm ET (Conference Call)

Minutes respectfully submitted by Amy Artuso, Board Secretariat.

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