

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

July 16, 17 & 18, 2013
Atlanta, GA

July 16, 2013 – Day One

Members Attending: Allan Buchanan, Sarah Haverstick, Amy Heinzen, Suzanne Grace, John Merchant, Sarah Tilton, Kerry Chausmer, Lorrie Walker, Sherri Cannon, Marilyn Bull, Audrey Eagle, Marian Adams, Jennifer Huebner-Davidson, Jennifer Booge, Carol Meidinger, Carol Helminski, Helen Arbogast

Members Not Present: Barbi Harris, Carole Guzzetta

Guest(s) Present: Connie Beasely, NHTSA Region 4

Welcome and Introductions: Allan Buchanan, 12:18 pm

Resignations

Resignations: Due to changes in employment, Stacy Dawkins and J. Kevin Behrens have submitted resignations to the Board. Stacy's term ends in 2014 and is already included in current membership application process. Kevin was working with GHSA regarding his appointed replacement.

Approval of May meeting minutes

Carol Helminski made a motion to approve the May meeting minutes as submitted. This motion was seconded by Sarah Tilton and Marian Adams. All present were in favor with none opposed.

Certification Update: Kerry Chausmer

Kerry reported impressive certification and recertification rates for Jan – June 2013. There is a seasonal distribution of certification courses administered per tracking from 2011, 2012 & 2013 courses held. Renewal courses tend to be offered as people need to recertify. Recertification rates provided. Rates reflect that everyone is working together to keep CPSTs certified. Kerry sends updates to state cps contacts every month. From Jan 2013 – June 2013 there were 9789 eligible for recertification, with 5628 recertifying nationally. This is a 57.5% recertification rate. This is an increase from 53.6% from the same time last year.

Safe Kids Worldwide (SKW) is updating website platform with new look; updating technology. Refer to Policies and Procedures for more information. Plan is to make site more readable. Have good search engine. Launch planned for 9/1/13.

Fee increase for certification courses was announced by SKW. As of Jan. 1, 2014, a \$10 increase will become effective for new certifications. It has been 4 years since the last fee increase. The June 2013 issue of CPS Express included a letter from SKW CEO Kate Carr regarding this announcement. Safe Kids has not received any feedback to date.

CPS Express: See slides included. Welcome Board write-ups even if not scheduled. Upcoming submissions by the Board include:

- August – Marian – topic TBD
- September – Sarah T. – topic TBD
- October – Barbi – topic: infant inserts and body pillows
- Announce Tech & Instructor of the Year nomination process: Audrey Eagle.

Contact Kerry as questions arise.

NHTSA Update: Sherri Cannon

NHTSA Headquarters: Sherri Cannon reported for Carole Guzzetta.

CPS WEEK MATERIALS: OCCI finalizing and they should be available in the next week. Materials will include: news releases (pre and post); proclamation materials, poster, talking points, statistics.

“TWEEN”: NHTSA is planning a ‘tween’ campaign in the near future. Doing early research and legwork right now. Will keep the Board posted on status of campaign.

Hospital Discharge Project: Moving along. Working with AHA, CHA, NSC, AAP on securing formal buy-in of recommended best practices.

FMVSS 225: NHTSA has an NPRM planned to come out later this year that would amend FMVSS to improve the ease of use for lower anchorages and tether in all rear seating positions in accordance with MAP-21, address comments on LATCH usability received in response to the LATCH public meeting held a few years ago and standardize features of LATCH for enabling simple and standardized consumer messaging to facilitate increased LATCH use and correct child seat installation. After NPRM published, there will a comment period. For more information go to:

<http://www.reginfo.gov/public/servlet/ForwardServlet?SearchTarget=Agenda&textfield=2127-AL20++>

Cristina Echemendia is the best contact for this information.

NHTSA Regions: Sherri Cannon

Heatstroke: Flyer distributed to Board, social media activities continuing throughout summer. Working with partners. Twenty deaths to date during 2013.

Inspection Stations update: Regional offices want to make sure information is current. For CPS Week please give Regions a lot of notice for information and make sure information is correct online. There is a Word Doc sign up form.

MAPP 21: updates in process.

Committee Sessions:

Membership: Sarah Haverstick

Discussed review of incoming membership applications for positions with terms beginning in 2014. Discussion included:

- Knowledge of applicant’s employing agencies not being consistent with best practice recommendations.
- What to do in circumstances where a qualified applicant did not apply for a particular position on the Board. Questioned if travel support can be offered for positions

other than CPS Advocate and At-Large as needs are identified. Amy H. to check with Carole G..

- Reference check forms to be included with applications next year.
- Applicants to be offered interviews were selected.
- Sarah H. to email reference questions to Board members to complete applicant reference checks prior to interviews. Reference check assignments assigned to Board members. Sherri Cannon to contact NHTSA Regions after selections are made, prior to presentation to the Board for approval. Board members will contact State CPS coordinators while conducting reference checks.
- Sarah H. will send Doodle poll to Membership committee to select times for interviews. Board members must participate in all interviews for a given position in order to vote on member selection for that position. Interviews will be scheduled for a 15 minute call with applicant and then 30 minutes for Board discussion after each interview.
- Create special question list for applicants interviewing for multiple positions. Instead of repeating questions for applicants applying for multiple positions, ask: Is there something different or additional you want to add for this question in this category?
- Discussed questions for interviews. Questions should encourage responses that exemplify what areas of expertise and outreach applicants can bring to the Board. Sarah H. to type questions and send to membership committee with Doodle poll.

This committee deferred discussion about the New Member Orientation Manual for an upcoming committee call.

2014 Applications: plan to review scoring criteria. Audrey raised the issue of it being difficult to apply scoring consistently as is for all candidates. Allan suggested making scoring criteria for each scoring category. Multiple members agreed.

Sarah H. thanked Marian and Sarah T. for participating on call to discuss plan to mentor new Board members.

Quality Assurance: Jennifer Booge

Topic 1: Unidentified

Action Items:

- Follow up with checkup form integration into new curriculum
- Promote new curriculum to Lead Instructors
- Pre-course meeting details/guidelines

Assignments:

- Kerry: Lead Instructor List
- Kerry: Draft Pre-Course meeting details/guidelines

Topic 2: Rollout of new curriculum

Action Items:

- Webinars in PPT to share with states
- Carole G. will release a Press Release of new curriculum
- Target Lead Instructors
 - Will be promoted through multiple avenues to reach all Technician/Instructors

Assignments:

- Brief paragraph will be provided to each Board Member to address Release of new curriculum
 - Curriculum Designer will be referenced

- Need commitment of each Board member
- Kerry will supply lead instructor list to each state

Topic 3: Unidentified

Action Items:

- Getting to Know You – About the Board
- Promote Board website

Assignments:

- Highlight board members each month in SKW CPS Express
- Board Website: each member will have a photo & brief description

Once curriculum is released plan to post “Teaching Tips from the Field” on the CPS Board website.

Thank you to Carol M. for creating new check form.

This committee spent a lot of time discussing roll out of new curriculum. Outreach Targets: CPS Board website, FB page, CPSP listserv. Ask Carole G. about promoting on NHTSA cps web page. Welcome suggestions. Question raise if NHTSA could host a Twitter Party just for CPST Instructors after the curriculum has been released for approximately one month?

Board website: Board members were asked to provide feedback regarding forms feature. Discussed Instructor Development. Website highlights. Please return “Get to Know You” form to Kerry by Thursday, 7/18/13. Plan to include every month in the CPS Express.

Curriculum Update: Jennifer Huebner-Davidson

Jennifer shared much thanks to all Board members for their contribution to this revision/update process.

Field Review took place in May with 116 volunteer reviewers. Board members summarized all feedback and submitted to Jennifer. Jennifer then submitted all revisions to curriculum designer.

Pilot course planned for week of June 22 in Rockville, MD. There are currently 13 students registered for the course. Reviewers will have very specific roles. After the course, feedback from the pilot will be incorporated by August 26th.

Curriculum review and approval by NHTSA scheduled for August 26 – Sept 18. Once approval is received by NHTSA the curriculum will go to final print for distribution to Instructors. First printing of course materials will be done by National Safety Council (NSC). First printing will ship to all current Instructors and Instructor Candidates. Extra copies will be provided to SKW. Carole G. participated in discussion via conference call to discuss NHTSA review timeline.

Renewal Course: Amy H. to check if this is part of curriculum designer’s current contract. Kerry and Jennifer Davidson will update the renewal course as they review the pilot course. All content for the renewal course will be taken from the new curriculum. Reviewed all videos for new curriculum.

Day 1 Adjourned at 5:00 PM

July 17, 2013 – Day Two

Members Attending: Allan Buchanan, Sarah Haverstick, Amy Heinzen, Suzanne Grace, John Merchant, Sarah Tilton, Kerry Chausmer, Lorrie Walker, Sherri Cannon, Marilyn Bull, Audrey Eagle, Marian Adams, Jennifer Huebner-Davidson, Jennifer Booge, Carol Meidinger, Carol Helminski, Helen Arbogast, Barbi Harris

Members Not Present: Carole Guzzetta

Guest(s) Present: None

Welcome: Allan Buchanan, 8:11 AM

Cert/Recert: Kerry Chausmer

Change in agenda: Full board (those present today) in attendance for this committee session.

Kerry shared recert stats and letter from SKW CEO Kate Carr re: certification fee changes.

Tech Proxy discussion. Request from field to eliminate Instructor testimonials.

No appeals currently pending.

Teaching hours for Instructors to recertify discussed per request from the field. The Board last reviewed teaching hours requirement for Instructors in May 2011. Official request received for seat check sign offs to count towards teaching hours. During Board discussion, the question was raised if it will be more difficult for Instructors to earn all needed teaching hours with new curriculum? Answer: Instructors should be able to earn enough hours by teaching 2 courses per recertification cycle. If someone needs an extension they can request an extension from SKW certification program. To request an extension, all other recert requirements need to be met prior to recert date, and the Instructor needs a plan in place for which course they are going to teach. Overall, it is a small % of Instructors that request extensions. Instructors also earn teaching hours for teaching the CPST Renewal Course. There is consistency in the number of new Technicians and courses taught per year. The Instructor Development course was also discussed, but this course is not monitored in any way. The Board voted and all were in favor of keeping the 20 hour teaching requirement for Instructors to recertify. Barbi Harris made the motion, and Marian Adams and Jennifer Huebner-Davidson seconded. Promote message to encourage Instructors to plan ahead and ask for help if needed.

Request from field to extend recertification period to 3 years. Following discussion, the Board voted all in favor to reaffirm 2 year recertification cycle.

Kerry will follow up with those in the field that made the above requests and inform them that the Board has discussed and decided to keep requirements as is.

Online CEUs were reviewed and updated last week. Plan to create new webinars by summer 2014.

- Marilyn Bull - Autism, during next month work to schedule with Kerry
- Sarah Tilton – What manufacture standards mean (1 or 2 webinars possible). Suzanne, Carol H., and Helen to assist. Develop content by September, due by November to be ready to present. Audrey and Barb Birkenshaw also working on a webinar to present re: FMVSS 208.

Per Kerry, can record webinars live or record and post. Audrey recommended recording and posting to avoid anti-trust issues.

Need 45 minutes of content to provide 1 CEU.

Improvements discussed – No system to verify attendance. To be considered with new web provider. Could collect data, request feedback regarding what audience thought about the webinar, track which states are utilizing, etc.

Kerry encouraged all Board members to take at least one online quiz in order to provide feedback.

Sherri discussed information sheet to help Instructors teach “hard to find” techniques, such as using a locking clip. Webinars should be 5 – 10 minutes in length to maintain audience attention. Possible to post curriculum videos after receiving NHTSA approval to NCPSTB You Tube channel.

Discussed voice over of videos in Spanish. Barbi speaks Spanish and is willing to assist with this project.

Tech and Instructor of the Year awards – Sherri and Audrey have led in the past. Audrey is taking the lead for the next nomination/award period. Audrey to mentor Sarah T. through process. Start promotion in October for December submissions. Goal to encourage people to attend Lifesavers (April 26-29, 2014, Nashville, TN; 26th includes awards presentation pre-conference). Timeline discussed. Use of Survey Monkey worked well. Discussed utilization of forms page on Board website? Allan will speak for presentation of awards, Sarah H. will present awards to winners, AAA will provide \$500 award to each winner. Audrey asked all Board members to participate in reviewing nominations this year. Last cycle had 3 reviews of every nomination. Submission period will close December 1, and Board will have 1 week to review. Plan to review how nomination is written and modify as needed to minimize repetition of answers by nominators.

Plan for Board members to serve as “mentors” to award winners at Lifesavers in an effort to host, minimize anxiety and maximize positive experience. Barbi, Jennifer D., Marian, and Marilyn all volunteered to serve as mentors in 2014.

Board reviewed questions from Survey Monkey last year. Audrey to work with awards committee to create a document to assist nominators with completing nomination form. This form should be informative and concise. It will be placed at beginning of Survey Monkey document.

Plan to include notice on nomination form that if a nominee is selected for Board membership for a term beginning Jan 1 they will not be eligible to receive this award during active Board membership. Certification status of each nominee and residency within the U.S. will also be confirmed.

Plan to encourage promotion during September via Facebook. Announcement will be in CPS Express October 1. Keeping in mind how busy the cps community is during CPS week, etc.

Posters will be provided for Lifesavers highlighting awards and nominees.

Committee plans to discuss annual CPST/I survey questions on next committee call. QA committee drafts questions. Done annually or biannually? Schedule to come out in May. Plan to add note about attainability of recert hours. Discussed that a survey cannot be sent out by

the Board because the Board receives Government funding and the Government supports the U.S. Census and therefore we are not allowed to send out this survey.

Communications Committee: Amy Heinzen

Change in agenda: Full board (those present today) in attendance for this committee session.

- Website Quick Links: can be updated throughout the year. Discussed possible schedule to include membership, awards, CEUs, CPS week, promote Lifesavers conference with a link (only because of connection with NHTSA), new curriculum, OP Kids.
- Amy to check and see if the text on the membership application can be made “white” so you can’t view the text during the closed period. It was also suggested to remove all links to the application.
- Discussed if OP KIDS cds could be put on hold until receive NHTSA approval of new curriculum so new videos could be included on this cd? Response: no. Instead, plan to post all videos on NCPSB You Tube channel for ongoing, easy access by cps community.
- Discussed plan to review all website resources currently available
 - Kerry just completed review of CEU Toolkit
 - Marian and Barbi to review OP KIDS by end of August
 - Carol M. and Jennifer B. to review Community Outreach Kit by end of August
 - Amy to look at minutes to find web stats from former website
 - Amy to talk with Carole G. re: OP KIDS hold for videos (completed at meeting)
 - Amy to add paragraph on website describing OP KIDS course at point of materials link (similar to description provided in CPS Express by NHTSA)
- Facebook:
 - Utilize posts to highlight different parts and resources of the NCPSB website
 - Board members are requested to send posts to Amy, Sarah H., and Allan on a regular basis. Goal to post at least once per week on an ongoing basis.
 - Amy to send out a sign up sheet for Board members to contribute FB posts
- Conference Presentations:
 - Develop presentation that anyone on Board can use to share information about the Board. To include: resources available for techs, Board info., etc. Sherri, Kerry, Amy and Lorrie to work on this presentation. Create ppt slides to accompany. Sarah T. requested a single slide for her to include with her community presentations to raise awareness about the Board. Carol H. can share with all manufacturers of MACPS.
 - Overview of the curriculum: what is new and different. Requirement for a Board member to be the one presenting the information. Need to confirm with Carole G. what can be shared currently until final approval is received by NHTSA? Information based on pilot? Jennifer D. to follow up with Carole G.
- Tech Update newsletters: Discussed Spring and Summer issues.

At-Risk Committee: Helen Arbogast

In attendance: Sarah Tilton, Helen Arbogast, Sarah Haverstick, Jennifer Booge, Carol Helminski, Amy Heinzen, Marilyn Bull, Lorrie Walker

- Review of Survey: Sarah Haverstick
Sarah H. reported ongoing communication with CHA and their expectation of an updated survey. Committee Discussion included:
 - Review of existing questions and committee provided edits to verbiage
 - whether or not to expand to others for input
 - If too much time has elapsed since the survey was first drafted (2 years ago)

- Should a new webinar be recommended to NACHRI since this survey was expected to follow
- Additional fields added include: (Agency's to identify the state in which their program/agency resides and whether or not there is a statewide car seat loaner program, if so, what liability process do they have in place?)

ACTION: Committee members will need to review the final draft sent from Sarah H. by logging in and clicking through the survey so that reviewers can be logged electronically.

- Hospital Discharge Policy is "on-hold" per the request of NHTSA
- Brainstorm: Committee Next Steps/Topics:
 - At-Risk Populations (Native Americans/Reservations and immigrant populations - European, etc.)
 - include strategies for outreach/making contacts and education
 - include best practices for effective engagement of at-risk populations from culturally sensitive perspective
 - Non-verbal communication education (body language)
 - effective communication skills with diverse populations
 - Recruitment (for CPSTs) from within communities
 - "how to do so" –share success stories

ACTION: send email to NCPSB for recommendations on best practices for any of the above specialties. Examples provided:

- Indian Highway Safety Office (receive funding from Tribes since they cannot apply/receive)
- Elgin Young in Montana contact
- Florida/Georgia/Alabama have their own special needs curricula.

*During the NCPSB meeting 7/17, the board voted to change the At-Risk/Diversity Ad Hoc Committee to an official standing committee. (Please see General Board meeting notes for more details on 7/18.)

Policy Leadership: Marian Adams

In attendance: Suzanne, Kerry, Barbi, Sherri, Audrey, Jennifer D., Allan, Carol M.

Discussed disbanding this Ad Hoc committee which was responsible for creating Policy Statements for the Board. Plan to create a new committee: Ad Hoc Curriculum/Resource Committee which would take responsibility for the previous appendices which were part of the CPS Technician Manual and now they would be placed on the Board website. This change will need approval from the full Board.

Outside of regular meeting times during this meeting, 4 members of this committee will meet to review and update the existing Awareness Guides. Marian Adams will review Law Enforcement, Allan Buchanan will review Fire/EMS, Barbi Harris will review Health Care, and Kerry Chausmer will review Childcare.

The committee will meet during the first week of August, after the curriculum pilot course has concluded, and develop a list of priority items that need a link to resources on the NCPSB website. These items will be ones which are referenced in the future curriculum. Add "Additional or Technician Resources" in Quick Links heading for increased visibility. Need Intro

for online resources. Jennifer D. sent curriculum designer an email during meeting. Need call out boxes with agency logo?

One person will be assigned to click on every resource link every month to ensure they work. Member schedule TBD. Amy to send monthly reminder.

Check with Amy Heinzen about what the NCPSB voted on last year to keep as appendices which will be incorporated onto the NCPSB website.

Marian made a motion to the Board that the Policy Leadership committee change name, role and purpose to Ad Hoc Curriculum Resources Committee. All Board members voted in favor of this motion.

Curriculum Roll-Out: Sherri Cannon

Sherri Cannon and Marian Adams leading curriculum roll-out coordinated efforts. Sherri led discussion, highlighting forms.

Lorrie discussed pre-meeting approval from NHTSA for Lifesavers session to bring OP and CPS state coordinators. Topic about writing cps in to Highway Safety Plans to include what states are going to do to support and maintain CPSTs. Plan a focused discussion with reps from all 50 states. MAP 21 requires it, but doesn't say how to do it. Let these contacts know projected dates of roll-out. Coordinate a group of Instructors from every state for a small group review. Then, plan to facilitate a statewide meeting for the rest of Instructors in the state. Provide suggestions about how to include and utilize Highway Safety staff, to be in compliance with MAP 21. Governor representatives, state coordinators, NHTSA Regional offices can be a support. The states and NHTSA have equal distribution of active and non-active staff.

Highlight what needs to be printed from resources available online. Example: Airbags Module – print out examples of vehicle owners manuals.

Forms- materials and resources for every module are on the cover page of every module.

Request received from conference in Region 7 for pre-idea about what is new in the curriculum. Other requests also received from the field. Discussed what information can be shared publicly at this point? Plan to have a document ready to share by September 1 that can be provided to states about what to expect and information approved to share at conferences. Carole G. (participating via phone) advised not to address any specifics pertaining to rule-making. Jennifer D. to follow up with specific conference request from Region 7. The Board will prepare high level overview, no details, because curriculum is still pending NHTSA approval.

Provide opportunity for discussion about what states want for roll-out. How are you going to work with your team?

Overall, provide an approximately 20 minute high level overview for all. Share list of modules and highlight brief description of each module. (This has already been done and is available in IG Instructor Prep_July 1 doc.) Cannot share videos as NHTSA does need to approve first. However, can say there are good video resources currently available on Parent Central website, used as a model. Can also say we now have short video clips on different techniques. Reiterate not finally approved by NHTSA.

Will provide Instructor updates after NHTSA approval is received. Discussed how we will notify State Highway Safety Offices about this process. Asked Carole G. for a letter to notify HSO, to complete by September 1 and have ready before the Region 7 conference. Carole requested

letter be from the Board since the Board did the work. Multiple signatures, to include Allan's as Chair of the Board.

Board members can discuss some information regarding Skills Assessments, 3 written quizzes, hands-on practice, and skills evaluations. Make clear this course is designed to be done in 3 days, but can be conducted over a longer period of time as determined by Instructors.

Pre-development, pre-roll-out information- Information sheet can be developed in to PPT slides. Lorrie to encourage states to work together ahead of time. Plan to utilize PPT slides with letter and email notification when curriculum is finalized and approved by NHTSA.

Roll-out step process:

- Create document and PPT slides available to Board members to share with their outreach assignments.
- Send email to state contacts
- Record information video and post so available for all, even if only 10 minutes in length
- Plan on live webinar for official roll-out, offer at a series of times, including in January. SKW can record and Amy can post webinar for public.
- Talk with Highway Safety Offices to find out their timelines to disseminate information? They need to know when Instructors should receive curriculum and how it will be delivered. What is available to Techs and when will the curriculum be available?
- For pre-roll-out, keep it simple and informative, with written document, supportive PPT, and make available as individuals express interest. Provide some simple tips to relieve anxiety in the field. Acknowledge linguistic/term changes.
- Article to be included in the September 1 CPS Express, in conjunction with email to Instructors on September 1. Carol M. to submit article for CPS Express.
- Carol M. to create information document and Suzanne Grace to assist with PPT slides. (Marian has notes from this discussion to share with Carol and Suzanne. Jennifer D. to send Carol summary from curriculum designer highlighting changes included with new curriculum.) Carol to have document to Board for review by end of July. Give Board 10 days to review and provide feedback. Incorporate feedback and provide final copy to Board by end of August. Kerry to send promo email on August 25.
- Include highlights document with course materials when shipped to field
- Provide information document and PPT by August 25 to Amy for posting to Board website by September 1. Emphasize this information is an "UPDATE" since curriculum has not received final approval from NHTSA.
- Assigned Board members to specific Regions for outreach and support during curriculum roll-out. During outreach, if questions are asked that Board members don't know how to answer, contact Amy. Amy will find answer and share response with full Board. Assignments are as follows:
 - Region 1- Carol H.
 - Region 2- Barbi
 - Region 3- Sarah T.
 - Region 4- Sarah H.
 - Region 5- Audrey and Marilyn
 - Region 6- Marian
 - Region 7- Suzanne
 - Region 8- Carol M.
 - Region 9- Helen
 - Region 10- Lorrie

Sherri and Marian to provide Regions contact information to above Board members before October 1. Goal for above POCs to begin working with states by October 1 (through November and December). Contact Amy to schedule time to utilize the Board conference line to communicate with states. Sarah T. offered to help with any Region in use of Go To Meeting.

- Have official roll-out materials ready by November 1. This gives Board November and December to contact states in the Region they are assigned. January 1 start webinars. Kerry to target Lead Instructors during January and February.

Meeting adjourned at 5:05 PM

August 18, 2013 – Day Three

Members Attending: Allan Buchanan, Sarah Haverstick, Amy Heinzen, Suzanne Grace, John Merchant, Sarah Tilton, Kerry Chausmer, Lorrie Walker, Sherri Cannon, Marilyn Bull, Audrey Eagle, Marian Adams, Jennifer Huebner-Davidson, Carol Meidinger, Carol Helminski, Helen Arbogast, Barbi Harris

Members Not Present: Jennifer Booge, Carole Guzzetta

Guest(s) Present: None

Welcome: Allan Buchanan, 8:00 AM

Board continued discussion of curriculum roll-out timeline.

- August 2: materials to Board for review, Board to provide feedback by August 8.
- August 14: Send final copy to Board
- August 20: Carol M. to submit article for CPS Express (for September 1 release)
- September 1: post pre-roll-out information on web.
- September 1: Kerry to write and send email to Instructors. Lorrie and Amy to review before sending. Email should include list of Board Members assigned as POC for each Region. Include this for email to state contacts, not instructors.
- September 1: start official roll-out development; expand on pre-roll-out information with more technical information. Include input from Carole G. regarding what should be included about FMVSS (include or not, and if so, what?)
- Webinar: Barbie to help Jennifer D. create script and notes to be presented in October. Will utilize PPT created by Suzanne and expand upon. To be recorded by Safe Kids. (Schedule and register with a set time to participate). To be announced in CPS Express article.
- Barbie to write article for October 1 CPS Express. Barbi to share with Amy for posting on FB, Board website, email, CPSP list, and to share with NHTSA Regions.
- Amy to request email such as secretariat@cpsboard.org to be included with all materials for feedback and questions from the field.
- Packaging of course materials: include cover sheet with bullet points. Lorrie to write. What is this? What do I do with this? Suzanne and Lorrie to work together on this and send together for Board to review by September 9. Send to Amy, and Amy to send to Marian and Sherri. Provide IG, TG and DVD to state contacts once finalized.
- Sherri to follow up with Carole regarding possible letter from Administrator Strickland to accompany curriculum.

- Jennifer D. and Amy to send updates to Board regarding NHTSA final review and approval.
- Kerry to explore the option of making flashdrives available for purchase by instructors. Kerry to make and mail.

Renewal Course: Kerry and Jennifer D. to look at new curriculum and pull content for Renewal Course. Students receive same Technician Guide as curriculum course. Just need PPT and instructions. Will provide on new curriculum DVD. Send to Carole for final approval.

Board discussed if we can limit the number of times an individual can take the Renewal Course? Discussed possibly changing the name of the course to "Renewal Testing Course". Lorrie and Allan to review language introducing Renewal Course and course expectations. Note a recommendation this course is not intended for those who have been expired more than 1 year. Kerry to gather more information for next full Board conference call, such as how many have taken and passed course, how many register and don't take the course, etc. In 2012, 148 renewal courses were offered per month. Just under 7800 took certification course in 2012, and 841 people took renewal course in 2012. Kerry reported 97.7% pass certification course, and 97.8 pass renewal course.

Request was made by Board members for Board emails to include in subject line a reference if email is for review with deadline date or information update.

Helen made motion for At-Risk/Diversity Ad Hoc committee to be made a standing committee. Barbi Harris seconded this motion. None opposed. Committee provided the following description of committee to update Board by-laws:

- The At-Risk/Diversity Committee provides assistance and continuous support of the development of plans, strategies, and initiatives to encourage increased emphasis on diversity issues in the field of child passenger safety. The At-Risk/Diversity Committee will assess existing needs and develop opportunities to include diversity issues through the promotion of innovative and effective best practices and resources in child passenger safety. The commitment to respect for diversity builds on the Board's mission to maintain quality and integrity of the NCPSP. The Board defines diversity from a very broad perspective which includes consideration of ethnicity, physical and mental abilities, socio-economic status, physical attributes, as well as other physical and social characteristics that comprise individual identity. The At-Risk/Diversity Committee will be an ongoing advisory body committed to integrating diversity and inclusion into operation of the Board.

Marian asked if meeting travel support could be offered for Diversity position. Amy to discuss with Carole. Membership committee to review and update how Diversity position is described in membership application. Clearly state an individual does not have to work for an organization that addresses diversity in order to apply for that position. Sarah H. noted.

Officer Elections: per by-laws, process for officer elections was reviewed. See By-laws for timeline. Amy to send Survey Monkey for Board to vote this year. All eligible Board members were encouraged to participate in the voting process.

Future Board conference calls will change from 2:00 to 3:00 EST, starting with September 24 call. Upcoming meeting schedule for the Board:

September 24: conference call, 3:00 EST
November 19: conference call, 3:00 EST
January 14, 15 & 16, 2014: in-person meeting, Florida

Noon on 1/14/14 through Noon on 1/16/14

First choice location: Ft. Myers

Second choice location: Tampa

Discussed locations for July in person meeting to be held July 15, 16 & 17, 2014. Amy to send out Survey Monkey based on Board Discussion to receive input from the Board. Executive Committee to make final decision. Possible locations include: Detroit, Philadelphia, Kansas City, Indianapolis, Itasca, D.C.; Consider D.C. to deliver new curriculum to Administrator Strickland and Kate Carr. Lorrie to work on picture of deliveries.

Next Board meeting:

Conference Call

September 24, 2013

3:00 – 4:00 EST

Reminder email to follow with conference call information.

Meeting adjourned at 10:00 AM

Minutes respectfully submitted by Amy Heinzen, Board Secretariat