

# MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

**November 19, 2013**

***Meeting called to order by Allan Buchanan at 3:00 PM EDT.***

**Members Attending:** Allan Buchanan, Amy Heinzen, Audrey Eagle, Sarah Haverstick, Jennifer Huebner-Davidson, Suzanne Grace, Carol Meidinger, Carol Helminski, John Merchant, Kerry Chausmer, Lorrie Walker, Helen Arbogast, Carole Guzzetta, Dr. Marilyn Bull

**Members Not Present:** Barbi Harris, Sarah Tilton, Marian Adams, Sherri Cannon, Jennifer Booge

**Guest(s) Present:** None

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## **Welcome and Introductions:**

Board Chair Allan Buchanan welcomed Board members and shared Board Statement of Intent.

Roll call conducted.

## **September 2013 Meeting Minutes approved**

Motion to approve as submitted made by John Merchant. Second motion to approve made by Kerry Chausmer. All members present in favor.

## **Update: Allan Buchanan**

***The Executive Committee discussed and decided moving forward meeting minutes will be modified to include only a simple summary of discussion topics and outcome/plan of action.***

## **Update: Certification**

Kerry Chausmer reported.

Certification/recertification summary provided.

- Jan-Oct 2013 great recertification rates nationally. Increase of 4% from this time last year. Congratulations to all in the field for hard work on this.
- Reminded Board of new fee schedule. New certification course fee of \$85 starts by payment date, not course date. Allows people to register in December 2013 and pay current registration rate for courses scheduled for 2014. Recertification fees remain the same.

CPS Express: Get to know your Board section discussed. Please send forms to Kerry if haven't already.

## **Update: NHTSA**

Carole Guzzetta offered her allotted time to the rest of the meeting.

## **Update: NHTSA Regions**

Sherri Cannon (absent) – sent information to be included below in Curriculum update.

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**Committee Reports****Membership**

Sarah Haverstick reported.

- New members have all accepted their positions to begin terms with January 2014 meeting. Press Releases being completed by Communications committee. All applicants have been notified by mail. Sarah has responded to questions from applicants as they were received. Discussed importance of applicants submitting applications through the Board website online process.

**Certification/Recertification**

Kerry Chausmer reported.

- Kerry turned report to Audrey Eagle regarding Instructor and Technician of the year awards.
- Audrey discussed number of applicants and upcoming process and procedures. Deadline for nominations is December 1, 2013. Blind review by Board members to be completed by December 20, 2013. Winners to be determined at January 2014 Board meeting.
- Kerry reported 2 new CPST CEU webinars were recorded and submitted for posting to the Board website. A 3<sup>rd</sup> webinar is being completed. A 4<sup>th</sup> webinar will update/replace online CEU Session #5/webinar currently available regarding CR update. Kerry provided plans for additional recorded webinars in the future. Much easier for CPSTs to earn CEUs through these recorded, online webinars available on [www.cpsboard.org](http://www.cpsboard.org).

**Communications**

Amy Heinzen reported.

- Thank you to committee members for work done via email. Working on new member press releases. Committee submitted key search terms for web content writer to utilize in increasing traffic to Board website.
- Web addresses fixed on [www.cpsboard.org](http://www.cpsboard.org). New icons added to website to link directly to NCPSB FB page and NHTSA Twitter page.
- New webinars to be posted on [www.cpsboard.org](http://www.cpsboard.org).
- Working on updating Tech & Instructor of the Year awards pages.
- Requested and received approval from Exec Committee for web content writer, Patricia Brehm, to attend January 2014 Board meeting in order to assist with 2014 web needs of the Board.
- Provided curriculum printing update. Carole G. reinforced delays were worthwhile to make sure materials are correct.

**Quality Assurance**

Jennifer Booge (absent) – no report.

**Resources/Curriculum**

Marian Adams (absent)

- Audrey Eagle provided update that online curriculum resources team has been working on the goal of having the virtual curriculum appendix live on the website so that when Instructors receive new materials in the mail, they will be able to go online and prepare for courses starting March 1, 2014.
- Audrey is assisting with this process in Marian's absence. Jennifer Davidson is assisting.
- Resources should be ready by January 2014 meeting.
- Audrey has compiled anchorage weight limits from manufacturers as a new resource. All major manufacturers have participated. Audrey will send this to Amy Heinzen.

**Diversity**

Helen Arbogast reported

- Committee is working on Hospital Discharge policy. Review feedback provided for national effort.

**Curriculum**

Jennifer Huebner-Davidson reported.

- In final review process and moving toward sending to print. Goal is to have curriculum shipped in January for use with courses beginning March 1, 2014.
- Work continues on online curriculum resources.
- Roll-out update (provided prior to the meeting by Sherri Cannon) – Power point presentation is completed and planned for use with January Instructor webinar.
- Discussed date of Instructor webinar, plan for speakers, and content recommendations. Scheduled for January 21, 2013 at 2pm EDT. Plan to record webinar and post to Board website. Goal to break webinar in to sections so Instructors can directly view topic they need more information about. Audrey Eagle to assist with this.
- Sherri has the list of Board members assigned to each NHTSA Region for Regional and state outreach and support. (Members were assigned to Regions in July 2013.)
- Board discussed how to find latest version of curriculum on ftp site in order to be familiar with new curriculum for roll-out. Board members should contact Amy H. if they have any trouble finding it.
- Once final curriculum is received, plan to add illustrations, examples and photos to ppt slides.

**New Business**

- Allan announced Jennifer Booge as the 2014 Vice-Chairperson. Congratulations to Jennifer and sincere thanks to all candidates.
- Please let Amy H. know when hotel reservations are made for January meeting.
- January meeting schedule/next full board meeting:
  - Tuesday, January 14, Noon – 5 PM
  - Wednesday, January 15, 8 AM – 5 PM, lunch provided
  - Thursday, January 16, 8 AM - Noon
  - Please plan accordingly to attend for the entire meeting.
- Discussed July 2014 meeting dates and times. Tentatively planning for Auburn Hills, MI, at Chrysler Headquarters. Working with Audrey Eagle for planning. Any objections, please email Allan or Amy. Alternate location will be Itasca, IL at NSC. Dates set on call for July 15-17, 2014.

**Meeting adjourned at 3:59 PM EDT.**

Respectfully submitted by Amy Heinzen, NCPSB Secretariat