

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

November 18, 2014

Meeting called to order by Sarah Haverstick at 3:00 PM EDT

Members Attending: Sarah Haverstick, Jennifer Booge, Allan Buchanan, Amy Artuso, Carole, Guzzetta, Kerry Chausmer, Sherri Cannon, Jennifer Huebner-Davidson, Dr. Marilyn Bull, Sarah Tilton, Thelma Kuska, Dave Sander, Marian Adams, Angela Brown, Joshua DeFisher, Dina Morrissey, Suzanne Grace, Robert White, Lorrie Walker, Audrey Eagle, Helen Arbogast, Carol Meidinger

Members Not Present: John Merchant

Guest(s) Present: None

*Reminder: Members are asked not to call in to the meetings while driving a motor vehicle. Employees of the National Safety Council cannot remain on the call while any individual is driving a motor vehicle and using a cell phone regardless if hand-held or hands-free. Thank you!

Welcome and Introductions:

Chairperson Sarah Haverstick welcomed Board members and shared Board Statement of Intent.

Roll call conducted by Amy Artuso.

September 2014 Meeting Minutes approval

Motion to approve minutes as submitted made by Jennifer Booge. Second motion to approve made by Sarah Tilton. All members present in favor.

Update: Certification

Kerry Chausmer reported

1. As of November 10th, Lead Instructors (LIs) can sign up to teach Spanish language material courses (taught in English, but for LIs that agree, Spanish Technician Guides will be provided). One year pilot program to assess use and interest. LIs can find information as action item in certification profiles.
2. Similar program being conducted in Qatar
3. Materials are also translated in to Mandarin

Update: NHTSA

Carole Guzzetta reported

1. Deferred to Regions report

Update: NHTSA Regions

Sherri Cannon reported

1. Many states submitted items for Inspection Station website following CPS Week.
2. Appreciate Safe Kids sharing list of events from CPS week; those events are entered.

Committee Reports

Membership

Jennifer Booge reported

1. All 3 new members have accepted positions for terms beginning January 2015.
2. Paired incoming members with current board members for welcome before first meeting.
3. New Member Orientation is December 16th at 12:00 CST. Committee chairs are requested to provide an introduction to respective committee. All board members invited to participate.
4. At January meeting members will provide brief introductions. Full orientation will not be repeated.
5. Current Board members can now contact new Board members.
6. Public announcement to be made in January in conjunction with full Board meeting.

Certification/Recertification

Sarah Tilton and Audrey Eagle reported

1. Technician/Instructor Awards Applications: On October 13th all nominees were notified via email to complete their applications (32 Instructors and 15 technicians were nominated). As of 11/18/14, 11 Instructors and 6 Technicians returned completed applications. Submission deadline is November 30th.
2. Plan to send survey after January 1st to those that do not return an application. Would like to use feedback to improve process for next year.
3. Final applications will be sent to board member teams to review. Request all members to participate. Please email Audrey & Sarah T. to confirm commitment to participate with reviews.

Communications

Amy Artuso & Dina Morrissey reported

1. Continue to respond to emails from the field
2. Working on new member Press Releases for January 2015
3. Technician/Instructor awards preparation ready; website to be updated after awards presentation
4. Social Media update: FB: 2610 likes, Twitter: 38 Followers; Daily posts Monday – Friday
5. First NCPSB Twitter Chat planned
 - a. Target audience for first chat is CPST/Is; other CPS safety topics to be addressed in future chats, particularly those referenced in curriculum
 - b. All Board members requested to provide input for tweets, to represent position held
 - c. Planned for 30 minutes
 - d. Scripted, organized and approved in advance
 - e. At least one board member to watch for questions from public

Quality Assurance

Dave Sander & Suzanne Grace reported

1. Created *Curriculum Add-On Dos and Don'ts* document
2. Shared with the Board via email on August 12, 2014. Will resend most current version with incorporated edits from feedback received.
3. Continue to work on Operating Procedures. Jennifer Booge to work with Dave.

Resources/Curriculum

Marian Adams reported

1. No updates

Diversity

Helen Arbogast reported

1. Discussed outcome for Resource Library goals
2. Plan to survey field regarding what resources are currently being used

3. Assess how the Board can provide support
4. Review what is being done with special needs populations

Curriculum

Jennifer Huebner-Davidson reported

1. Determined most pertinent updates are needed with PPT slides. Decided to hold updates for IG and TG until next revision cycle.
2. Sub-committee is selecting additional content from IG and creating new slides
3. Recommendation made to have slides available in presentation mode
4. New page numbers to stand out on slides. Red page number and note to show new slide and where content can be found. Not providing new pages for IGs at this time.
5. Content updates to slides planned to be completed by end of November; then plan to test.
6. Jennifer announced resignation from the board and appointment of Diana Dias from AAA. Diana will begin her term in January 2015. AAA remains committed to CPS. The Board thanks Jennifer for her significant support and amazing contributions to the Board over her many years of membership! She will be greatly missed. Jennifer will complete current work on curriculum and will continue to support the Technician/Instructor awards at Lifesavers 2015. The Board will select a new curriculum committee chair at the January meeting.

New Business

1. January meeting: Charlotte, NC, January 21, 22, 23, 2015
 - a. All Board members requested to complete survey for planning preparation. Contact Amy with questions.
 - b. Hotel room block officially ends December 30th, but members are requested to make your reservations by 12/17/14.
 - c. During meeting, committee membership and committee chairs will be confirmed for 2015
 - i. Consider which committees meet at the same time during in-person meetings
 - d. Meeting agenda will be sent via email mid-December, and again in early January
 - e. Optional tour of Britax to begin at 9 am on January 21, 2015, Plan to end by 10:45 am
 - f. Full Board meeting will start at noon on 1/21/14 and end at noon on 1/23/14 (Wed - Fri.)
 - g. Continue to plan for transportation needs
2. July 2015 meeting reminder: Itasca, IL, at the National Safety Council, July 22, 23 & 24, 2015
 - a. More information will be provided after January meeting

Thank you to the committees for all of your hard work!

Next Meeting: January 21, 22, 23, 2015, Charlotte, NC

Meeting adjourned at 3:50 PM EDT

Respectfully submitted by Amy Artuso, NCPSB Secretariat