

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

March 18, 2014

Meeting called to order by Sarah Haverstick at 3:05 PM EDT

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

Members Not Present: Dr. Marilyn Bull, Sarah Tilton, Robert White

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 Heinzen

January 2014 Meeting Minutes approval

Motion to approve as discussed made by Lorrie Walker. Second motion to approve made by Jennifer Booge. All members present in favor.

Update: Certification

Kerry Chausmer reported

1. 2013 report sent out to all members and posted to SK website

Update: NHTSA

Carole Guzzetta reported

1. All information has been sent via email between meetings
2. FMVSS 213 discussed

Update: NHTSA Regions

Sherri Cannon reported

1. A lot of positive feedback has been received regarding the new CPST Training Program

Committee Reports

Diversity

Helen Arbogast reported

1. Summary of committee work on the hospital discharge policy provided. Policy expected to be available for the public in time for Lifesavers conference in April.

Membership

Jennifer Booge reported

1. Committee met in February and reviewed open membership positions available for application during 2014. Vehicle Manufacturers position ends current 3 year term in 2014.
2. Interest of third year members in running for Vice Chairperson (VC) position has been assessed via email.
3. Updated position descriptions for each open position.
4. Made changes to membership application, to include a new statement clarifying if a current member is elected VC the position that member holds will be closed and a new member will not be selected for the same position.
5. Membership application process opens on April 1, 2014. Please encourage applications. Board members cannot serve as a reference for applicants.
6. Committee reviewed membership description in by-laws. No changes recommended at this time.

Certification/Recertification

Kerry Chausmer reported

1. Committee member Audrey Eagle summarized updates to Instructor and Technician of the Year awards selection process for 2014
 - Simplified nomination process planned
 - Detailed nominee information to be collected in survey form from nominees
 - Please send suggestions/feedback for process to Audrey
 - Planning for implementation will continue through July NCPSB meeting
 - Audrey and Sarah Tilton plan to write updates for CPS Express
 - Nomination period to open in September
2. Kerry provided update regarding online CEUs currently available and those planned in near future.
3. 2013 expired tech survey distributed, and summary of feedback provided.
4. Communications committee has reviewed Tech and Instructor Survey and provided feedback to Cert/Recert. This survey is planned for distribution in the April CPS Express.
5. Board members are requested to volunteer and assist with CEU sessions at Lifesavers conference.
6. Kerry will have NCPSB ribbons for name badges at Lifesavers conference (for current members, past members and award winners).
7. Board member reminder: If attending Lifesavers, please attend Latest Technology session for Instructor and Technician of the Year awards.

Communications

Amy Heinzen & Dina Morrissey reported

1. Many updates to NCPSB website
2. Daily emails from field regarding new curriculum; most common topics summarized
3. Updated provided regarding list serve for CPS State Contacts and NHTSA Regions

4. Facebook: posting daily on weekdays; working to reach 2,000 likes by March 31
5. Membership applications on schedule to be live on website by April 1
6. Tech and Instructor of the Year Awards:
 - Dina is POC for award winners
 - On schedule for photos, bios, press releases, plaques, posters, and PPT slides for opening session and latest technology sessions at Lifesavers conference
7. Tech and Instructor survey: committee reviewed survey and provided feedback for updates to Cert/Recert committee
8. NCPSB pens and business cards will be available at Lifesavers (Please note: NHTSA funding was not used for the purchase of these items)

Resources/Curriculum

Marian Adams reported

1. Reviewed resources on NCPSB website, www.cpsboard.org; all links are working

Curriculum

Jennifer Huebner-Davidson reported

1. Continue to receive feedback regarding CPST Training Program experiences, as well as questions about the new curriculum
2. Collecting information for next curriculum revisions; starting update process next week
3. Request received for a Technician Update PPT presentation
 - Renewal course information used to create a draft presentation for Technicians
 - Once finalized this will be available for download at www.cpsboard.org for public use
 - Presentation includes an overview of highlights about changes from former to new curriculum

Quality Assurance

Dave Sander reported

1. Committee is working on revisions to the NCPSB bylaws. Updates include adjustments to officer elections process:
 - Third year members can run for VC position
 - Propose to change timeline of officer elections to increase compliance with number of board members allowed (22)
2. Timeline for committees to send information to QA committee, and timeline to update bylaws were summarized; Jennifer B. to work with Dave to support this process
3. Past Chairperson position to remain

New Business

1. July Meeting:
 - Thank you to Audrey and Chrysler for their help in preparation for the July Board meeting
 - There is a courtesy Shuttle from hotel to meeting
 - Please make hotel reservations by June 1
 - Thank you AAA and Jennifer Huebner Davidson for sponsoring lunch on Wednesday, July 16th
 - Possible tour of Chrysler headquarters tentatively scheduled for Tuesday morning, July 15th
2. Welcome to newest NCPSB member Joshua DeFisher!
3. Please continue to send questions and comments to Chairperson Sarah Haverstick

Thank you to committees for all of your hard work!

Next Meeting: May 20 @ 3 PM Eastern (conference call)

Meeting adjourned at 4:00 PM EDT

Respectfully submitted by Amy Artuso Heinzen, NCPSB Secretariat