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## Minutes of the Meeting of the National Child Passenger Safety Board November 13, 2018

**Meeting (via conference call) called to order by Dina Burstein at 1:00 PM EST**

**Members Attending:** Dina Burstein, Laura Dunn, Kerry Chausmer, Amy Artuso, Sarah Tilton, Tammy Franks, Amber Kroeker, Terry Emerson, Mandi Seethaler, Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky, Charles Vits

**Members Not Present:** Marilyn Bull, Michael Chappell, Krystal Heinzen, Bob Stevens

**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!

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### **Welcome and Introductions: Dina Burstein**

- Roll Call
- Weekly emails reminder

### **September 2018 Meeting Minutes approval**

- Minutes approved with no changes requested. All present were in favor, with none opposed.

### **Update: Certification Program, Kerry Chausmer**

- 54.8% recertification rate for January – October 2018.
- Reminder about [CPS Express](#). Next deadline is December 10<sup>th</sup> for content submissions.
- Working with communities impacted by natural disasters and in other extenuating situations. If more time is needed for recertification please contact [Certification](#).

### **NHTSA Update: Laura Dunn / Meg Miller**

- New CPS and Tween Ad campaign released last week
  - Theme: The things you do for love. Find at [nhtsa.gov/therightseat](http://nhtsa.gov/therightseat)
  - Announcement to be included in next weekly email.
- Diligently working on CPST Instructor Development curriculum.
  - Thank you to all that have taken time to review.

### **Communications: Amy Artuso / Randy Chhabra**

- Website update: deferred to next meeting.
- National CPS Awards update: Request to have reviews completed by deadline.
  - Members provided thanks and kudos to Randy for organizing effort.
  - Reviewed next steps to be discussed further during next committee call.
  - Amy to reserve hotel rooms for winners to secure reservations prior to notifications.

- Congratulations to board member Michael Chappell for being honored as Washington County (RI) Community Police Officer of the Year!
- Curriculum Communications Rollout Plan
  - Instructor Webinar
  - Website and social media
  - CPS Express
  - Lifesavers Preconference – posted on Lifesavers [website](#)
    - Two sessions – one for technicians and one for instructors
    - Instructor session will focus on new curriculum.
      - Content and context
    - Technician session will include presentation of national cps awards.
  - Sub-committee formed
- Digital check form orientation hosted for state CPS Coordinators and NHTSA Regions.

#### **Curriculum: Mandi Seethaler / Krystal Heinzen / Sarah Tilton**

- Thank you to board members for efforts to keep curriculum update moving forward!
- Provided process updates and discussion of next steps.
- Please continue to read weekly emails for curriculum updates.
- Encouraged participation with communications rollout plan to support curriculum release.
- Discussed Skills 3
  - Overview of changes, development process and scoring.

#### **Other Business: Dina Burstein**

- 2019 Membership applications
  - Lonny Haschel will be committee chair as 2019 Vice Chairperson.
    - Dina Burstein will assist.
  - Timetable: start preparatory work now.
    - Review and update applications
    - Overview of process and timetable to be discussed at February meeting.
    - Need to have all materials ready
      - Historically, applications open on cpsboard.org on April 1<sup>st</sup>.
      - Need to update website in advance.
      - Discussed if membership committee is needed in 2019 or full board participation.
        - In follow up to strategic planning
- February Meeting
  - Full Board: February 5, 6 & 7, 2018 (In person)
    - 2/4/19: Travel Day
    - 2/5/19: Full Day Meeting
    - 2/6/19: Full Day Meeting
    - 2/7/19: Half Day Meeting, meeting ends at Noon
    - Members to make own hotel reservations.
- Skills 3 grading: Agreed to hold to higher standard –
  - Discussion about expectations regarding skills of new technicians after course completion.

#### **Upcoming Meetings:**

- Communications Committee: December 5<sup>th</sup>, 1pm ET (Videoconference)
- Curriculum Committee: December 11<sup>th</sup>, 1pm ET (Videoconference)
- Executive Committee: December 17<sup>th</sup>, 1pm ET (Videoconference)

#### **Adjourned at 1:59 PM EST**

Minutes respectfully submitted by Amy Artuso, Board Secretariat