



February 5, 6 & 7, Austin, TX

February 5, 2019 – Day One

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

Via Videoconference: Judy Hammond, Krystal Heinzen

Members Not Present: Bob Stevens

Guest(s) Present: Marietta Brown (NHTSA; via videoconference), Jenny Burke (NSC), Lindsay Pollok (Past Board Member)

Welcome and Introductions: Dina Burstein, 8:08 AM

- Board Statement

Approval of November Meeting Minutes:

Minutes approved. All present were in favor with none opposed.

NHTSA Update: Laura Dunn and Meg Miller

- Government Shutdown Update
- New CPS and Tweens Campaign: “[If You Love Them Enough](#)” assets available on [TSM.gov](#).
 - Contact [Laura Dunn](#) with feedback
 - Contact [Elizabeth Nilsson](#) for assistance with local tagging
- Recent research projects will be featured in a Lifesavers conference session “Where’s the Data?” (NSUBS 2017, MVOSS 2017, NRCUSS re-analysis).
 - “Where’s the Data? Current NHTSA Research and Resources”
Monday, April 1 at 10:45am – 12:15pm
 - [NSUBS 2017](#)
 - MVOSS 2017: Not published yet. Expected in late 2019.
 - NRCUSS re-analysis: Three are published – one is not yet released.
 - [Additional Analysis of the National Child Restraint Use Special Study](#) (October 2017)
 - [Child Restraint Misuse](#) (July 2018)
 - [Characteristics Of Those Not Restrained](#) (October 2018)
- Photo shoot planned for new images for NHTSA image library
 - Send suggestions such as photos of specific seats, installation methods (tether feature planned), diversity in age/gender/race of children, different types of vehicles, etc.

- State CPS Coordinators contact list is being updated regularly
- NHTSA Regions position is transitioning to Judy Hammond. Meg Miller will continue to work on the committee updating the Instructor Development course, will continue to support Module 10 update, and is willing to participate with new curriculum rollout. Thank you, Meg!
- An Administrator update will be provided once an appointment is official.

Certification Update: Kerry Chausmer

- Recertification: 2018 Calendar Year (January – December 2018)
 - Eligible for Recertification: 19844
 - Recertified: 10997
 - Percentage Recertified: 55.4%
 - An increase from 55.3% last month and a decrease from 58.4% this time last year
- Current number of CPS Technicians: 42,343
 - CPSTs: 40,501
 - Instructor Candidates: 33
 - Instructors: 1,809
- 2018 Annual Report is coming.
 - Approximately 50 more cert courses were offered in 2018 than 2017.
 - Number of CPST Instructors has remained consistent.
 - Overall great work to techs in the field – all states and territories!
- Update provided regarding upcoming webinars; See [CPS Express](#) for updates.
- To submit content for CPS Express, information must be submitted by the 10th of the month preceding the next issue. For example, the deadline to submit content for the March/April issue is February 10th.
- May is CPST Month! Please consider teaching a course. There is a new lapel pin for instructors.
- Certification and recertification fees increased. Approximately eight months notice was given to field, and so far no feedback.

Awards Update: Randy Chhabra

- Overview provided of selection process and finalists
- Preparations for Awards presentation at 2019 Lifesavers conference
- Discussed feedback for changes in next nomination period
 - Application and eligibility
 - Scoring
 - Awards presentation and sponsors
- Next steps and lessons learned discussed
 - Refine clear and objective goals, intent and criteria
 - Updates for nomination process

Curriculum / Curriculum Rollout: Mandi Seethaler and Sarah Tilton

- Discussed remaining needs prior to printing of updated curriculum.
- Assignments for curriculum document reviews and updates. Such as:
 - Planning and Logistics Guide
 - Acknowledgements
 - Instructor Preparation section of IG
 - Glossary update
- Discussed implementation options for new Skills 3 assessment.

- Steps for finalizing TG, IG and PPT slides and NHTSA final approval
- Plan for pilot courses – Curriculum Rollout committee to select during NHTSA final review.
 - Will select pilot sites from registered courses
 - Looking for a mix of experienced and new instructors on Instructor Team
 - Lead Instructor will be asked to hold course over four days.
 - No current or past board members will serve on the Instructor Team.
 - A member of this Board will observe the course.
- Process for printing and shipping materials to Instructors.
- Orientation plans and resources
- Confirmation of official start date for use of new course in the field

Lunch – Thank you to the Center for Safe Alaskans for lunch!

Curriculum / Curriculum Rollout continued: Mandi Seethaler and Sarah Tilton

- Spoke with Curriculum Designer via conference call
- Updated CPST Code of Conduct
- Discussed Renewal Course; consider changes with curriculum update.
- Discussed plans for curriculum rollout
 - Orientation Webinar
 - Instructor emails
 - Social Media
 - Outreach to states: Board members assigned to NHTSA Regions
 - Region 1: Dina Burstein
 - Region 2: Jennifer Pelky & Kerry Chausmer
 - Region 3: Laura Dunn
 - Region 4: Alexis Kagiliery
 - Region 5: Marilyn Bull & Ron Kremer
 - Region 6: Randy Chhabra & Krystal Heinzen
 - Region 7: Lonny Haschel
 - Region 8: Judy Hammond
 - Region 9: Mandi Seethaler
 - Region 10: Tammy Franks
 - Amy Artuso is support for hosting videoconference sessions.
 - Develop PPT and script for consistent orientations and outreach
 - Videoconference meetings available
 - Conferences
 - Lifesavers: Preconference session and FB Live, March 30, 2019
 - KIDZ IN MOTION: Curriculum Plenary, August 22, 2019
 - There will not be a session at PrevCon

Closing: Dina Burstein

- Information provided in preparation for Day 2 of meeting.

Day 1 Adjourned at 4:48 PM

February 6, 2019 – Day Two

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

Via Videoconference: Judy Hammond, Bob Stevens (afternoon)

Members Not Present: Krystal Heinzen

Guest(s) Present: Marietta Brown (NHTSA; via videoconference), Jenny Burke (NSC), Lindsay Pollok (Past Board Member)

Welcome: Dina Burstein, 8:00 AM

- Meeting Called to Order / Day 2 Overview

Educational Moment: Amy Artuso

- Reminder that even if available products are not designed specifically to address child passenger safety, items not approved by the child restraint manufacturer should not be used with a car seat.

Motion to Approve Updated Code of Conduct: Dina Burstein

- Ron Kremer made a motion to approve the updated Code of Conduct.
- Terry Emerson supported the motion.
- All in favor with none opposed.

Strategic Planning: Tammy Franks

- Reviewed Board Mission developed during July 2018 meeting.
- Discussed Board Vision.
- Direction Board was taking is beyond the curriculum. Members have different reasons for joining board.
- Discussed increased standardization for the field of child passenger safety with NCPSB having oversight of additional curriculums, such as school bus and special needs.
 - Open discussion of ideas today with plan for NHTSA and NSC to review information following meeting.
- Is the Board supporting technicians or remaining focused on one curriculum?
- The job is not done once the certification course is completed. There is a lot of change going on in the field of child passenger safety with virtual car seat checks, electronic check forms – members shared an interest in not limiting board to the curriculum only.
- Focus on working collaboratively towards a common goal.
- Improve technician understanding of how to access additional trainings.
 - Support deployment of multiple curriculums.
- NHTSA has final approval. For example, the board will not participate in sending surveys.
- Goals: Education, Mentorship and Engagement.
- Worked on reducing Core Values to five to eight values.
- Moving forward efforts should focus on core values and providing this Board with the opportunity to be more involved in materials beyond the certification curriculum.
- Suggestion to create an internal support document regarding Core Values.

Board Photo**Recognition Luncheon: Thank you to Austin EMS Association for lunch!**

- Recognition of outgoing Board Members: Laura Dunn
- Changeover of Executive Officers

Strategic Planning (continued): Tammy Franks

- Discussed and approved revised slate of membership.
 - Direction taken from NHTSA for discussion starting point.
 - Reviewed and discussed overall slate of member positions.
 - Reviewed individual position titles and definitions.
- Motion to approve revised slate of membership made by Charlie Vits.
 - Motion supported by Dina Burstein.
 - Motion carried with all in favor and none opposed.
- Dina Burstein will draft a one page MOU to outline expectations for appointed members.
- Updated Mission, Vision and Core Values.
- Will discuss goals at July 2019 meeting.
- Discussed and approved future meeting locations and schedule.

Membership: Lonny Haschel

- JPMA to appoint new Child Restraint Manufacturers Representative
- Reviewed positions open for application during 2019; terms to begin in 2020.
 - Child Passenger Safety Advocate – At-risk populations
 - Injury Prevention – Public Health
- Reviewed and updated position descriptions.
- Reviewed 2017 Membership challenges and opportunities for improvement
 - Feedback from previous Membership committee members.
 - Application
 - Reference Checks
 - Scoring Applications and Interviews
 - Overall scoring and slate selection
- Updated Application, Instructions, Signature Page and Reference Check documents.
- Reviewed and updated Roles and Responsibilities of National CPS Board Members document.
 - Positions
 - Committees
 - Slate of Membership
- Reviewed proposed interview questions.
- Lonny will update application and selection timeline based on shift in meeting schedule and term dates.

Closing: Tammy Franks**Day 2 Adjourned at 4:51 PM**

February 7, 2019 – Day Three

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

Via Videoconference: Judy Hammond, Bob Stevens

Members Not Present: Krystal Heinzen, Charlie Vits

Guest(s) Present: None

Welcome: Tammy Franks, 8:05 AM

Membership: Lonny Haschel

- 2019 Membership Committee formed
- Discussed new format to interviews
 - Toyota STAR Format reviewed as an example.
 - Plan for 1 – 2 members conducting interview, record and review later with larger board group, or
 - Don't open video cameras of additional board members; inform candidates of those present.
 - Create a one page description of participating members and share with candidates in advance.
 - For 2019:
 - Lonny Haschel will lead interviews.
 - Lonny will inform candidates which board members are on the line listening.
 - Start with getting to know the candidate.

Lifesavers Conference: Alexis Kagiliery and Kerry Chausmer

- Instructor Preconference session: Saturday, March 30, 2019
- Board to create a video library of instructors sharing tips for others.
 - Board members assigned to specific questions.
 - One question, one answer; keep to 30 seconds or less
 - NHTSA media releases to be used for participants to sign.
 - A positive and interactive experience.
 - Can be used later for social posts or incorporated in to webinars.
 - Questions will be based on Curriculum presentation and NCPSB Core Values.
 - Adds additional standardization of expectations for field.
- Developed question suggestions.
- Reminder to see Kerry at Lifesavers to receive board ribbon for conference name badge.

Motion to Approve new NCPSB Mission, Vision and Core Values: Tammy Franks

- Motion to approve made by Jennifer Pelky.
- Motion supported by Alexis Kagiliery.
- All in favor with none opposed.

Instructor Update: Kerry Chausmer

- Curriculum update drafted and sent to Instructors via email this morning.
- Will include in the next CPS Express.
- New curriculum is anticipated to be released in Fall 2019.

Committees: Tammy Franks

- All NCPSB Members participated on the following committees during 2018:
 - Curriculum
 - Communications
 - Membership
- Executive Committee:
 - Officers: Chairperson and Vice-Chairperson
 - NHTSA Headquarters Representative
 - Certifying Body Representative (Safe Kids Worldwide)
 - Board Secretariat (National Safety Council)
- Cert/Recert: Kerry Chausmer, Committee Chair
 - Move work of past Quality Assurance committee to this committee.
 - Policy and procedures changes; For example, Tech Proxy process and requirements.
 - Appeals
 - Instructor Candidate (IC) application process
 - Online Basic CPS Awareness Course
- Diversity Committee:
 - Will no longer be a stand-alone committee.
 - Incorporate past Diversity committee work in to efforts of all committees.
 - Should result in more robust resources.
 - Inclusivity is a Board Core Value.

Communications: Amy Artuso and Randy Chhabra

- Social Media analytics update: Ron Kremer
 - Sprout Social reports for NCPSB FB and Twitter.
 - Native files for videos requested for social posts (rather than a YouTube link.)
 - Original mp4 video
 - The NCPSB does not have a budget to support social media, all efforts are organic.
- Discussed primary audience for the NCPSB on social media, website and public outreach.
 - Discussed importance of remaining diverse.
 - Techs and Instructors
 - Parents and Caregivers
 - General audience
 - Different people engage with different topics. Not all posts have to be educational.
 - Meg Miller shared tips she learned at a PIO seminar.
 - Have to include some fun (While being mindful of board representation.)
 - Discussed importance of timely posts.
 - 2019 schedule for member post submissions
- Curriculum rollout: discussed previously during meeting agenda.

- National CPS Awards: Randy Chhabra
 - Positive feedback from board members regarding 2019 awards process.
 - Will increase public recognition of all 2019 award nominees.
 - National conferences
 - CPSboard.org
 - Social Media
 - CPS Express
 - Awards recognition will be included at Lifesavers during:
 - Saturday preconference (Awards Presentation)
 - Conference OPC Workshops
 - Exhibit Hall
 - Certification Booth (SKW)
 - National Safety Council
 - Poster in main conference Registration area
 - Mention during Opening Plenary
 - NSC Reception
 - Discussed next nomination period for 2020 awards.
 - Goal to open nomination period during 2019 Lifesavers conference.
 - Add to PPT slides: See yourself or a colleague on this list next year!
 - Discussed potential of sponsors and travel support for winners.
 - Important to increase visibility of sponsor(s).
 - Discussed venue of awards presentation.
 - Will remain at Lifesavers conference.
 - Certification will continue to provide a blue ribbon for conference badges.
 - Winner does not have to be present for presentation.
 - Motion made to provide additional support to awardees when available by Mandi Seethaler.
 - Motion supported by Ron Kremer.
 - Motion carried
- Website update: cpsboard.org
 - Deferred due to work on curriculum update.
 - Plan to present Dev site for Board review at July meeting.
- National Digital Car Seat Check Form (NDCF): Amy Artuso
 - Overall program update provided.
 - Board to begin decision-making in response to questions/edit suggestions from the field.
 - Discussed creation of a Data committee on NCPSB.
 - NDCF to become part of Data committee.
 - Motion made by Tammy Franks to move NDCF from Communications committee to newly formed Data committee, and requested changes submitted by field to be vetted by Data committee moving forward.
 - Motion supported by Randy Chhabra.
 - Motion carried with all in favor and none opposed.
- Future of Communications committee:
 - Moving forward Communications Committee will transition to two separate committees:
 - Communications and Engagement
 - Data Committee

Committees revisited: Tammy Franks

- All NCPSB Members are required to participate on at least two committees each year in addition to the Curriculum Committee.
- Board members will select committee participation on the following:
 - Certification/Recertification
 - Communications and Engagement
 - Data Committee
 - Membership
- Executive Committee structure remains unchanged.
- NHTSA Headquarters and Board Secretariat will participate with all committees.

Closing Remarks: Tammy Franks

- Thank you to Randy Chhabra for all he did as local host for this meeting!
- Thank you to all board members for their leadership, energy and enthusiasm.
- Thank you again to outgoing board members!

Future In-Person Meeting Dates:

To be held at National Safety Council Headquarters in Itasca, IL.

- July 30 – August 1, 2019
- May 5 – May 7, 2020
- November 4 – November 6, 2020

Day 3 Adjourned at 11:47 AM

Minutes respectfully submitted by Amy Artuso, Board Secretariat



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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!

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 10th 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
 - 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 1st.
 - 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 5th, 1pm ET (Videoconference)
- Curriculum Committee: December 11th, 1pm ET (Videoconference)
- Executive Committee: December 17th, 1pm ET (Videoconference)

Adjourned at 1:59 PM EST

Minutes respectfully submitted by Amy Artuso, Board Secretariat



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Minutes of the Meeting of the National Child Passenger Safety Board September 11, 2018

Meeting (via conference call) called to order by Tammy Franks at 1:00 PM EST

Members Attending: Tammy Franks, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Krystal Heinzen, Charles Vits, Terry Emerson, Mandi Seethaler, Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Michael Chappell, Amber Kroeker, Alexis Kagiliery

Members Not Present: Dina Burstein, Sarah Tilton, Jennifer Pelky, 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!

Welcome and Introductions: Tammy Franks

- Roll Call

July 2018 Meeting Minutes approval

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

Update: Certification Program, Kerry Chausmer

- 54.6% recertification rate for January – August 2018.
 - 7422 recertified; a decrease from this time last year.
- Assistance during emergencies and natural disasters:
 - An article is planned for the November [CPS Express](#) to address if people need help with recertification or rescheduling certification courses due to emergencies or natural disasters.
 - Inform [Certification](#) in a timely manner, and Certification will try to help as much as possible.
- CPS Express: Interested in submitting an article? Articles are due on the 10th of the month preceding the release of each edition. Please send your ideas and submissions to kchausmer@safekids.org.
 - Short articles with a lot of internal links are preferred.
 - Articles can reflect almost any cps-related topic you think others would want to know – from mentoring tips to hosting a great event.
- CEU Webinars: Have a topic you're interested in, or did you see a presentation you enjoyed? Please send your ideas and submissions to kchausmer@safekids.org.
- State CPS Training Contacts have access to the Certification database. (Technician ID numbers and expiration dates.) Starting this week limited access will also be provided to State Safe Kids Coordinators (public listings only).
 - Only designated State Safe Kids contacts will have access to technician and instructor public listings with individual official contact information.

NHTSA Update: Laura Dunn / Meg Miller

- Materials to support CPS Week activities are available on the Traffic Safety Marketing (TSM) [website](#).
 - Please send out to contacts so resources can be used locally.

Strategic Planning: Tammy Franks

- Deferring time for this topic in support of more time for curriculum discussion.
 - Tammy Franks will continue working on the document to share for a future full board meeting.

Communications: Amy Artuso / Randy Chhabra

- Thank you for social media posts. In need of posts. Be on the lookout for reminders from Ron Kremer.
- Awards:
 - Nomination period closes September 30th. Currently have nominations in each category.
 - Board members were asked to continue encouraging [nominations](#).
 - Following deadline to submit nominations:
 - Identifiable information will be redacted during the first week of October.
 - Certification will confirm nominations are in the correct awards category and nominee was certified at time of nomination.
 - Board members will be grouped in to three scoring groups, and scoring criteria will be provided.
 - First round of scoring due by November 15th.
 - Top three scores in each category will be resent to Board members for second round of scoring.
 - Second round of scoring due by December 7th.
 - Following begins confirmation period with NHTSA Regions and State CPS Coordinators.
 - Discussed when to notify winners since first NCPSB meeting of 2019 will be held later than usual.
 - Preparation for roles at national Lifesavers conference.

Curriculum: Mandi Seethaler / Krystal Heinzen / Sarah Tilton

- Thank you to board members for efforts to keep curriculum update moving forward!
- Discussed feedback for module prototype. Information was shared prior through weekly board emails.
 - Decision made regarding possible alternate treatment for Instructor Guide (IG).
- All NHTSA comments combined in single module documents.
- Once edits are incorporated in to modules, curriculum committee co-chairs will review to make sure all documents, photos, and supporting materials are saved and organized.
- Discussed sample list of action items needed to finalize curriculum.
 - Included items for curriculum roll out.
 - Appendix
 - Instructor Guide (IG) details
- Discussed plan for quizzes to be available to instructors.
- Discussed planning for selection of pilot courses.
 - Timeline TBD as materials become available.
 - Past and present board members will not serve as instructors.
 - Instructor teams with varying degrees of experience.
 - Instructor teams need to commit to thoroughly review new content prior to course.
 - Not much time in advance to review.
 - Instructor teams need to commit to only using materials for one pilot course.
 - No travel or financial support provided; Selection from existing registered courses.
 - Need to be near a major airport.
 - Participants from different backgrounds.
 - Register for course as usual online at cert.safekids.org.
 - Certification will provide final curriculum materials once released.
 - Geographic diversity for pilot site locations.
 - Evaluate timing and receive feedback regarding flow of course.
 - Pilots will be planned for four days – allows time for any challenges and adjustments.
 - One or two course observers present at most.



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- Discussed length of course and clarification of ultimate goal for technicians once course is completed.
 - Goal is to support participants for success – before, during and after course.
- Consider engaging past Instructor of the Year award winners.
- Curriculum committee to work on determining pilots and submit to executive committee for approval.
- Ensure curriculum is inclusive of most current guidelines.
- Board members were asked to email Mandi Seethaler with any additional items to add to action list.
- Board members asked to email Tammy Franks with any additional feedback regarding module prototype by COB today. Prototype is being returned to designer tomorrow.
 - Make note of everything.

Other Business: Tammy Franks

- Board members were asked to please note all upcoming meetings
 - Calendar appointments have been sent.
- February 2019 meeting dates were voted on and confirmed at the July 2018 meeting.

Upcoming Meetings:

- Communications Committee: October 3rd, 1pm ET
- Curriculum Committee: October 9th, 1 pm ET
- Executive Committee: October 29th, 1pm ET
- Full Board: November 13th, 1pm ET (Conference call)
- Communications Committee: December 5th, 1pm ET
- Curriculum Committee: December 11th, 1pm ET
- Executive Committee: December 17th, 1pm ET
- 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.

Adjourned at 2:31pm EST

Minutes respectfully submitted by Amy Artuso, Board Secretariat



July 17, 18, 19, 2018
NSC, Itasca, IL

Day One: July 17, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Diana Imondi, Marilyn Bull, Amber Kroeker, Michael Chappell, Terry Emerson, Krystal Heinzen, Bob Stevens (remote), Mandi Seethaler (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Charlie Vits

Guest(s) Present: Rebecca Adler and Kimberly Loughlin

Welcome and Introductions: Dina Burstein, 12:04 PM

- Board Statement
- Meeting Overview

Approval of May Meeting Minutes:

Minutes approved with discussed edits. All present were in favor with none opposed.

NHTSA Update: Laura Dunn and Meg Miller

- Update provided regarding agency review of curriculum technician guide (TG) content.
- Retirements announced
- Current misuse data: refer to 2015 NCRUSS. Additional publications provide more detail. See NCPSB May 2018 meeting minutes for links to two additional publications.

Certification Update: Kerry Chausmer

- Reminder provided about resources at Training.safekids.org; 6 CPST CEU courses available.
- Recertification: 2018 Calendar Year (January – June 2018)
 - Eligible for recertification: 11,095
 - Recertified: 6,064
 - Percentage recertified: 54.7%
 - Decrease from 59.9% this time last year
- May 2018 was CPST Month
 - 110 courses held (10% increase)
 - 1444 new CPSTs
- New Quality Assurance Specialist
- Review of CPS Express schedule and deadlines; articles are due by the 10th during the month prior to release.

Curriculum Designers: Rebecca Adler and Kimberly Loughlin

- Reviewed two proposed designs for the updated curriculum
- Discussed plans for submitting content, reviewing updates and final curriculum.
- Discussed how to disseminate curriculum to the field.

Final – September 11, 2018



Curriculum: Sarah Tilton, Krystal Heinzen and Mandi Seethaler

- Photos:
 - Need high-resolution source files for all photos and signed NHTSA releases.
 - Module leads are responsible for making sure files are in the correct folders.
- Module 5 will be submitted to curriculum designer to draft new format and layout.
- Discussed Skills Assessment 3
- Discussed delivery mode to instructors.
- Pilot courses – need to determine how many and when?
- Videos will be MP4 only, one version, per curriculum designer.

Renewal course – Kerry Chausmer and Laura Dunn

- Overview of recent course experience and discussed next steps.
- Keep in mind areas that do not have access to internet.

Vice Chair position: Dina Burstein and Amy Artuso

- Provided overview of process and thank you to those that considered nomination.

Wrap Up: Dina Burstein

- Thank you to outgoing board member Diana Imondi!
 - Recognition of Diana's term of service and dedication to the board.

Day One: Adjourned at 5:00 PM

Day Two: July 18, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charles Vits, Amber Kroeker, Michael Chappell, Terry Emerson, Krystal Heinzen, Bob Stevens (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Mandi Seethaler

Guest(s) Present: None

Welcome, Meeting Overview and Call to Order: Dina Burstein, 8:00 AM

Strategic Planning: Tammy Franks

- The full board engaged in a strategic planning session led by Tammy Franks.

Vice Chair presentations and ballot distribution: Amy Artuso

Lunch: Thank you to the National Safety Council for providing lunch

- Board photo

Strategic Planning: Tammy Franks

- The full board engaged in a strategic planning session led by Tammy Franks.

Final – September 11, 2018



Overview of Day Two and Reminders for Day Three: Dina Burstein

Day Two: Adjourned at 5:00 PM

Day Three: July 19, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charles Vits, Amber Kroeker, Michael Chappell, Krystal Heinzen, Bob Stevens (remote), Mandi Seethaler (remote), Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Terry Emerson,

Guest(s) Present: None

Welcome, Meeting Overview and Call to Order: Dina Burstein, 8:11 AM

Vice Chair Elect: Dina Burstein

- Congratulations Lonny Haschel!

Communications Committee: Amy Artuso and Randy Chhabra

- Digital Update: Ron Kremer
 - Social media and cpsboard.org analytics report provided.
 - Increases on all channels.
 - Overview of website updates, including addition of Parent/Caregiver page.
 - Wikipedia page – please send any edits to Ron Kremer.
 - Protocol for responding to social media comments discussed
 - Ron Kremer and Randy Chhabra to collaborate before posting.
 - Thank you to all board members for social media post content.
 - Discussed if the board should add Instagram?
 - Demographics targeting – trend is people are getting all of their news on social media.
 - Will provide new post schedule to board members next week.
- Awards: Randy Chhabra
 - Nominations update
 - New infographics
 - Board members are asked to share information about awards with their contacts.
 - Scoring: plan to have completed by Thanksgiving.
 - Responsibility of all board members to participate in blind review and scoring.
 - Plans discussed to increase recognition of all nominees.
 - Discussed options for how nominations are received.
- Digital Check Form: Amy Artuso
 - New resource for currently certified child passenger safety technicians and instructors.
 - Funded by NHTSA; Program led by and responsibility of NSC.
 - Plan to offer resource on cpsboard.org
 - GDPR; CA has passed a law similar to EU.
 - Will not capture PII in digital check form system.

Final – September 11, 2018



- Board discussed developing FAQs to address field questions.
- Eliminates barrier of expense for programs to develop and maintain software.
- Project is a priority to advance the field of child passenger safety.
- Increases available data and supports data-driven decision-making.
- Discussed next steps.
 - Board members asked to create accounts, familiarize selves with system and send questions to Amy Artuso to support FAQ development.

Outstanding Business: Dina Burstein

- Discussed positions on the board.
 - Motion passed to phase out Past Chair position.
 - All members present in favor with none opposed.
 - Motion passed to eliminate Past Chair position in January 2019.
 - All members present in favor with none opposed.
 - Dina Burstein to serve one more year as IP/HC Representative.
 - Motion passed to approve sixteen member positions as presented during this meeting with noted changes, and with permission to continue working on position descriptions.
 - Changes will happen through attrition.
 - All members present in favor with none opposed.
 - Amy Artuso to create document summarizing current positions and attrition schedule moving forward. Members to vote with corrections as needed.
 - By-laws will need to be updated accordingly as part of strategic planning process.
- Lifesavers 2019: Kerry Chausmer
 - Call for abstracts currently being accepted.
 - Consider new presenters and send ideas or suggestions to Kerry Chausmer.
- Future Meetings: Discussed variations to current meeting schedule.
 - Motion passed for 2019 meeting dates: (All present in favor with none opposed.)
 - February 5 – 7, 2019: Location TBD
 - Schedule: Travel on Monday, February 4, 2019
 - Full day meeting on Tuesday, February 5, 2019
 - Full day meeting on Wednesday, February 6, 2019
 - Half day meeting on Thursday, February 7, 2019
 - July 30 – August 1, 2019: Itasca, IL
 - Schedule: Tentative optional tour of AAP the morning of day one.
 - Tuesday, July 30, 2019: Noon – 5pm
 - Wednesday, July 31, 2019: 8am – 5pm
 - Thursday, August 1, 2019: 8am - Noon

Closing: Dina Burstein

Day Three: Adjourned at 11:40 AM

Next Full Board Meeting: September 11, 2018 at 1pm ET (Conference Call)

Minutes respectfully submitted by Amy Artuso, Board Secretariat.

Final – September 11, 2018



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Minutes of the Meeting of the National Child Passenger Safety Board May 8, 2018

Meeting (via conference call) called to order by Dina Burstein at 1:01 PM EST

Members Attending: Dina Burstein, Tammy Franks, Laura Dunn, Kerry Chausmer, Amy Artuso, Krystal Heinzen, Terry Emerson, Bob Stevens, Mandi Seethaler, Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Michael Chappell, Charles Vits, Amber Kroeker,

Members Not Present: Sarah Tilton, Diana Imondi, Marilyn Bull, Jennifer Pelky

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: Dina Burstein

- NCPSB Statement of Intent
- Roll Call

March 2018 Meeting Minutes approval

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

Update: Certification Program, Kerry Chausmer

- Year 5 of CPST Month, held each May
 - Goal is 100 certification courses: currently have 117 registered
 - Started promotion earlier, more outreach to state contacts
- Suggest updating "I'm a CPST" profile pic on FB; one of two provided in last Express
 - Days this month when participants will randomly be selected
 - Way to win a pin even if not teaching in May
- As shared in [CPS Express](#):
 - Chicco update webinar scheduled for May 17
 - Secrets and tips to passing your recert audit scheduled for June
 - RV presentation also being updated in June
 - All will be posted on cpsboard.org website

NHTSA Update: Laura Dunn / Meg Miller

- New Board resource: national digital check form
 - Exciting project for board to take on and promote
 - Developed in partnership with TTU and NSC - a free resource available to certified technicians
 - Right now in a soft roll out phase. Tiered rollout, testing usability with smaller groups of people
 - Projected for wide use launch around CPS week – optimistically

- NCPSTB orientation to take the place of next Communications committee call
- Plan to add to cpsboard.org once publicly available
- Additional analysis of information in 2015 NCRUSS report has been conducted.
 - [March 2018](#)
 - [October 2017](#)

Strategic Planning: Tammy Franks

- Will be large focus during July meeting

Communications: Amy Artuso / Randy Chhabra

- Thank you to everyone that helped with Lifesavers – in person and remotely
 - A lot of positive feedback received, everyone's efforts are appreciated very much!
- 20th Anniversary Video is now on [Learn About the Board](#) page, [FB](#) and [YouTube](#)
- Thanks to Ron Kremer for sharing website and social media analytics for April 2018
 - Suggest more FB live videos, particularly with board members
 - Growth is all organic, no paid boosting
 - Shared year-to-date highs
 - Web sessions are directly related to CEU webinars/YouTube videos and CEU quizzes
 - Thanks to Kerry for holding up her phone for 45 minutes (!) during anniversary reception FB live
- Awards: [Nomination period is open!](#)
 - Added third award category this year for Team or Organization of the Year
 - All members are asked to help share information for nominations
 - PPT slide will be included in next weekly email
 - Can order postcards
 - Randy is drafting language for members to help promote availability of awards
 - Please share at state conferences, etc.
- Thanks to all for submitting social media posts on time.
 - Please submit to Ron Kremer and copy Randy Chhabra
- Discussion – How to raise awareness about resources available for techs and instructors through cpsboard.org. Plan to continue discussion during July meeting.
 - There is a community education webinar available: [The CPS Board & Our Resources](#)
 - Plan to add digital check form to increase visits to website
 - Possible add to next TG cover
- Tech Update resources: suggest utilizing [CEU webinars](#) on cpsboard.org
 - Can pause webinars and discuss with group; Very easy way to provide a CEU
 - Individuals don't have to complete online sessions in one sitting

Curriculum: Mandi Seethaler / Krystal Heinzen / Sarah Tilton

- Updates shared during meeting will be included in next weekly email to board members
- BIG thanks to members for completing module updates on schedule
- Curriculum chairs are reviewing for continuity, one voice.
- Next Steps:
 - NHTSA review of updated TG content
 - Module leads start IG updates, due by June 25th
 - Instructions will be provided
 - If you have new photos in modules, please be sure to get photo releases.
 - Contact Mandi or Sarah if you need the release.
 - The curriculum designer will be attending the July meeting
 - Small group will be meeting before July meeting to work on PPT
- So far on track and really appreciate all of the effort. Looking fantastic!
- More to follow during next Curriculum committee meeting
- Discussed question about possibility of online curriculum
 - [TG](#) is available online now, participants can view in advance of course
 - [Curriculum videos](#) are available for viewing before and after course



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- Discussion is ongoing; unique nature of this training considered

Other Business: Dina Burstein

- Board members asked to please make hotel reservations for July meeting
 - Link provided in weekly emails
- Discussed and agreed to move next Communications committee meeting to last week of May for digital check form orientation
- Please note all upcoming meetings- calendar appointments have been sent
- Lifesavers feedback from Alexis Kagiliery:
 - More than 1700 OPC attendees
 - Approximately 100-330 participants in each OPC session
 - Conference surveys show positive feedback
 - Thanks to board members for all efforts during Lifesavers

Next Meetings:

- Communications Committee: Was June 6th; Will be rescheduled to last week of May
- Curriculum Committee: June 12th, 1 pm EST
- Full Board: July 17, 18 & 19, 2018 (In person)

Adjourned at 1:54pm EST

Minutes respectfully submitted by Amy Artuso



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

Meeting (via conference call) called to order by Dina Burstein at 1:01 PM EST

Members Attending: Dina Burstein, Tammy Franks, Laura Dunn, Kerry Chausmer, Amy Artuso, Diana Imondi, Marilyn Bull, Charles Vits, Amber Kroeker, Krystal Heinzen, Bob Stevens, Mandi Seethaler, Lorrie Lynn, Randy Chhabra, Lonny Haschel, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Sarah Tilton, Michael Chappell, Terry Emerson, Meg Miller

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: Dina Burstein

- NCPSB Statement of Intent
- Roll Call

January 2018 Meeting Minutes approval

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

Update: Certification Program, Kerry Chausmer

- Online training portal for CPST CEUs launched earlier in 2018, available to with no pre-requisites
 - Request for reviewers for trainings
 - Total of six courses now available
 - Please send edits or suggestions to Kerry, with URL and screenshot to support feedback
 - Can make minor edits, but not able to make major revisions
- Recertification: January – February 2018
 - Eligible for recertification: 2055; Recertified: 1009
 - Percentage Recertified: 49.1%
 - Decrease from 49.2% last month
 - Decrease from 52.2% this time last year
- CPST Month: May 2018
 - Currently registered courses: 84 (Goal is 100); Please encourage May certification courses
 - CPST Instructor pins cannot be mailed in advance of courses
- CPS Express: Always looking for articles. Be brief and provide links to resources.
 - Please send information to Kerry Chausmer by the 10th of the month prior to distribution
 - April 10th deadline for May/June CPS Express

NHTSA Update: Laura Dunn / Meg Miller

- In formative process of starting a new CPS and Tweens campaign with the Ad Council
 - One single campaign to address both topics; not expected to be available for CPS week 2018
- Planning for CPS week: September 23 – 29, 2018
 - Developing activity guide and toolkit. Tethers will have an emphasis.
 - Currently on schedule to post materials by June; See trafficsafetymarketing.gov
- NHTSA Image Library Update: photo shoot planned for late summer/early fall.
 - Board members are asked to send Laura wish list by mid-April
- Meg provided a reminder that what we do really does matter, shared documented save in D.C.
- Meg requested suggestions and ideas for how to engage more feedback from the field
 - Multiple board members reinforced importance of individualized contact and outreach

Strategic Planning: Tammy Franks

- Met with NHTSA and NSC Representatives to discuss direction
- Plan to send meeting invite next week with advanced strategic planning team to prepare for process

Communications: Amy Artuso / Randy Chhabra

- Randy updated members regarding proposed updates to national CPS awards process and timeline
 - Follow up from January meeting discussion to improve outcomes
 - Document sent to members in advance of meeting for review
 - Motion made to change timeline of awards process, as described in advance document
 - All in favor; none opposed
 - Motion made to add third award recognizing a team or organization, as outlined in advance document
 - All in favor; none opposed
 - Agreed to move forward.
 - Randy will draft three separate nomination documents incorporating feedback from today
 - Proposed language for nomination forms will be included in next weekly email to the board for review
 - Kerry will create Google Docs nomination forms
 - Amy will update cpsboard.org
 - All board members should read weekly email for consistent information
- Planning for Lifesavers anniversary reception will be discussed during next Communications committee meeting on April 4, 2018
- Thank you to members for ongoing social media posts. Current target audience is not restricted.

Curriculum: Mandi Seethaler / Krystal Heinzen / Sarah Tilton

- BIG thanks to members for completing module updates on schedule
- Individual reviews are currently taking place; Making timely progress
- Field review invitation was included in [CPS Express](#)
 - Kerry will email modules to reviewers in April
 - Reviewers will return feedback directly to module leads

Other Business: Dina Burstein

- Hotel link for July meeting will be in weekly email to board members tomorrow
- Thank you to members that volunteered and reviewed webinars on cpsboard.org

Next Meetings:

- Communications Committee: April 4th, 1pm EST
- Curriculum Committee: April 10th, 1pm EST
- Full Board: May 8th, 1pm EST

Adjourned at 2:10pm EST

Minutes respectfully submitted by Amy Artuso



January 16, 17, 18, 2018, Nashville, TN

Day One: January 16, 2018

Members Attending: Sarah Tilton, Audrey Eagle, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Tammy Franks, Krystal Heinzen, Emily Lee, Laurie Ludovici, Alexis Kagiliery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

Members Not Present: Dina Burstein, Laura Dunn, Bob Stevens

Guest(s) Present: Sarah Haverstick

Welcome and Introductions: Sarah Tilton, 12:00 PM

- Board Statement
- Confidentiality and Conflict of Interest
- Meeting Overview

Approval of November Meeting Minutes:

Minutes approved. All present were in favor with none opposed.

Proposed Meeting Dates for 2018

- All members were provided a copy of the 2018 meeting schedule
- 9/18/18 meeting changed to 9/25/18
- All meetings will be held at 1pm ET

Tech and Instructor of the Year Awards

- Members were provided with an update about the 2018 process and nominees

Certification Update: Kerry Chausmer

- During 2017:
 - 739 certification courses
 - 143 renewal testing courses
 - 58.4% recertification rate (increase from 56.2 in 2016)
- May 2018 is CPST Month
- Review of CPS Express schedule and deadlines
- Social Media update
- Discussed certification fees

Adult Learning Theory: Amber Kroeker

- Presentation: Understanding Adult Learners in Child Passenger Safety
- Discussion: How to incorporate ALT in the certification curriculum

Curriculum Work Groups: Kerry Chausmer & Diana Imondi

- Modules 1 - 7

Final – March 13, 2018



Working Dinner: Thank you to the National Safety Council for providing dinner

Work Group Reports

- Each group oriented the full board about changes

Day One: Adjourned at 7:00 PM

Day Two: January 17, 2018

Members Attending: Sarah Tilton, Dina Burstein, Audrey Eagle, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Tammy Franks, Krystal Heinzen, Emily Lee, Laurie Ludovici, Alexis Kagilery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

Members Not Present: Laura Dunn, Bob Stevens

Guest(s) Present: Sarah Haverstick

Welcome, Meeting Overview and Call to Order: Sarah Tilton, 8:00 AM

Curriculum Work Groups: Kerry Chausmer & Diana Imondi

- Modules 8 – 13

Work Group Reports

- Each group oriented the full board about changes

Recognition Lunch: Thank you to Meharry Medical College & Angela Brown for providing lunch

- Recognition of outgoing Board members: Kerry Chausmer
- Changeover of Executive Officers and membership

Board Photo: Thank you to Tennessee Tech University iCube & Sarah Haverstick for photos

Curriculum Instructor Guide: Diana Imondi

- Planning:
 - What does it look like?
 - Board requested a curriculum design presentation at July 2018 meeting
 - Who works on it?
 - Assignments distributed at meeting for each module
 - Same board member leads for IG as each TG module
 - Timing?
 - Discussed stages for development and approval, printing and shipping
- Skills Testing – led by Safe Kids Certification with board member support
- PPT update after IG update is done



Renewal Course: Kerry Chausmer

- Course content update planned following updated certification curriculum approval
- New proposed format discussed

Lifesavers Update: Alexis Kagiliery

- April 22 – 24, 2018
- Eleven Occupant Protection for Children (OPC) sessions
- 6.5 CPST CEUs available during conference (not including pre-conferences)
- Three community education credits available to support CPST recertification
- CPS pre-conference session from 1:00 – 3:00 PM, Saturday, April 21, 2018
 - Includes presentation of national CPS Awards: Tech and Instructor of the Year
- At least one board member (past or present) is in attendance at every OPC session
- NCPST anniversary reception: Sunday, April 22, 2018 from 6:00 – 8:00 PM
 - [Evite link to RSVP](#)
- Board viewing of 20th anniversary video, presented by NSC

Ad Hoc Communications Sub-committee: Tammy Franks

- Proposed forming a subcommittee to review different general CPS presentations
- Decision to hold until after 2018 strategic planning by NCPST

Day Two Overview and Reminders for Day Three: Dina Burstein

Day Two: Adjourned at 6:00 PM

Day Three: January 18, 2018

Members Attending: Dina Burstein, Tammy Franks, Sarah Tilton, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Diana Imondi, Marilyn Bull, Charles Vits, Terry Emerson, Amber Kroeker, Krystal Heinzen, Alexis Kagiliery, Michael Chappell, Randy Chhabra, Lonny Haschel, Jennifer Pelky, Mandi Seethaler

Members Not Present: Laura Dunn, Bob Stevens

Guest(s) Present: Audrey Eagle, Emily Lee, Laurie Ludovici, Sarah Haverstick

Welcome, Meeting Overview and Call to Order: Dina Burstein, 7:00 AM

Instructor Development Course: Emily Lee & Sarah Haverstick

- A Board activity based on TSI course
- New sub-committee members: Tammy Franks, Kerry Chausmer, Amy Artuso
- Discussed:
 - course format
 - IC Process
 - Tracking use
 - Strategic deployment

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Communications Committee: Amy Artuso & Emily Lee

- NCPSTB and national certification curriculum 20th anniversary
 - Video update
 - Lifesavers conference
 - Reception update: Sunday, April 22, 2018
 - Event planning updates: food & beverage, room set up, AV and more
 - OPC session intros discussed
 - Anniversary logo
 - Postcards and t-shirts
 - Anniversary/2018 communications overview shared
 - Social Media presentation: Meg Miller
 - Board schedule for social media posts: Emily Lee

Curriculum Wrap-Up: Kerry Chausmer & Diana Imondi

- Discussed:
 - Quiz Questions
 - Field Review
 - Instructors should read CPS Express for information to participate
 - Overall review process discussed
 - Lead board members per module confirmed
 - One Voice subcommittee to review curriculum in entirety for consistency
 - Pilot courses
 - Rollout
- New Curriculum Co-Chairs: Congratulations Mandi Seethaler, Krystal Heinzen and Sarah Tilton

Strategic Planning: Tammy Franks

- Confirm outcome expectations
- Survey members for feedback
- Focus of July 2018 meeting – members will receive information in advance
- Subcommittee established

Closing: Dina Burstein

Day Three: Adjourned at 10:00 AM

Next Full Board Meeting: Tuesday, March 13, 2018 at 1pm ET (Conference Call)

Minutes respectfully submitted by Amy Artuso, Board Secretariat



Minutes of the Meeting of the National Child Passenger Safety Board November 14, 2017

Meeting (via conference call) called to order by Sarah Tilton at 1:05 PM EST

Members Attending: Sarah Tilton, Dina Burstein, Audrey Eagle, Carole Guzzetta, Laura Dunn, Kerry Chausmer, Amy Artuso, Meg Miller, Lorrie Lynn, Marilyn Bull, Charlie Vits, Terry Emerson, Amber Kroeker, Krystal Heinzen, Bob Stevens, Laurie Ludovici, Alexis Kagiliery

Members Not Present: Diana Imondi Dias, Tammy Franks, Emily Lee

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: Sarah Tilton

- NCPSB Statement of Intent
- Roll Call

September 2017 Meeting Minutes approval

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

Recognition of Carole Guzzetta:

- On behalf of the NCPSB, earlier this month Carole Guzzetta was presented with a plaque and photos from her time on the board, in honor of her retirement and 20 years of service.
- Carole thanked the board.

Certification Update: Kerry Chausmer

1. As of the end of September 2017 there are more than 41,000 currently certified CPSTs
2. Annual recertification rate (January – October 2017) is 57.8%; up from this time last year
3. A Cert/Recert report is sent to state and regional training contacts each month
4. If writing a report, contact Kerry with a request to run a query for you
5. 159,000 individuals have been certified overall since the certification program began in 2005
6. CPST month will be held in May 2018; reminders are currently being sent out to the field
 - Goal is 100 certification courses in May; please help encourage courses
 - 10 courses registered at time of this meeting

NHTSA Update: Carole Guzzetta / Meg Miller

1. Carole Guzzetta is retiring at the end of 2017 and will be missed greatly
2. Laura Dunn will be filling the NHTSA Headquarters position on the NCPSB
3. Meg attended NHTSA GHSA communications forum and will share information with NCPSB communications committee once she compiles information;
 - NCPSB is doing great things on social media and that is the direction a lot of states are going.
4. Recently a new cooperative agreement between NHTSA and NSC was signed
 - This cooperative agreement has several deliverables, including the NCPSB
 - Throughout NHTSA, all programs are being reviewed
 - Primary function of the board is to focus on the certification curriculum
 - In 2018, priority focus will be the curriculum.
 - Other activities will be put on hold, including Membership and other committee work
 - Celebrating 20th anniversary; Natural time to conduct strategic planning.
 - Members will work together to explore the best ways for the NCPSB to support CPS in the U.S.
5. During 2018, the NCPSB will operate with 3 committees:
 - Executive Committee
 - Curriculum
 - Communications
 - i. As issues come up that would have previously been given to a different committee, the issue will be directed to one of the above three committees as deemed appropriate.
6. Next year the NCPSB will be focused on:
 - Curriculum
 - Getting back to basics and how the board will move forward
 - Look at functionality of each position; Each member's area of expertise is valued
7. NHTSA Headquarters will make final decisions regarding suggested changes
8. Members are encouraged to reach out to a member of the Executive Committee with questions
9. The current committee structure will remain in place through the January 2018 meeting
10. Tech and Instructor of the Year Awards will be presented at Lifesavers 2018

Membership Committee: Dina Burstein

1. All selected candidates have accepted their invitations to join the NCPSB
2. Preparing for New Member Orientation, scheduled for December 5, 2017
3. New member names and positions provided during meeting
4. Extending one current position for one more year. Amber Kroeker was invited to continue to support ALT in curriculum update. Amber accepted and thanked the board for the opportunity.

Cert/Recert Committee: Kerry Chausmer

1. Tech/Instructor of the Year Awards nominations update
 - Nomination period closes November 17, 2017
 - Members encouraged to promote open nomination period
2. Upcoming Webinars:
 - Diono manufacturer update is scheduled for November 16, 2017
 - School bus update scheduled for February 13, 2018
 - All webinars are listed in [CPS Express](#) and can help CPSTs fulfill their CEU and community education requirements

Communications Committee: Amy Artuso / Emily Lee

1. Provided information about how Tech and Instructor of the Year awards have been promoted
2. Plaques and posters for Tech and Instructor of the Year awards presentation are in process
3. Award nominations scoring process discussed; all members to review nominations
4. Thanks to all members for submitting social media posts. Made all the difference this year.
 - Sending reminders to each member prior to their due date
5. 20th anniversary of NCPSB and certification training curriculum
 - Lifesavers reception: Please mark your calendars for Sunday, April 22, 2018, 6-8pm
 - Working with conference planning committee for teasers at Lifesavers OPC sessions
 - In 2018, will update all NCPSB materials to recognize 20th anniversary with special logo
 - Committee asked for anniversary t-shirts to wear during community engagement
 - i. To be purchased by members

Quality Assurance Committee: Terry Emerson

1. Updated [By-laws](#) and [Operations Manual](#) have been posted to cpsboard.org

Diversity Committee: Amber Kroeker

1. Discussed presentation about building empathy
2. Discussed tools to support special transportation needs and how to incorporate into curriculum

Adult Learning Theory: Amber Kroeker

1. Expecting modules from One Voice committee the first week of December for ALT review
2. Plan to share links to updated modules before January meeting so members can review most current version of modules prior to the meeting

Curriculum Committee: Kerry Chausmer for Diana Imondi Dias

1. Thanks to all of the members for all of the work that was done in the August – October work groups!
2. One Voice committee is meeting daily right now: Diana, Sarah, Carole, Laura, Amy and Kerry
 - Reviewing work group modules to provide consistent voice throughout
 - Simplifying language, creating bulleted lists, and making any updates that are still needed
3. Plan to send modules to ALT committee at beginning of December
 - IG: ALT will probably be more with guidance and how to teach
 - TG: more about communicating with caregivers and what is the best way to do that
4. January meeting:
 - Board members will make sure module content flows well, no typos, and is correct
 - i. Word documents without tracked changes
 - Members will not re-litigate changes to the curriculum and will not make new major changes
 - Any decisions that need to be made are being done prior to the meeting to maintain schedule
 - Will plan for next steps at the meeting
 - Each member can review one or all modules before field review
 - Members to volunteer for one module to lead for board review and field review process
 - Discuss what basic IG should look like
5. Discussed Field review process
 - Board invites techs and instructors to look at content of one module one time.
 - Edits from field will be submitted to lead board member for assigned module
 - Lead member will review edits and decide which changes to accept

Discussed Field review process (continued)

- Lead members can reach out to other members to talk through questions
 - Lead members will incorporate changes for all modules
6. Curriculum Designer will provide updated look and feel to curriculum following field review
 7. Once the TG is done, it will be used as a base for the IG, and then the PPTs will be updated
 - Feedback from field about IG discussed
 8. Members were asked if they had any concerns about the process? Want to make sure everyone understands that their input and what is needed in January is critical.
 9. Audrey provided an update that is needed regarding switchable retractors; will send to Amy for One Voice committee

Other Business: Sarah Tilton

1. 20th Anniversary: [NSC](#) is providing financial sponsorship for NCPSB reception event rather than hosting their regular Sunday morning breakfast. Open to co-sponsors, but there are considerations regarding sponsors to ensure Government employees can attend the reception.
2. All members are asked to participate with New Member Orientation, December 5, 2017, 1 – 2pm ET
 - Please reach out to Amy if you do not have that on your calendar; appointment has been sent
3. New supplier has been identified for NCPSB brandwear
 - Place orders directly with vendor before December 15, 2017 and Sarah Tilton will deliver to January meeting. Thank you Sarah!

January Meeting Update: Sarah Tilton

1. January 16, 17 & 18, 2018
 - No pre-meeting scheduled
 - Focusing majority of time on curriculum
 - Schedule:
 - Tuesday, January 16: Noon – 7pm
 - Wednesday, January 17: 8am – 6pm
 - Thursday, January 18: 7am – 10am
 - TTU iCube tour: Optional
 - For those who have opted to attend tour, transportation will be leaving hotel at 10am
 - Members will be transported airport; plan to arrive by 4pm, but allow for delays
 - Please do not schedule flights prior to 6pm on Thursday evening
 - Please RSVP to Amy if you are attending
 - Members are asked to make their hotel reservations before December 16, 2017
 - Free transportation between airport and hotel
 - Some members are arriving on Monday, January 15, 2017

Farewell from Carole Guzzetta

Carole shared that the past 20 years have been an honor and a pleasure to work with this board. It has been an experience to see how far the board has come. Everything done has been done for the betterment of child passenger safety and she believes the future will be the same. It might look a little different, and after 20 years of anything, change is good and should be positive. Carole said this is not good-bye and thanked the board for all of the memories.

On behalf of the board, Sarah Tilton thanked Carole for her service to the board, her dedication to the cause and for her support of our group.

Adjourned at 2:08 pm EST

Minutes respectfully submitted by Amy Artuso