Meeting of the National Child Passenger Safety Board
January 8, 2020

Meeting (via conference call) called to order by Tammy Franks at 11 AM EST

Members Attending: Tammy Franks, Lonny Haschel, Laura Dunn, Kerry Chausmer, Amy Artuso, Charlie Vits, Michael Chappell, Tanya Hiday, Bob Stevens, Mandi Seethaler, Ron Kremer, Judy Hammond, Randy Chhabra, Alexis Kagiliery, Jennifer Pelky, Marilyn Bull

Members Not Present: Krystal Lindsey

Guest(s) Present: None

*Reminder: Members are asked not to call in to the meeting 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
- Welcome to 2020! Thank you to everyone for your efforts with both the curriculum and web site launch!
- Roll Call – See above.
- Approval of November Minutes: November 2019 public meeting minutes will be reviewed during the February 2020 Curriculum Committee call.

NHTSA Update: Laura Dunn/Judy Hammond
- Laura will be on maternity leave in March and will slowly transition back to work in April 2020.
- Image Library – The photo shoot was completed in Fall 2019; anticipated launch of images is Spring 2020. Laura will update us as more information is available.
- Human Interest Stories – “Saved by the Belt” – As part of campaign work with the Ad Council, they would like to share “Saved by the Belt” stories for families with children under 14.
  o Please forward any suggestions of incidents that are verifiable to Laura.
  o This is a great opportunity to promote local programs as well.
- From Judy:
  o LA law updated effective August 2019.
  o WA law updated effective January 2020.
Safe Kids Worldwide/Certification: Kerry Chausmer
- Safe Kids Certification launched a new website about a month ago.
  - Please send any suggestions to Kerry and include as many specifics as possible.

National Safety Council/NCSPB: Amy Artuso
- Thank you to Ron for his work on launching the new Board website.
- Thank you all of the Board Members who have been working to address issues with the launch of the curriculum and the website.
- From Ron:
  - Thank you to all Members who have contributed to the website!
  - Please take time to familiarize yourself with the website.
  - Everyone has been very understanding as we worked through glitches.

Curriculum Committee: Mandi Seethaler
- Thank you to everyone for their help with the curriculum launch!
- From Amy:
  - Printing is in process.
    - Proofs received at July meeting were not same quality as received in December which provided a learning opportunity.
  - Instructor emails have been sent out updating them on the curriculum release.
    - IG’s are being shipped via UPS to mailing addresses on file as of December 9, 2019.
- The start date for the 2020 Curriculum is February 1, 2020.
  - Permission may be requested from Safe Kids Certification to use the 2014 Curriculum for courses in February.
  - 36 courses are registered in February. Only 6 courses have opted to use the 2014 Curriculum.
  - As of March 1, 2020, all courses will use the 2020 Curriculum.
- Mandi indicated that downloading materials from cpsboard.org was an easy, quick process.
- Quizzes and Skills Evaluations were updated on January 7, 2019. An Instructor email will be sent out next week notifying the Instructors.
- In order to run the embedded videos in the PPT, you must use Office 2016 and newer.
  - Video in Module 10, slide 5 needs to be updated to work on Mac computers. Tammy is working to address.
- Please promote the 2020 Curriculum Feedback Form found on cpsboard.org for curriculum suggestions and questions. This will allow us to track the feedback received and respond in a timely manner.

Membership Committee: Lonny Haschel
- Welcome to Tanya Hiday from Dorel. She will fill the Dorel position on the Board until the May 2020 Board meeting.
  - Terry Emerson will continue to join meetings as a guest of the Board until May 2020 where will we recognize him for his Board service.
- Dina Burstein has changed employment and resigned from the Board effective January 1, 2020. We will recognize her at the May meeting.
- 2020 Membership Update
  - Thank you to the Membership Committee for your time and thoughtfulness to the selection process.
  - Membership Committee interviewed many highly qualified candidates for the open two positions.
- Due to the quality of the candidates, the Membership Committee, with NHTSA’s permission, brought forward three candidates adding a CPS Advocate position.
  - All three candidates were vetted and approved by NHTSA Regions Representative.
- Motion: Approve slate of three candidates as recommended by the Membership Committee.
  - Ron made the motion.
  - Charlie Vits seconded the motion.
  - The motion was approved.
- Next steps
  - Lonny will personally contact new Members to extend a verbal invitation to them.
  - Lonny is drafting Letter of Invitation to new Members. Amy will email them.
  - Lonny is drafting Letter of Declination. Amy will email them.
  - New Member Orientation will be scheduled soon.
- JPMA Update – JPMA is working to identify a nomination.
  - MACPS has expressed concern with the updated nomination process and is submitting their concerns via email to the Board.
    - The Board will address any concerns once the email is received.

Communications Committee: Randy Chhabra
- CPS Awards
  - Thank you to everyone for working through the nominations.
  - Motion: Approve the slate of CPS Award winners as proposed by the Communications Committee.
    - Mandi made the motion.
    - Lonny seconded the motion.
    - The motion was approved.
  - Next Steps:
    - Randy will notify CPS Awards winners so they can plan to attend Lifesavers.
    - The CPS Awards will be given out at 3:45 pm on March 14, 2020 at Lifesavers.
  - Any concerns with the CPS Awards process?
    - The next cycle will open at Lifesavers.
    - Discussion tabled until March 2020 meeting.
- Toyota Grant
  - Step and Repeat (Photo Backdrop) – This has been purchased and will be available for Lifesavers Conference.
  - Technology Purchases: Ron is working with Creative Services at NSC. Ron will borrow equipment for Lifesavers and trial it there to determine what we need to support Board activities.
  - Board Member Travel Stipends
    - Motion: Provide full funding of Board travel for the May 2020 for Board Members not funded for travel up to seven Members. Funding will be covered as by funds in the cooperative agreement and by the Toyota Grant.
      - Mandi made the motion.
      - Mike seconded the motion.
      - The motion was approved.
Other Business: Tammy Franks

- Bylaw Review/Approval – Tammy Franks
  - Concern was raised that the mission statement doesn’t mention the National CPST Certification Training curriculum specifically. Additionally, the draft strategic plan seems really broad.
    - Per Tammy: Having a broad mission statement allows you to add projects between curriculum revisions. The curriculum is mentioned specifically in the Statement of Intent.
    - Per Amy: The updated mission statement was a result of the discussion at the February 2020 meeting.
    - Per Laura: The updated mission statement is at the request of NHTSA. The Board has a huge number of skilled, experienced implementers who may want to take on additional projects. The updated mission statement allows the Board to consider additional projects and use the talent on the Board that wasn’t being fully realized before. Additionally we have a group of alumni to the Board. How do we include them?
      - Motion: Accept the bylaws as submitted.
        - Mandi made the motion.
        - Lonny seconded the motion.
        - The motion was approved.
  - Next Steps
    - Updated Bylaws will be posted to cpsboard.org asap.

- 2020 Member Handbook
  - Motion: Approve 2020 Member Handbook with typo edits as suggested by Amy.
    - Mandi made the motion.
    - Randy seconded the motion.
    - The motion was approved.
  - Next Step
    - The 2020 Member Handbook will be posted to cpsboard.org asap.
    - This 2020 Member Handbook is designed as a starting point. Please let Tammy know if you find anything that needs to be updated or added to make the Member Handbook a more useful tool.

Meeting Adjourned by Tammy Franks at 12:33 PM EST.

Minutes respectfully submitted by Tammy Franks, NCPSB 2019-2020 Chairperson.