

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

May 20, 2014

Meeting called to order by Sarah Haverstick at 3:01 PM EDT

Members Attending: Sarah Haverstick, Jennifer Booge, Amy Artuso Heinzen, Sherri Cannon, Dr. Marilyn Bull, Thelma Kuska, Dave Sander, Marian Adams, Dina Morrissey, Audrey Eagle, Jennifer Huebner-Davidson, Robert White, Joshua DeFisher, John Merchant, Kerry Chausmer, Sarah Tilton, Angela Brown, Carol Meidinger

Members Not Present: Allan Buchanan, Carole Guzzetta, Helen Arbogast, Suzanne Grace, Lorrie Walker

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

March 2014 Meeting Minutes approval

Motion to approve as submitted made by John Merchant. Second motion to approve made by Kerry Chausmer. All members present in favor.

Update: Certification

Kerry Chausmer reported

1. First CPST month: 91 courses offered, exceeds goal of 85
2. 54.4% recertification rate - excellent effort in the field getting techs recertified
3. Safe Kids paid for ads, resulted in more than 14,000 "likes" on CPS Certification FB page

Update: NHTSA

Sherri Cannon reported

1. NHTSA focus on preparation for Click It or Ticket campaign
2. Updated heatstroke materials now available on www.nhtsa.gov under CPS. Promoting heatstroke prevention throughout the summer.

Committee Reports

Membership

Jennifer Booge reported

1. Membership application deadline is June 13, 2015; Promotion discussed
2. Committee to receive review questions on June 1 in preparation for scoring candidates
3. Committee to determine interview questions and candidates to be interviewed at July meeting
4. Reminder, Board members cannot serve as a reference for candidates

Certification/Recertification

Kerry Chausmer reported

1. Tech & Instructor Survey distributed, increased response in comparison to past years
2. Board website and resource feedback
3. Online CEUs – new webinars being posted and more to come
4. Thanks to Audrey for video editing of webinars
5. Removed outdated Boosters and Airbags session; LATCH session to be replaced this summer
6. Thelma updating Fact or Fiction session; committee to review and provide feedback
7. Tech and Instructor of the Year revised process this year; will promote sooner than in past

Communications

Dina Morrissey reported

1. 2014 Tech and Instructor of the Year Press Releases went live on April 27, 2014
2. 2014 Tech and Instructor of the Year updates made to cpsboard.org, and recognized on NCPSB FB page
3. Promoting NCPSB membership application process
4. Exceeded FB “likes” goal
5. Updates continue to NCPSB website as needed and identified
6. Bylaws- once updated and approved by the Board, will update on cpsboard.org
7. Discussed plans for communication with Tech and Instructor of the Year for 2015

Quality Assurance

Dave Sander reported

1. Bylaws have been updated and distributed to the NCPSB
2. Officer nominations section updated
3. Officer nominations and elections process discussed
4. Change discussed to be made, revised Bylaws to be sent to full Board and vote for approval to be made by electronic vote

Resources/Curriculum

Marian Adams reported

1. Reviewed resources on NCPSB website, www.cpsboard.org; all links are working
2. Tech Update newsletters will remain online until expire
3. June CPS Express will include 3 scientific articles that can be reviewed to earn CEUs; to be provided twice a year: June and December issues

Diversity

Dr. Marilyn Bull reported

1. Hospital Discharge Policy has been posted to cpsboard.org and topic was presented during a session at Lifesavers 2014 conference
2. Scheduled to present on Hospital Discharge Policy at Kidz In Motion conference in August
3. Dr. Bull continues to communicate with NHTSA work group regarding this policy

Curriculum

Jennifer Huebner-Davidson reported

1. Material Feedback Form remains open; Sherri Cannon compiled all feedback received through this form regarding new CPST curriculum
2. Sub-committee developed to organize feedback and prioritize order to address
3. Revision task broken into groups:
 - a. Kerry C. to lead assessments team
 - b. Amy H. to lead graphics team
 - c. Audrey E. and Sarah H. to lead PPT team

- d. Carol M to lead TG, Thelma K. and Jennifer B. to assist
 - e. Dina M to lead IG, Suzanne G and Lorrie W to assist
 - f. Dr. Bull to assist with Special Needs across all groups
 - g. Audrey to assist with vehicle specific information
4. Please continue to encourage instructors to keep online profiles up to date so they can receive notifications as updates are made
 5. Kerry requested another volunteer to assist with skills assessments; Carol M. volunteered; members are requested to send Kerry an email if willing to assist
 6. Correction in terminology discussed

New Business

1. July Meeting- discussed travel details, tour of Chrysler, full board agenda
2. Board members to submit statements of interest to Amy by June 30, 2014 if interested in running for 2015 Vice-Chairperson
3. Please continue to send questions and comments to Chairperson Sarah Haverstick

Thank you to committees for all of your hard work!

Next Meeting: July 15, 16 & 17, 2015 in Auburn Hills, MI/Chrysler Headquarters (in-person)

Meeting adjourned at 3:57 PM EDT

Respectfully submitted by Amy Artuso Heinzen, NCPSB Secretariat