



# NC Child Passenger Safety Training Committee Meeting Minutes

January 24, 2012

FINAL APPROVED 2/27/12

**Training Committee Members present:** Myron Waddell, Meg Langston, Renae Harris, Jody Piatt, Aaron Miller, Charlene Proctor, Suzanne LeDoyen, Vickie Killough, Kim Wittig, Melanie Daniel, Sarah Tilton, Theresa Knopps, Frank Gore

**CPS Executive Committee Members present:** Kelly Ransdell, Joshua DeFisher

**Not Present:** Bill Hall, Dede White, Cecilia Saloni, Allen Browder, Dwight Green

**Others:** Allan Buchanan

Meeting called to order by Myron Waddell at 10:05 a.m.

## **Approval of Minutes**

The minutes from the November meeting were approved unanimously.

## **DOI Update**

Kelly announced Harnett and Lee counties will come on board with the CPS Diversion project soon. The new NC version of CPS Inspection forms have been sent to all Permanent Checking Stations and use should begin immediately.

The budget for purchase of Buckle Up seats has been cut drastically (\$100,000) so Kelly is hoping Joshua can find some other GHSP funding to help supplement the purchase of seats. Evenflo has been awarded the bid for seats again this year.

Upcoming CPS Classes:

February 14-17 Durham

March 1-2 Special Needs Asheville

March 20-23 Lumberton

March 26-29 Mooresville

March 26 Renewal in Burlington

March 27-30 Burlington

April 23 Renewal Class Asheville

April 24-27 Certification Class Asheville

May 1-2 Special Needs Asheville

### GHSP Update

Joshua DeFisher announced that the GHSP Law Enforcement Symposium will be the same dates as our NC CPS Conference. The Symposium will be held in Wilmington. He also announced he is working on the 405 paperwork to get Kelly the grant money to purchase Buckle Up Seats.

### HSRC Update

No update. Bill and Bevan are in DC at a meeting.

### Committee Updates:

- **Curriculum** – *(Members: \*Jody, Bill, and Kim)*

No Report

- **Policy** – *(Members: \*Myron, Renae, Suzanne, and Allen )*

See Old Business

**Membership** – *(Members: Allen, \*Frank, Suzanne, Dede, and Myron)*

No Report.

- **Communications** – (*Member: \*Bill, Cecilia, Dwight, and Melanie* )

Bill has received a few submissions for the newsletter, but has not communicated with Theresa so there was no formal report.

- **Special Needs** – (Members: *Meg, Sarah, and Vickie*)

Vickie and Theresa are still working on the curriculum rewrite and will teach classes in March and May.

- **CPS Conference-** (Sarah & All)

See New Business

### Old Business

Rena will place the new pictures into the draft brochure and email it to the committee for review.

No progress has been made on the Committee newsletter. Theresa will check with Bill on the progress and if he can be responsible for printing the first edition for the conference.

Suzanne reported that the Policy Committee draft memo and guidelines is still in transition between her and Bevan. Bevan will make some minor edits and send the final draft for review and comment to the full committee. They will email it out prior to the February meeting for review so it can be voted on at the February meeting.

Sarah reviewed the conference agenda and hotel layout. Kim suggested changing the moderator schedule so they get to rotate around and get the benefit of hearing more of the speakers during the conference. Sarah agreed to try and rework that. Sarah reviewed the moderator duties and rules of each workshop.

Sarah reviewed the budget and this year's sponsorships. We have received \$5750 in cash sponsorships.

Renaee shared the draft of possible logos for the conference t-shirt. Bill's graphics person at HSRC will make some modifications and get the final version. The committee liked the logo with the 30 and Buckle Up Baby with birthday hat for the front of the t-shirt. Meg will work with Allison to get a fleece jacket ordered for committee members as well.

The committee will wear the blue polo CPS Training Committee shirt from last year on Tuesday. Myron supplied the new committee members with the same shirt.

Bill needs to solicit quotes for the attendee gifts (cup, lid, & straw) and place the order ASAP. He will also need to handle the purchase of speaker gifts. The committee decided to get locally handmade pottery mugs with the conference logo on it from Nichols Pottery for about \$10 each. Bill needs to contact Kelly or Allison for the contact info for the Nichols Pottery.

Sarah asked for an update on items that have been secured for the conference bags. There have been limited items collected for the bags thus far.

C.E. White who had committed as an exhibitor/vendor has backed out. Sarah reviewed the list of CPS manufacturers and exhibitors that will be in attendance.

As of 1/23/12 there are 236 registered for the conference. (25 committee and speakers, 211 attendees, 62 commuters 145 staying at hotel, 2 other, 1 other hotel, and 1 unknown)

We have received 17 scholarship applications so far. If more than 20 are received, then 20 names will be drawn out randomly to choose the recipients.

The program book is on schedule. GHSP will not be able to print the programs this year so we will have to use an outside vendor and pay for it out of conference funds. Bill is soliciting bids from printers now. Once the printer is chosen, Bevan will send the draft of the program to the committee for review.

Committee members need to report to the hotel Monday March 5<sup>th</sup> by 1:00 pm to help stuff bags and set up for the conference.

Allan announced that there are two possible clinic locations for Monday March 5<sup>th</sup> prior to the start of the conference. This will be an opportunity for technicians to get signed off on seat checks as well as work towards technician proxy status. There will be two shifts for instructors and technicians to work at both clinics, 11-2 and 2-5.

Bevan emailed the applications that have been received for CPS Conference Awards. The committee reviewed the applications and decided on the award recipients. The recipients were blacked out on the applications that were reviewed so Bevan will inform the committee of who the winners are.

**New Business:**

**Next Meeting is February 28 at 10 am- Conference Call**

Meeting adjourned at 12:30 pm.