



NC Child Passenger Safety Training Committee Meeting Minutes

July 18, 2012

FINAL APPROVED August 28, 2012

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

CPS Executive Committee Members present: Bill Hall

Not Present: Kelly Ransdell, Allen Browder, Joshua DeFisher, Tommy Davis

Others: Bevan Kirley

Meeting called to order by Myron Waddell at 9:10 a.m.

Approval of Minutes

The minutes from the June conference call were reviewed. A motion was made by Meg to approve the minutes, seconded by Jody. The minutes were approved unanimously.

DOI Update

Upcoming CPS Classes:

Cumberland County July23-26

Hendersonville July31-Aug 3 Renewal Class July 30

Morrisville July 30-Aug 2

Richmond County Aug 10-12, 17-18

New Hanover County Aug 20-23 Renewal Class Aug 24

Surry County Aug 21-24

Gaston County Aug 28-31

Dare County Nov 6-9

There are several classes that will be registered soon for 2013. Renae hopes that advertising the classes further in advance will help increase registration. Renae said OSFM staff had discussed possibly lowering the minimum class limit from 20 to 15 in some rural areas to keep the classes from being cancelled. There are some funding logistics with lowering the number based on state contracts, but Renae said it will be handled on a case by case basis.

Renae reviewed the process for selecting instructors. She and Bevan are working on developing a point system for choosing instructors. They will continue to work on the process and give it a test run to see how it works. It was suggested that we create a document explaining the selection criteria to be shared with the instructor list and reviewed again at a future instructor meeting.

Myron asked the Policy and Procedures committee to work with Renae on the verbiage for the selection process document. An ad-hoc Instructor Meeting Planning committee was formed to plan two upcoming Instructor meetings in different locations in the state. Meg, Theresa, Frank, Sarah, and Renae will be that committee. Bill, Bevan, and Kelly will also help with logistics. They will have an update on the planning process at the next meeting.

GHSP Update

No report

HSRC Update

Bill reported that the technician, instructor, proxy, candidate, and course assistant numbers have remained relatively unchanged since the last meeting.

Committee Updates:

- Curriculum – *(Members: *Jody, Bill, Kim, Charlene, & Frank)*

No Report

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

No report

- **Membership** – (Members: **Meg, Kim, Jody, and Melanie*)

See Old Business

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

No report

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

Vickie reported that there are tons of requests for help with Special Needs. She and Teresa continue to work on how to develop hubs of special needs techs across the state.

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

See Old Business

Old Business

2013 Conference Planning:

Sarah suggested we if we change the name of our conference, we could possibly pick up more attendees from neighboring states. She suggested following the example of NHTSA Region 2 and including those other states in our NHTSA region. Our NHTSA region includes Delaware, DC, Kentucky, Maryland, Virginia, West Virginia, and NC. Bill expressed concerns about losing control of the conference and planning if NHTSA gets involved and the logistics and planning could take 2-3 years to finalize before a regional conference could be held. The committee agreed that keeping

ownership was important and that a name change could cause more confusion than helping to increase attendance. We will keep the name the same, but enhance marketing the conference to attendees from other states.

Sarah discussed the obstacles that are presented to sponsors, vendors, and attendees with having the conference in March with respect to budgets and making financial commitments. She suggested moving the conference to April 7-9 (1st choice), March 31-April 2 (2nd choice), or March 24-26 (3rd choice) and keeping the conference at the Hilton North Raleigh Midtown.

Sarah reviewed a suggested agenda based on discussion from last month's conference call. The agenda times and session types (CEU vs. Non-CEU) was finalized. Now the search for specific session topics can begin. Only attendees who complete the scavenger hunt will be eligible to receive door prizes.

Sarah distributed a list of tasks related to planning the conference for the committee to review. The sponsorship forms will be revised and online in August. After reviewing the list, tasks were divided up as follows: Suzanne- Scholarships, Sarah-CRS Manufacturer Exhibitors/Sponsorships, Bevan-Other Exhibitors/Sponsorships, Renae, Charlene, & Jody-Session Topics, Bevan-Conference Program, Registration-Bill, Bevan, and Allison, Awards-Kim, Evaluation Survey-Theresa, Website Updates-Bill & Bevan, Financial-Kelly, Updating emails-Aaron

Kim will review the Awards policies and nomination forms and report on suggested changes at the August meeting. Sarah made a motion that all committee members not be eligible to receive awards at the conference for Technician of the Year, Instructor of the Year, or Advocate of the Year. Cecilia seconded the motion. The majority of the committee voted against the motion and it was denied.

Kelly will check on the feasibility of accepting credit card payment for conference registration.

Membership Applications

We received seven applications: 2 Law Enforcement, 1 Fire, 1 EMS, and 3 Public Health.

The membership committee recommended accepting Frank Gore for Law Enforcement, Kathy Mellown for EMS, and Suzanne LeDoyen and Theresa Cromling for Public Health. Vickie made a motion to accept the membership committee's recommendation. The motion was seconded by Aaron and carried unanimously. Myron will send letters to all the applicants informing them of their status.

Meg suggested that the application and selection process for next year be revised. The committee was in agreement and Meg will head up the effort on application revisions and bring it to the full committee.

New Business:

None

Next meeting is August 28th at OSFM at 10 am.

A motion to adjourn was made by Vickie, seconded by Sarah, and carried unanimously.

Meeting adjourned at 3:55 pm.