



NC Child Passenger Safety Training Committee Meeting Minutes

August 28, 2012

FINAL APPROVED 9/25/12

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

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Not Present: Myron Waddell, Allen Browder, Joshua DeFisher, Tommy Davis, Sarah Tilton

Others:

Meeting called to order by Meg Langston at 10:15 a.m.

Approval of Minutes

A motion was made by Suzanne to approve the minutes from the July meeting, seconded by Vickie. The minutes were approved unanimously.

DOI Update

Upcoming CPS Classes:

New Hanover County Oct. 29-Nov. 1

Moore County Nov. 5-8

Dare County Nov 6-9 Renewal Nov. 5th

Chatham County Nov. 13-16

Vance County Dec. 3-6

New Hanover County Dec. 10-13

Alamance County March 19-22

Moore County April 2-5

Johnston County April 30-May 3

Kelly advised that while trying to accommodate requests for classes in smaller locations many of the classes did not have enough students to make the class and resulted in several classes being cancelled. As a result, classes for next fiscal year will be planned in advance in larger cities and students will have to use the scholarship money that is available to travel to the class locations.

Buckle Up brochures have been delivered and are available at OSFM.

The GHSP proposal has been submitted but Kelly has not heard anything back yet.

The Safe Kids position will be filled on September 18th.

The Mountain State Fair will run September 7-16. Contact Vickie if you would like to volunteer to work.

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. NC's recertification rate is 67% while the national average is 54%. There are two instructor candidates who have been placed in classes to complete their candidacy. We currently have 29 Technician Proxies.

Bill has had communications with NHTSA regarding information they would like to have regarding upcoming CPS Week events.

Committee Updates:

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

There has been an inquiry about the most current version of the Update/Refresher. Allan has been using a version he created and is willing to share. He wants to tweak it just a little more before sharing it. His version is four hours resulting in four of the six required CEU's. The Curriculum committee will review Allan's version and develop a more current version of the Update/Refresher for the whole committee to review. The OP KIDS curriculum is still slated to be released Fall 2012. The certification curriculum is being revised. The intent is for the student manual to be more of a resource for use after the class.

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

Suzanne reported she had touched base with Renae about the revisions in the instructor selection process. As soon as Renae and Bevan complete their revisions, they will send it to the Policy Committee for review.

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

Meg is working on the membership application revision.

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

No report

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

Vickie reported she and Theresa are working on scheduling a class in either early December or the Spring. Riley is still working on revisions, but has said there will not be a student manual for the class. They foresee just having a handout to accompany the class.

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

See Old Business

Old Business

Instructor Meeting:

Meg suggested including information regarding the Update/Refresher, trailer contents and knowing the seats in the trailer, fun games/team building activities (seat relay). Kelly suggested January was a good time for her staff to be able to help. Raleigh and Hickory were the two suggested locations to hopefully accommodate most instructors. A motion was made by Vickie, seconded by Suzanne, and passed unanimously: The Raleigh Instructor meeting will be January 8th from 10am-3 pm. The January committee meeting will be January 22nd 1-5 pm. The Hickory Instructor meeting will be January 23rd 10 am-3 pm. An invitation will be sent to all instructors with instructions on how to sign up.

Class Selection Criteria:

Renaë will begin informing instructors to go to buckleupnc.org when new classes are posted to know which classes need instructors rather than list them on the actual email. Renaë is still working on some other revisions to the policy that she will discuss at the next meeting.

2013 Conference Planning:

Bevan- Sponsorship & Exhibitor forms have been revised and are ready to post on BUNC. There is nothing new to report on the conference program.

Sarah- nothing new to report but the next thing on the "To Do" list is to decide on conference speakers.

Suzanne- Bevan has made some suggestions on revisions for the scholarship application. The committee agreed that using an electronic signature and removing the essay question from the application were appropriate.

Kim- the awards application has been updated with the correct 2013 dates and contact information and is ready to be posted on BUNC.

Charlene, Jody, Renae- Renae received a large folder of possible session topics from Sarah. Jody and Charlene have additional ideas. Their group will meet and have a report at the September meeting. Bill and Bevan have asked Julie Kleinert from General Motors if she was available to be a speaker at the conference. She has approval to attend and speak at the conference if we cover her travel costs. The committee agreed to have her present and for Bill to proceed with inviting her to attend.

Bill- we are 99% sure we will be able to accept cards for registration payments this year. Registration will go live on BUNC in late October or early November. Bill will notify the committee when the test registration is ready for us to test.

Theresa- she has prepared a draft of the conference evaluation and will send it to Bevan. The committee will review the draft at the next meeting.

Kelly- the registration fee has been increased to \$150 and we have requested \$10,000 from GHSP for the conference.

Aaron- he has reviewed the emails that go out close to conference time and the only changes that need to be made are updating dates.

Jody- he has spoken with someone at the hotel about the possibility of having a social during the conference. He is waiting to hear back from them on what the possibilities are.

New Business:

Based on an inquiry from a technician regarding waiving the one year certification requirement to apply to be a NC Instructor, a discussion was held on the wording of the current policy. A motion was made to amend the policy to read “candidate must have been certified for a minimum of one year immediately preceding the time of application to the NC Training Committee.” The motion was seconded by Suzanne and approved unanimously. Kim will update the Policies and Procedures document and send to Bevan for posting on BUNC.

Kelly reported that the State Fair volunteer forms have gone out. There are still vacancies that need to be filled on both weekend days. Joshua sent out the request to law enforcement and they will receive 100 GHSP points per day for participating. Incentive items have been ordered and t-shirts will be provided by Nationwide. Renae is working on getting seats for the display so there will be others besides Britax.

Meg is pursuing apps that can be utilized on iPads or Android based tablets for the CPS Inspection form. She asked if the committee had any interest in receiving further training and if so she would be glad to share what she has found in her research. Everyone agreed this was definitely something we wanted to hear more about so Meg will continue her research and give an update at the October meeting.

The 2013 meeting dates will continue to be on the 4th Tuesday of every month. There will be no meeting in November and the December meeting will be December 3rd.

Next meeting is September 25th at OSFM at 10 am.

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

Meeting adjourned at 2:25 pm.