



NC Child Passenger Safety Training Committee Meeting Minutes

September 25, 2012

FINAL APPROVED 10/23/12

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

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Not Present: Melanie Daniel, Allen Browder, Joshua DeFisher, Jody Piatt, Cecilia Saloni

Others: Bevan Kirley, Allan Buchanan

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

Approval of Minutes

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

DOI Update

Upcoming CPS Classes: (See BUNC for updates)

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 the money from NHTSA has been cut from \$600,000 to \$300,000. This means drastic cuts to the CPS program in NC including classes, seats, etc. There will be no grants available this year for trailers, PCS, etc. A discussion was held on how the committee thought we should proceed and where we should make cuts. The committee agreed that doing seat grants was the way to go with Buckle Up Programs to provide some seats to those programs. Kelly has asked for a meeting with GHSP to discuss the possibilities of finding some additional funding.

GHSP Update

No report

HSRC Update

Bill thanked everyone who helped and participated in CPS week activities. NHTSA provided a spreadsheet for us to use to collect and report data from the events.

The updated policies and procedures for instructor selection have been sent out. Bill has not received any comments, questions, or other feedback to date.

As of September 20, we have 2378 certified people, 54 instructors, 2 instructor candidates, and 31 technician proxies. The recertification rate for NC was 66% and the national rate was 54.3%.

All promotional materials have been reordered.

Bevan had a call recently asking where to go in Cherokee County for help with CPS. Bevan referred them to Eastern Band Cherokee Buckle Up program only to find out they only serve members of their own tribe. As a result, she has added them as a separate "county" on the CPS locator to avoid any further confusion.

Committee Updates:

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

The Update/Refresher still needs to be updated.

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

No Report

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

Meg has updated the membership application and will have the membership committee review it and will have it available for the whole committee to review at the next meeting.

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

No report

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

Vickie reported she and Theresa will teach a Special Needs class in the central part of the state on December 4 & 5. She and Theresa will have more registration and class location coming soon.

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

See Old Business

Old Business

State Fair:

There is a desperate need for help at the fair on October 13, 14, 20, & 21. Please encourage technicians to contact Allan to volunteer for those dates.

Electronic CPS Forms:

Meg will have an update at the October meeting.

Instructor Meeting:

Kelly said that until she can meet with GHSP and get more information on funding cuts, we do not need to plan on lunch being paid for. Suzanne has reserved Wake County Corporate Commons Building for January 8th. Angie has reserved Conover Fire Station 3 for the January 23rd meeting. Myron will send out a "Save the Date" email to the Instructor Listserv. Meg is working on an agenda for each meeting that will be discussed at the next meeting.

Class Selection Criteria:

The updated policy and procedures for instructor selection criteria has been emailed to all the instructors.

2013 Conference Planning:

Finances-	<u>Revenues</u>	<u>Expenditures</u>
	GHSP- \$10,000	Hotel- \$37,334
	Registration- \$31,855	T-shirts- \$3448
	Sponsorships- \$7000	
	Carry Over-\$4900	\$1073-left from GHSP & Registration \$ after bills
	Exhibitor-\$750	

Given the bleak financial outlook on GHSP funding, we need to work harder on securing sponsorships to sustain the conference. Teresa and Suzanne agreed to head up the Sponsorship Committee.

Sarah has sent a "Save the Date" email and tentative agenda to all of the manufacturers. Sarah suggested we go ahead and work on attendee gift, speaker gifts, and door prizes. Meg and Renae will work on securing t-shirts or some other attendee gift and speaker gifts.

Charlene, Jody, Renae- Charlene distributed notes on program suggestions that she, Jody, and Renae developed from their conference calls. A discussion was held on the suggested topics and the choices were narrowed and added into the previously approved agenda.

Bevan- We are still working on the logistics of being 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. Sponsorship & Exhibitor forms are posted on BUNC. The Awards nomination forms will be posted when registration goes live. The email account has been set up to send the awards nominations directly to Kim and the people will receive an automated response when they submit their awards nominations. The scholarship applications will probably not go out this year since we are unsure of GHSP funding.

Theresa- she has prepared a draft of the conference evaluation and sent it to Bevan. It has been shortened significantly. A copy was circulated for the committee to review.

Aaron- emails are being updated and will be ready to go out when necessary.

New Business:

Aaron has changed positions and is now a law enforcement officer. He is still volunteering with his fire department so the committee agreed it was fine for him to remain on the committee as a fire department representative.

Myron reminded everyone that the election of officers will take place at the next meeting so everyone needs to be thinking of possible nominations.

Next meeting is October 23rd at OSFM at 10 am.

A motion to adjourn was made by Meg, seconded by Suzanne, and carried unanimously.

Meeting adjourned at 1:45 pm.