



NC Child Passenger Safety Training Committee Meeting Minutes

January 22, 2013

FINAL Approve 2/26/13

Training Committee Members present: Meg Langston, Renae Harris, Charlene Proctor (call in), Vickie Killough (call in), Kim Wittig, Frank Gore, Melanie Daniel, Kathy Mellown, Suzanne Ledoyen, Jody Piatt, Tommy Davis, Aaron Miller, Cecilia Saloni, Theresa Cromling, Sarah Tilton

CPS Executive Committee Members present: Bill Hall

Not Present: Theresa Knopps, Joshua DeFisher, Kelly Ransdell

Others: Bevan Kirley, Allan Buchanan, Allison Cummings

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

Approval of Minutes

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

DOI Updates

Durham County Feb. 12-15

Renewal in Gaston County Feb. 28

Renewal in Alamance County March 18

Alamance County March 19-22

Burke County March 19-22

Moore County April 2-5

Craven County April 23-26

Johnston County April 30-May 3

New Hanover County May 7-10

Buncombe County July 15-18

Leland- August 13-16

Renee reported that all the classes that are currently on the Buckle Up Calendar will use up all the available funding. So unless a class does not make, there will be no more classes scheduled this fiscal year.

HSRC Update:

Bill commended Bevan on her hard work on this year's conference. She has worked extremely hard to make it one of the best ever.

There are currently 56 certified instructors, 2399 technicians, 39 technician proxies, and 1 instructor candidate.

GHSP Update

The Law Enforcement Summit will be Feb 4-6 in Winston Salem.

Committee Updates:

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

Jody reported that the Update/Refresher update has been put on hold until after the conference since everyone is busy working on the conference.

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

Suzanne updated the committee on the letter that was going to be drafted and sent to technicians. A discussion was held on whether policy was needed from the Training Committee on instructor pay, contracts, selection, and instructor meeting attendance since all of those things are mandated by OSFM or other state policies. **There was discussion** that it is ultimately OSFM's policy and if they need feedback in the future the committee can provide that, but it is up to OSFM to develop and enforce the policy. As a result, Meg will not be sending a letter from her/the Committee regarding the recent changes to instructor selection, pay, etc. Renee suggested we table this until the next meeting when Kelly can be present to weigh in on behalf of OSFM.

Suzanne reviewed suggested changes to the wording of the membership guidelines. A discussion was held on how to change the membership policies with respect to how many meetings a member can miss, what constitutes an excused absence, etc. Aaron suggested that the guidelines needed to be written in a more general format with less specific numbers and meeting dates so they would not have to be amended as often. Theresa suggested wording the attendance policy to read members must attend 75% of scheduled meetings. She also suggested that the call-in option have a limited number of times it could be used as in the case on other committees on which she serves. It was the consensus of the committee that any policy that is drafted and approved must be enforced by the Executive Committee in a timely fashion. The Policy Committee will revisit the policy based on the suggestions that were discussed and have a new draft for the committee to vote on at the next meeting.

- **Membership** – (*Members: *Aaron, Theresa Knopps, Charlene*)

No Report

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

No report

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

Vickie reported there were 15 students who completed the Special Needs class December 4-5, 2012. We now have 62 technicians in NC that have completed the enrichment course. There will possibly be another class scheduled in the Spring.

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

See Old Business

Old Business

Electronic CPS Forms:

Meg gave a presentation on using iAuditor which is an app which allows the user to create electronic forms. Meg has created an electronic version of the current NC Inspection Form and demonstrated it with her iPad. Aaron suggested we form a Technology sub-committee to explore the possibility of furthering the effort to move to electronic data collection with the iPad and other tablet & Smartphone devices. Kim, Aaron, Kathy, Meg and Bevan volunteered to form a committee.

Instructor Email/Letter:

See notes on this in the Policy Committee update. Tabled until next meeting where Kelly is present.

2013 Conference Planning:

Exhibitors: Bevan reported that we have a lot of manufacturers coming...Britax, Columbia Medical, Evenflo, Uppa Baby, Ricarro, Chicco, Mercury Distributing, Safe Traffic Systems, Dorel, and Graco. El Pueblo is confirmed. Dionno has confirmed they are not coming. Sarah is going to follow up with Bubble Bum.

Sponsorships: Confirmed sponsorships at this point include Britax for \$2500 and Safe Kids Wake County for \$1000, Ticket Time Racing for \$500, Wake Med for \$500, and Dorel will sponsor the awards. Suzanne has also secured some door prizes from Bye Bye Baby and Babies R Us. Donations for the bags are still needed. If anyone gets items we need 400 of each thing and try to acquire it before the February committee meeting so bags can be assembled prior to the conference. There is \$4900 carry over from last year's conference.

Scholarships: Suzanne reported that we have received 20 scholarship applications thus far. Bill reported there have been 30 registrants that have indicated they would be applying for scholarship. The closing date for applications is January 25th.

Agenda- Charlene asked that all speakers who need materials for their session such as training seats, etc. let the committee know by the February meeting. Bevan reported that there have been some changes to the agenda. Julie Prom will do a CEU session called Dispelling Myths and Conveying Best Practice to Caregivers. Kent Newbright will do a CEU session called Fundamentals of Crash Testing in a Sled Lab. Bevan still needs speakers confirmed for the Law Enforcement sessions and the In and Around Cars sessions. Bevan also needs a session description for the law enforcement sessions and a confirmation if the two sessions are different. Some adjustments were made to the All Hands on Deck session to reduce the number of helpers in that session so they would be available to help in other sessions.

Program- The deadline to submit things for the conference program books is February 8, 2013 but Bevan would really like to have it ASAP.

Registration & Website: We have 198 registered so far...30 of which are committee, speakers, exhibitors, etc. The credit card payment seems to be working fine and has been utilized as much as those sending checks.

Awards: Kim verified that everyone had received the email with the “ghosted” awards nominations and ballot attached. She asked for feedback on the process this year and the use of a ballot to which everyone agreed they like the way it was handled this year and the ballot was a good idea. With no further discussion about awards nominations, the ballots were collected and tallied and winners were revealed. Bill asked that if anyone knew of any CPS Saves they could nominate to please do so in order to have at least one to recognize at the conference.

T-shirt/Attendee Gift- Attendees will receive a vest for their gift. Speaker gifts will be a leather portfolio. Meg will handle deciding which one to purchase.

Evaluation: Bevan will finalize the evaluation and have it available after the conference.

Aaron- no report

New Business:

Angel Overcash had inquired if anyone had a one page informational flyer to share with new mothers at discharge. Theresa suggested we refer everyone to the AAP website.

Renee asked for input from the committee on updating the Buckle Up Logo for something more appealing for older kids. The committee agreed that it needed to be an older looking kid in the logo possibly in a hat. Renee will take the suggestions to their tech people for development.

Charlene suggested we move the May meeting since it fell the day after Memorial Day. The May meeting will be May 29.

Next meeting is February 26 at OSFM Building at 10 am.

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

Meeting adjourned at 2:10 pm.