

NC Child Passenger Safety Training Committee
Meeting Minutes
October 25, 2005

Members Present: Bill Hall, Kim Wittig, Jody Piatt, Paula Bryson, Betty Johnsey, Kathy Mellown, Linda Wiandt, Claudia Summers, Susanne Tyndall, Mark Dillingham, Kelly Ransdell, Jan Parker

Others Present: Allan Buchanan

Members Not Present: Eric Morrison, Tony Asion, Gayle Buchler, Everette Clendenin, Kenny Rhodes

Meeting was called to order at 10:10 am.

Welcome and Introductions

- Kelly Ransdell welcomed everyone to OSFM
- Bill Hall welcomed everyone and brought new committee members up to speed on recent officer elections. He introduced the officers for the 2005-2006 year: Chair, Jody Piatt, Vice-Chair, Betty Johnsey, and Secretary, Kim Wittig. Bill turned the meeting over to Chair Jody Piatt.
- Committee members introduced themselves and gave a brief description of CPS experience and involvement.
- Bill also introduced Gayle Buchler from GHSP who could not attend the meeting and thanked GHSP for all of their generous funding and support of CPS in NC and the CPS Training Committee
- Chair Piatt thanked Jan Parker for her years of service on the committee.

Review of previous Meeting Minutes

Minutes from the 9/26-27/05 meeting were reviewed. The following changes/corrections were made:

- Jody Piatt was added to the list of committee members who would serve on the Policies & Procedures/By-Laws Committee
- Angie Gregg was added to the list of committee members who would review and organize the Renewal Class
- The slate of officers nominated by Larry McMahon was added on day 2 of the meeting.

With no objections, the minutes were approved as amended.

Committee Reimbursements

Kelly explained the committee reimbursement policy to new committee members. Mileage, meals, and hotel will be reimbursed. All committee members must be registered as a vendor with the state of NC to receive reimbursement.

Web Page

Bill reviewed the www.buckleupnc.org website with new committee members. Members received instruction on how to access the restricted committee area of the website.

Committee Minutes

All future committee minutes will be emailed to committee members for review prior to the next meeting. Minutes will also be posted to the restricted committee area of www.buckleupnc.org.

Committee Bylaws

Members reviewed the draft of the committee by-laws and discussed changes. Suggested changes were agreed upon and will be made to the draft by Betty. Gayle asked that no votes be taken on by-laws today in her absence until she can have time to review any changes. A draft will be emailed to past and present committee members for one final review with any edits and/or changes due by November 9. The final draft will be emailed to past and present committee members on November 11 for a final vote. All votes must be submitted to the Secretary to be tallied by 5:00 on November 18.

Committee Designations and Assignments

Communications- Bill Hall will chair this committee. Linda Wiandt, Everette Clendenin, Tony Asion, and Eric Morrison will serve on this committee.

Curriculum- Kathy Mellown will chair this committee. Bill Hall, Mark Dillingham, Susanne Tyndall, Betty Johnsey, Jody Piatt, Angie Gregg, and Paula Bryson will serve on this committee.

Membership- Jody Piatt will chair this committee. Gayle Buchler and Kelly Ransdell will serve on this committee.

Policies and Procedures- Betty Johnsey will chair this committee. Kim Wittig, Jody Piatt, Paula Bryson, Claudia Summers, Susanne Summers, Kenny Rhodes.

Ad Hoc Committees will be added for temporary assignments as needed:

- Special Events- Kelly Ransdell will chair this committee. Kim Wittig, Jody Piatt, and Claudia Summers will serve on this committee.

Basic Awareness Curriculum- Changes for R 09/05 Edition

The revised participant edition of the Basic Awareness Manual was distributed to the committee. Bill informed the group of the changes/additions that had been made to the participant manual. Bill also advised that the instructor manual had approximately 50 pages with changes. It was decided that for consistency purposes and ease of use that new Instructor Manuals will be printed rather than just pages to replace in old manuals. Initial distribution of new Instructor Manuals will be coordinated by OSFM for contracted instructors and by CPSRC for others. The slideshow complete with videos has been updated as well and will be sent to instructors with class materials.

Certification and Renewal Classes

- **Requesting and scheduling classes-** Angie is in the process of establishing a document that outlines the procedures for requesting and scheduling classes. Kim suggested having a yearly calendar with dates of committee meetings, national observances, and other events blocked off to avoid over scheduling. A discussion was also held about the committee having input on when and where classes were held. Kelly stated that the purpose of having all class requests and registrations funneled through CPSRC was to avoid overlap in classes in resources. It was emphasized that the current policy needed to be strictly enforced in order for it to work.
- **Student Registrations-** All NC classes are listed on the Safe Kids website as public and anyone can register for any class. Given the current Safe Kids website registration policies, we continue to encounter problems with last minute student registrations affecting instructor numbers. We will need to decide what our procedure will be when presented with this particular challenge. Committee members who attended the recent Safe Kids Leadership Conference advised that no further enhancements would be made to the existing website until they can get current site running proficiently.
- **Policies and Procedures-** a PDF version of the October revision of Safe Kids Policies and Procedures Manual is available online at the Safe Kids website.
- **Renewal Class-** Jody, Kim, Bill, and Angie met in Chapel Hill to devise a plan for teaching the Renewal Class in NC. An agenda was developed, slides were marked for emphasis, and instructor notes were created. Three pilot classes are scheduled in November. Instructor and Participant policies and procedures were developed to help guide the classroom instruction and hands-on testing. Committee members need to read over these policies and procedures and make any suggested changes or corrections to Bill by 10/27/05. Bill will edit before the first pilot on 11/1/05 in Conover.
- **Standardized Curriculum Review-** CPS Board Curriculum Committee is requesting instructors to review the standardized curriculum changes. Betty and Paula suggested that we volunteer as a committee to review the entire manual so we would be prepared for the upcoming changes. A concern was raised if we would be able to meet the review deadlines set by the CPS Board if we volunteer

to review the entire manual. Bill will inquire if this is a possibility the CPS Board would consider.

2006 CPS Conference

GHSP has cut funding for sleeping rooms at the CPS Conference but will continue to pay for some meals. There will be a conference registration fee to help offset conference costs. Rooms will be offered at state rate, but will be paid by participants. The conference will be funded every other year.

It was discussed that attendance could be low with this unexpected cost to participants considering agencies have not budgeted for this expense. Bill will make contact with possible attendees to see if they would be able to attend and what location would be best. The dates for the 2006 conference will still be March 27-29, but location may have to change to accommodate more attendees.

GHSP also cut funding for Permanent Checking Station and Equipment Grants.

Other

- Bill showed everyone the new mannequins purchased for CPS training. Six sets of 5 mannequins were purchased, one set for each CPS trailer and one extra set for use in demonstrating correct harnessing during CPS classes.
- Buckle Up Brochure- the brochure has undergone 3 revisions by the committee. It will be sent to Bill for a final review and then to the printer.
- NHTSA booster brochure- Bill distributed copies of the NHTSA booster seat brochure and activity pages. He reminded everyone to view the available activity sheets on the NHTSA website.
- Pickup law exemptions- Be aware that varying consensus data and estimates may make Macon, Montgomery, and Pender counties no longer exempt.

Next Meeting Dates

The next meeting will be December 6th at 10:00 at OSFM

Next year's meeting dates are as follows:

January 24	May 23	September 26
February 28	June 27	October 24
March 28	July 25	December 5
April 25	August 22	