

NC Child Passenger Safety Training Committee
Meeting Minutes
February 26, 2008

Members present: Kathy Mellown, Amy Krise, Ryan Jackson, David Poythress, Kelly Ransdell, Bill Hall, Renae Harris, Alan Stulick, Shannon Bullock, Kim Wittig, Cecilia Saloni, Kevin Hennelly, Meg Langston

Others Present: N/A

Excused Members: Vickie Whitlatch, Jody Piatt, Sarah Tilton, Myron Waddell, Robin Deal, Mark Dillingham

Not Present: N/A

Meeting called to order by Chair Mellown at 10:13 am

Minutes

Chair Mellown welcomed everyone to the meeting. David made a motion to accept the minutes from December and January, seconded by Kim.

Old Business:

Conference –

(Members: all committee members) updates by Bill, Amy, Shannon, & Kelly

Conference update discussed:

- Booklet layout – Shannon completed and distributed the booklet for review
- Bill - Registration – 238 total registered, including presenters and speakers. There is a potential for about 9 additional people who were on the wait list that Bill notified they could attend, yet they did not reply by the requested deadline. We will not accept new/unpaid registrations on –site. Bill will clean up the list for nametags and final roster.
- Kelly – The increase/changes in meeting rooms is due to increase in registration
- The welcome packet will include the registered persons nametag with raffle tickets, lapel pins, booklet, evaluation, LATCH manual (for instructors)
- We have give-away bags (3) to be distributed during registration (GHSP), Thurs lunch (Beach Chamber), Fri lunch (Kids in Motion) with items for participants
- OSFM will be transporting speakers/guests to/from the airport and they may need help – David and Jason have volunteered to assist
- Conference/sub-conference committee will need to RSVP to Amy to be included in committee appreciation dinner. Everyone will need to be at the hotel by 1 pm Wed to help with registration, room set up and bag stuffing.
- Sessions:
 - Webcast – has been moved to the large eating room for internet connections

- Bill – 2 people from HSRC will be helping with set up of the webcast room, as well as video taping all sessions for future CEU credits on-line. A test will be offered to confirm CEU credits. All non-CEU credits will also be taped and offered for review on-line. The only session that will not be recorded will be the Product Update.
- Speakers – Amy will contact speakers to bring their presentation in 2 formats – burn a copy on a disk and on a thumb drive, to be turned in to registration. We will not be switching out computers and we also need to know if videos are included. Kathy to follow up with Kristen & Theresa.
- Networking – Jody will need to confirm regarding the DJ – we are covering \$500 plus registration. We need to confirm if anything else was promised.
- We have 9 confirmed exhibit tables. Kelly needs final exhibit names. When exhibitors check in, they will be told where to set up and receive a list of exhibitor directions.
- Renae to follow up regarding a Chicco exhibit
- Signage – A large sign with OSFM and GHSP will be usable in the future. Another sign includes sponsor for this year, by sponsor level.
- Awards luncheon – Bill's NC Update will be moved to breakfast before JJ to give more time to the Awards presentation.
- Discussed disruptive participants. The Committee must do crowd control during general sessions as well as assigned workshops.
- Discussed remaining use of funds.
- Amy to update committee duties to include crowd control, dinner directions

Break

HSRC Update/DOI Update

Bill discussed committee contact list and the website passwords/downloads. He distributed an updated list of certification classes. Bill discussed issues from Raleigh Fire Department participation in classes. There are 1792 current NC Technicians.

DOI Update

Renae discussed upcoming classes and instructor participation. Instructors are still needed for classes. Two update classes will also need one instructor per class. Renae to send out requests again. Participation has slowed down. Discussed retaining Technician participation.

Committee Updates

Policy – (*Members: Myron, Robin, Renae, Meg and Sarah*) Sarah sent her recommendations to the committee yesterday regarding the instructor candidate policy process. A copy was distributed and discussed. Instructor candidates will not need to complete a form yet (Meg to create application form) Buckle up seats are approved – Evenflo Titan 50 and Express seats will be awarded to BU communities. Checklists will be included during all CPS classes – class, trailer, A/V, etc. Send any issues to Kelly or IPS personnel.

Curriculum – (*Members: Vickie, Bill, Mark, Jody, and Kim*) Discussed parent workshops.

Membership – (*Members: outgoing members Kathy, Mark and David*) – Discussed positions to be posted in April.

Communications – (*Member: Bill*) Reviewed committee contact list.

Special Needs - (*Members: Myron, Sarah, Robin, and Vickie*) No update.

New Business

AAP released an updated brochure (family shopping guide) regarding child safety seats, including price.

Attachments:

NC Instructor Candidacy Process Requirements

SKW CPS Certification course list in NC

NC CPS Certification Tech/Instructor breakdown

Next meeting March 12 – 1 pm at the Sheraton

Next regular meeting will be March 25, 2008

Meeting adjourned at 1:00 pm

Minutes by Amy R. Krise

Reviewed, revised and approved April 22, 2008