

NC Child Passenger Safety Training Committee
Meeting Minutes
Sept 30, 2008

Members present: Amy Krise, Kelly Ransdell, Bill Hall, Kevin Hennelly, Kathy Mellown, Kim Wittig, David Poythress, Jody Piatt, Robin Deal, Cecelia Saloni, Alan Stulick, Renae Harris

Others Present: N/A

Excused Members: Sarah Tilton, Meg Langston, Myron Waddell, Ryan Jackson, Vickie Whitlatch, Shannon Bullock

Not Present: N/A

Meeting called to order by Chair Mellown at 10:33 am. Chair Mellown welcomed everyone to the meeting.

Minutes

Kevin made a motion to accept the minutes from August, seconded by David.

Old Business:

Instructor Meeting: Kathy stated the instructor meeting will continue to be a free-standing meeting in the middle of the state (not in with conference).

CPS Brochure: Kelly reported feedback is needed on the Buckle Up Brochure. Please advise her or Renae regarding any suggestions. There will be a draft tentatively ready for review in November. The goal will be to model the brochure after NHTSA's 4 Steps.

New Business:

OSFM Update:

- Renae returned active duty today. Angie had set up the next two classes with instructors. Wilmington class instructors have been requested.
- Classes not sponsored by OSFM are being scheduled throughout the state. Bill and Renae are working on keeping up with all registered classes, and having materials available for those classes if requested. Bill stated upcoming classes do have some student openings.
- A Raleigh renewal class may be cancelled if the roster does not fill. November there is a Special Needs class in the Asheville area.
- Allison and Renae are working on the estimated instructor mileage for classes from home addresses.
- Kelly stated Federal car seat money will be reduced once again by 25%. Costs for printing have been cut. ATV legislation will be revised regarding registration fee.
- OSFM Staffing changes: Jan - specialty projects (fire); Allan – Central; Renae- East (and CPS); Angie - West

HSRC Update:

- Technician numbers – 1091 currently certified, including 2 instructor candidates (Michelle Rich, Burke and Heather Greene, Mitchell County). An instructor has relocated from Michigan to Gaston Co, Donna Benson.
- Materials – pre-wrapped in packs of 100: Buckle Up cards being delivered today. Pens have also been re-ordered. New magnets are also ready.
- Buckleupnc.org – conference sessions will be announced in the CPS Express to all Techs. Conference sessions will be recorded for the website again this year. Approximately 40 people are registered to view the site.
- GHSP reporting – Reported quarterly and yearly. For FY08 (Oct 1, 2007-Sept 30, 2008)
 - 1175 Check Up events
 - 21,179 Seats inspected
 - 541 “other” events
 - 7174 seats distributed

Committee Updates

Curriculum – (*Members: Vickie, Bill, Jody, and Kim*) No update

Policy – (*Members: Myron, Robin, Renae, Meg and Sarah*) Instructor candidate policy discussed. Draft will be submitted into policy.

Communications – (*Member: Bill*) No update.

Special Needs - (*Members: Myron, Sarah, Robin, and Vickie*) Vickie has a course set up in November in Reynolds.

Upcoming meetings (FY09, scheduled at OSFM):

October 28

November 18 (Nov & Dec meetings are needed to prepare for the conference)

December 16 (not Dec 2)

2009 meeting schedule

January 27

February 24

No March Meeting (conference)

April 28

May 26

June 23

July 28

August 18 (3rd Tues)

September 29 (5th Tues)

October 27

November/December TBA

Membership – (Members: outgoing members Kathy-EMS and David-Advocate). David stated applications from Kathy Mellown (EMS) and Richard Sales (Fire) were accepted and reviewed by the membership committee. Membership committee recommended Kathy and Richard to the committee. Robin made the motion to accept both candidates; Kim seconded the motion.

Linda, Leigha, Richard, and Kathy will be invited to the next meeting. Kathy has agreed to remain Chair until Ryan’s issues as Chair-elect are resolved. None opposed. Kelly requested David attend again next month.

Conference – (Members: all committee members, Kim & Sarah lead)

- Kelly stated GHSP will not be contributing any “extras,” nor will Shannon be able to put together the conference manual. Kathy will accept putting together the manual, if Shannon could send her the template. OSFM will accept the awards expense. HSRC will be covering the costs of the manual.
- Kim discussed the conference schedule. Reviewed evaluations.

Time	Thurs	Time	Fri
8-9 am	Breakfast: Opening	8-9 am	Breakfast: NC CPS Updates
9-9:15	Break	9-9:15	Break
9:15-10:15	Session 1A Session 1B	9:15-10:15	Session 5A Session 5B
10:15-10:30	Break	10:15-10:45	Check Out Break
10:30-11:30	Session 2A Session 2B	10:45-11:45	Session 6 A Session 6B
11:30-1pm	Lunch: Special Needs Update & Resources	11:45-1:30	Awards Luncheon
1-2	Session 3A Session 3B	1:45-2:45	Session 7A Session 7B
2-2:30	Break		
2:30-4:30	Session 4:Product Update		

Breakout Session Suggestions: (*CEU Credit) (R=repeat)

Working Title	Possible Presenter	Responsible Contact
*R: LATCH Update	Kim Hermann (SKW)	Bill
*R: Interactive Technician Update/ Fact or Fiction	Kathy Mellown/Jody Use clickers (OSFM has 96, Vickie may have a set)	Kelly
*R: Effectiveness of CPS/Case Studies	Miriam Manary Crash and medical perspective	Bill
*R: Medical Cases/Info	CFTF Co-Chair Dr. Deborah Radisch (Associate NC Medical Examiner, Director of CF Prevention Team with NC OCME)	Kelly
*Back Seat Bullet	Kim Hermann (SKW)	Kelly
*New Vehicle Safety Features	Kim Hermann (SKW)	Kelly
*New Seat Products	Multiple Manufacturers	Sarah/Renae

*Understanding Written CR Directions	Sarah	Sarah
*R: Car Seat Material and Manufacturing 101	Eric Dahle, Evenflo	Sarah

Additional Informational Sessions (2-hour, Bogue Sound Room)

Thursday AM		
So You Want to Be An Instructor	Bill/Renae	Bill/Renae
Friday AM		

General Sessions

Thursday	Topic	Speakers
Breakfast Session	Opening/Welcome	Kathy/Ryan & Kelly
Luncheon Session	Special Needs & Resources	Theresa Cromling
Friday		
Breakfast Session	NC CPS Updates	Bill
Luncheon Session	NC CPS Awards	Kathy/Ryan & Kelly GHSP Director (Darrell Jernigan?)

Additional Info

- Table/vendors: Kevin
- Sponsors: Amy + TBD
- Door prizes: Angie + TBD
- Awards: Myron
- Volunteers: Robin
- Speakers/programs: Sarah
- Entertainment: Jody
- Registration: Bill
- Committee t-shirts: Alan
- Bill stated he did find that HSRC could house the funding
- Current balance of the conference is \$643.07

Next Meeting October 28

Meeting adjourned at 3:15 pm

Minutes by Amy R. Krise

Reviewed, revised and approved 10/28/2008