



**NC Child Passenger Safety Training Committee  
Conference Call Meeting Minutes  
December 16, 2008  
FINAL – approved 01/27/2009**

**Training Committee Members present:** Kathy Mellown, Vickie Whitlatch, Sarah Tilton, Robin deal, Renae Harris, Kevin Hennelly, Ryan Jackson, Amy Krise, Meg Langston, Jody Piatt, Richard Sales, Leigha Shepler, Alan Stulick, Myron Waddell, Kim Wittig

**CPS Executive Committee Members present:** Kelly Ransdell, Bill Hall

**Excused Members:** Cecilia Saloni, Linda Wiandt, Shannon Bullock

**Not Present:** N/A

Meeting called to order by Chair Mellown at 10:00 am. Chair Mellown welcomed everyone to the meeting and introductions were made.

**Minutes**

A motion was not made to accept minutes from last meeting (conference call) unsure if minutes were taken – November.

**Old Business:**

None reported

**New Business:**

- None reported

**HSRC Update / Bill Hall reported:**

- 2053 certified technicians and instructors in North Carolina
- North Carolina is in the top 10 nationally for recertification
- Working on a new database that will allow enhanced reporting, program tracking and more user friendly. Work will continue for the next few months on this.
- Two Instructor Candidates, expect them to try to their candidacy class in spring

**OSFM:**

- Kelly and Bill working with Safe Kids Worldwide on generic checklist form and gathering of data.
- Huggable Image dolls were purchased by Governor's Highway program for training trailers.
- Angie is working with staff to create an inventory checklist for each training trailer duplicating format of that created during the last Durham class.

- Confirmation has been made with the hotel for the conference. Waiting on response regarding move-in time vendors as there is another conference moving just before us.
- Renae, Bill and Allison working to ensure check-up grant applications coincide with policies, etc.

### **Committee Updates**

#### **Curriculum – (Members: Vickie, Bill, Jody, and Kim)**

- No update

#### **Policy – (Members: Myron, Robin, Renae, Meg and Sarah)**

- Policy members to work on policy regarding the instructor evaluation process/policy and how information to be submitted, etc.
- Bill Hall can provide input as his office already receiving data.

#### **Membership – Membership Committee: (end terms Sept 2009 - Amy, Ryan, Robin, and Myron)**

- No update

#### **Communications – (Member: Bill)**

- No update
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#### **Conference – (Members: all committee members, Kim & Sarah lead)**

#### **Table/vendors – Kevin and Amy**

- Emailed contacts
- No response to date

#### **Sponsors - Amy and Leigha**

- Geico has indicated they will sponsor at some level – level to be determined
- Britax has submitted sponsorship at the Platinum level of \$2,500.00

#### **Door Prizes – Angie, Richard and Vicki**

- No Update

#### **Awards – Myron**

- 1 Instructor nomination has been received to date

#### **Volunteers – Robin**

- Suzanne will not be able to attend conference
- Will do decoration, but needs to know (a) theme and (b) quantity of tables
- Table count cannot be supplied until closer to date
- Waiving registration can be offered, but lodging & travel cannot be covered

#### **Speakers/Programs – Sarah**

- Reminder was sent to all CRS Manufacturers morning of 12/16 response deadline is 01/19/09. Registration is required on-line in addition to submitting form.
- To contact Kim Herrman of SKWW to see if she would drop the Pregnancy in Motor Vehicle Crashes and do a duplicate session of Vehicle Safety Features

Entertainment - Jody

- DJ confirmed – Wayne Covington
- Advised he needs to register for conference on-line, registration fee waived

Registration - Bill

- Conference Registration currently is (121) of which 20 are committee members and 101 are others including speakers.

Committee & Conference T-Shirts – Alan

- Alan's coalition with cover cost of committee T-shirts only, not conference attendee T-Shirts
- Quote from KS Image Solutions(set-up charges separate) and Car-Va Screenprint (set-up charges included)
  - Amy will ask KS Image Solutions to also quote on quantities of 200 and 250
  - Alan will ask Car-Va Screenprint to also quote on quantities of 200 and 250
    - Lead time estimated at 1-1/2 to 2 weeks from order
  - State requires 3 quotes
  - Kelly will ask Allison to seek a 3<sup>rd</sup> quote for quantities of 200, 250 and 300

Conference Financials:

- No Update provided – previous balance was \$643.07

**Special Needs - (Members: Myron, Sarah, Robin, and Vickie)**

- No Update

**Other:**

Next Meeting Tuesday, January 27, 2009

Meeting adjourned at 10:55 a.m.

Minutes by Sarah Tilton

Reviewed, revised and approved Tuesday, January 27, 2009