



**NC Child Passenger Safety Training Committee
Meeting Minutes
January 27, 2009
FINAL – Approved February 24, 2009**

Training Committee Members present: Kathy Mellown, ~~Vickie Whitlatch~~, Sarah Tilton, Robin Deal, ~~Rena Harris~~, ~~Kevin Hennelly~~, ~~Ryan Jackson~~, Amy Krise, ~~Meg Langston~~, Jody Piatt, ~~Richard Sales~~, ~~Cecilia Saloni~~, Leigha Shepler, Alan Stulick, Myron Waddell, Linda Wiandt, Kim Wittig

CPS Executive Committee Members present: ~~Shannon Bullock~~, Bill Hall, ~~Kelly Ransdell~~

Training Committee Support: Allan Buchanan, Allison Cummings, ~~Angie Gregg~~, ~~Jan Parker~~, ~~Pam Becker~~

Excused Members: Vickie Whitlatch, Rena Harris, Kevin Hennelly, Ryan Jackson, Meg Langston, Richard Sales, Cecilia Saloni, Shannon Bullock, Kelly Ransdell

Not Present:

Meeting called to order by Chair Mellown at 10:12 am. Chair Mellown welcomed everyone to the meeting and introductions were made.

Minutes

Myron Waddell made a motion to accept the minutes from December 16, 2008, seconded by Robin Deal.

Old Business:

- None reported

New Business:

- None reported

HSRC Update / Bill Hall reported:

- **CPS Class Evaluations for state sponsored**
 - WHY – implement quality assurance for instructors in state of North Carolina
 - Need to communicate if assistance from state – committee expects.....
 - Need to establish protocol for lead instructors
 - Need to define expectations
 - Define independent vs. state supported class
 - Lead Instructor evaluations of other instructors
 - If included, evaluation of any instructor candidate(s)
 - Scanned and emailed? (concern of large files)
 - Robin will initiate changes

- Policies & Procedures Committee needs to review current policy (*Members: Myron, Robin, Renae, Meg and Sarah*)
- Need to develop a QI Committee to review evaluations
- What action would be taken for poorly evaluated instructors?
 - Not contract for state classes
 - Bill will follow-up re: filing with Safe Kids Worldwide re: instructor repeatedly poor feedback
 - Safe Kids Worldwide auditing class – not only for CEU, etc. but physical appearance at CPS classes
- **Recertification Rate/Numbers**
 - High number for recertification of technicians and instructors in North Carolina
 - North Carolina was in the top 10 nationally for recertification in 2008
 - As of 01/26/2009 (2062) currently certified technicians
 - 61 instructors
 - 3 instructor candidates
 - Nim Harris
 - Michelle Rich
 - Heather Green
 - High Point class 03/23-03/26
 - DD White Mentor
 - 1998 technicians
- **Update Refresher registration system**
 - 10-12 classes on www.buckleupnc.org site
 - Registration for refresher classes can go to www.buckleupnc.org
 - Admin area Renae, Allan, Allison can add class, check roster, download, update roster, etc.
 - Anyone who needs access to admin area can contact Bill to get access
 - What version of Refresher Curriculum should be used?
 - Bill is using Vickie's format to update states curriculum and then pursue assistance from Curriculum Committee (*Members: Vickie, Bill, Jody, and Kim*)

OSFM:

- Classes - Allan
 - 02/10 Durham, NC – Certification
 - 03/17 Raleigh, NC - Renewal
 - 03/23-03/26 High Point - Certification
 - (1) Instructor Candidate
 - 03/23 Nags Head, NC - Certification
 - 04/06-04/09 Goldsboro – Certification – state – need 2 more instructors
 - 04/28 Lincolnton, NC - Certification
 - 05/04 Shelby, NC – Certification
 - 05/18 Asheville, NC - Renewal

- 05/18-05/21 Selma, NC – Certification – state – need 3 more instructors
- 05/19 Asheville, NC – Certification
- 06/01-06/04 Fayetteville – Certification – state – need 4 instructors
- Kim Wittig will hold class – date TBD
- Reorganized regions
 - 3 Regions
 - Angie – West
 - Allan – Central
 - Renae – East
 - New map

Committee Updates

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

- Update Refresher Curriculum in process

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

- Need to work on **Child Passenger Safety Training Class Registration and Reporting**

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

- No update

Communications – (Member: Bill)

- No update

2009 CPS Conference – (Members: all committee members, Kim & Sarah lead)

Allison Cummings

- T-shirts – see below
- Awards – see below
- Food arrangements confirmed
- Conference Room logistics confirmed
- Ink ordered for CEU stamps ordered
- Hotel
 - Contract says 125 rooms at state rate for each Wednesday and Thursday
 - Confirmed 30 left for Wednesday
 - Confirmed 20 left for Thursday
 - Allison confirmed no hotel availability concerns at this time
 - Any issues with hotel rooms can contact Allison

Table/vendors – Kevin and Amy

- Received from:
 - Combi

- Britax

Sponsors - Amy and Leigha

- Geico has indicated they will sponsor at some level – level to be determined
- Combi has submitted sponsorship at the Bronze level of \$500.00 – have artwork
- Crumley and associates has submitted sponsorship \$1,000.000
- Statefarm \$400.00 – Sarah to confirm with Kim State Farm’s support
- Safe Kids Chowan County – shirts for committee
- Safe Kids Charlotte Mecklenburg \$500.00 (to be submitted)
- Britax has submitted sponsorship at the Platinum level of \$2,500.00 – need artwork
- Sarah submitted on-line request to Allstate 12/02/08 with no response

Door Prizes – Angie, Richard and Vicki

- NEED Update from Angie, Richard and Vickie
- Put raffle ticket in registration bag
 - Confirm with Kelly we have tickets
 - How TBD
- Crumley & Associates
- Amy Krise
- Leigha Shepler

Awards – Myron

- Bill Hall Achievement Award
 - Need nominations, email Bill, Kelly or Kathy
 - Criteria for nominations – dedicated to CPS, major impact (law maker, community, state) and made a difference
- Saves
 - (1) save submitted by Amy Krise
 - Matthews Police Officer installed seat and then responded to crash
 - **Recipient**
- CPS Program of the Year
 - Ft. Bragg Fire Emergency Services
 - Nominated by Steven Stewart
 - Safe Kids Western NC
 - Nominated by Beverly Britt and Vickie Whitlatch
 - **Recipient Ft. Bragg**
- Technician of the Year
 - Jody Shelton
 - Nominated by Leigha Shepler
 - Michelle Rich
 - Nominated by Heather Morgan
 - Jena Johnson
 - Nominated by Beverly Britt and Vickie Whitlatch
 - **Recipient Jody Shelton**
- Instructor of the Year

- Jennifer Cooke
 - Nominated by Amy Krise
- Vickie Whitlatch
 - Nominated by Charlene Proctor
- Allan Buchanan
 - Nominated by Leigha Shepler
- **Recipient Vickie Whitlatch**
- Advocate of the Year
 - No nominations received
- GHSP has agreed to pay for awards

Volunteers – Robin

- Suzanne will not be able to attend conference
- Thank you for her offer – agreed to go with centerpieces placed by hotel

Speakers/Programs – Sarah

- Speaker Presentations are complete and forwarded to Kathy AND submitted to Kim Herrmann at SKWW for CEU approval.
 - Vera Fullaway - Combi
 - Kim Herrmann – Safe Kids Worldwide
 - Krista Regan, Office of the Chief Medical Examiner
 - Eric Dahle – Evenflo
 - Sarah Tilton – Britax Child Safety, Inc.
 - Kathy Mellown & Jody Piatt
 - Child Restraint Product Update
 - panel presentation and then hands-on of each product. MUST stay 2 hours for 2 CEUs.
 - Need volunteers for various seat presentations

Speaker Gifts

- Amy will follow-up with Jennifer Cooke

Entertainment - Jody

- DJ confirmed – Wayne Covington
- Advised he needs to register for conference on-line, registration fee waived
- Confirm with Kelly we will pay \$100 for mileage, etc. – Kathy will follow-up

Registration - Bill

- Conference Registration currently is (201), half needs to pay registration

Committee & Conference T-Shirts – Alan

- Color
 - Committee
 - Kiwi
 - Attendees
 - Daisy
- Quantity
 - 23 on committee, t-shirts will be different than attendees – order 30

- 200 attendees current
- Design
 - Short sleeve
 - Committee
 - Same as last year
 - Include GHSP
 - Safe Kids Chowan County as sponsor added
 - Attendee
 - Buckle Up Kids logo on back
 - GHSP on front
 - 2009 NC CPS Conference – Atlantic Beach, NC on front
- Sizes
 - From registration database
 - Allison will get quantity by size from Bill when it comes down to actually ordered
- Alan's coalition will cover cost of committee T-shirts only, not conference attendee T-Shirts

Conference Financials:

- No Update provided – previous balance was \$643.07

Registration bag goodies -

- El Pueblo – Notebooks
- Robin deal – pens, newborn care DVDs
- Britax – Side Impact DVDs
- Kathy – check with Chamber of Commerce
- GHSP bags for registration
- Kevin Hennly
- NC Zoo - ?
- Crumley & Associates
- HRSC – buckle up cards, refrigerator magnets, pens
- Alan Stulick - Peanuts

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

- No Update

Other:

EMSC Training provide (Myron, Theresa, Jody, Kathy)

- 3 classes held to date, more to come
- If training is needed – call Gloria Hale to arrange

Next Meeting Tuesday, February 24

No March Meeting (conference March 12-13, 2009, Atlantic Beach, NC)

April 28 - May 26 - June 23 - July 28 - August 18 (3rd Tues) - September 29 (5th Tues) October 27

Meeting adjourned at 2:00 p.m.

Minutes by Sarah Tilton
Reviewed, revised and approved (Tuesday, February 24, 2009)