



NC Child Passenger Safety Training Committee Meeting Minutes

November 23, 2010
FINAL Approved 1/25/11

Training Committee Members present: Sarah Tilton, Leigha Shepler, Jody Piatt, Kim Wittig, Dede White (call in), Frank Gore, Keith Harris, Renae Harris, Kathy Mellown, Meg Langston, Suzanne LeDoyen, Linda Wiandt, Myron Waddell, Bill Hall Vickie Whitlatch, Richard Sales, Cecilia Saloni, Sarah Tilton, Melanie Daniel

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

Members not Present: Allen Browder, Dwight Greene

Others: Bevan Kirley, Allan Buchanan

The meeting called to order by Leigha Shepler at 10:20 a.m.

Approval of Minutes

After a discussion on a few corrections to the October minutes the minutes were approved unanimously.

OLD Business

The Instructor meeting will be held on January 26, 2011 in Greensboro at Pinecroft-Sedgefield Fire Department. An email will be sent to all instructors with a proposed agenda and request for RSVP and suggested agenda items to be sent to HSRC. Meg will serve as the liaison between HSRC and the Instructor Meeting subcommittee. Meg and the committee will work on updating the agenda with the topics discussed at the last meeting and the subcommittee's proposed agenda to finalize the Instructor meeting agenda with times for each agenda item.

HSRC Update

We currently have 2266 technicians in NC. The technician information has been updated and uploaded to the Committee downloads page on BUNC.

Bevan checked the number of hits to BUNC for September and October and there was an increase in the number of October hits which we could attribute to the activities at the State Fair.

The Vehicle Seat Simulator grant has been posted on BUNC.

Suzanne LeDoyen completed her Instructor candidacy and is North Carolina's newest instructor.

Stephen Keaney has completed his technician course assistant and is ready to be placed as an Instructor Candidate.

There are four others that have requested to be technician course assistants, but only two of the four are actively pursuing that avenue at this time.

DOI Update

Upcoming CPS Classes

Louisburg 11/29

Kinston 12/7

Blowing Rock 12/13

Durham 2/15

Jacksonville 3/21

Burlington 3/21

Greenville 4/5

Meg brought up the issue of having students in classes, both certification and renewal, not allowing the use of their cars in class. Bill is going to check to see if there is anything in writing that would allow us any leeway to require the use of their cars.

Kelly will forward the generic NC Inspection Form to Alexis to see if there are any anticipated changes. If not, we will move forward with printing the forms and making the switch over to the new form in January.

Committee Updates:

- CPS Conference- (Sarah & All)

Sarah suggested that since we have 12 sessions planned with 4 of them repeating and no non-CEU sessions that we cut out the 4 repeating sessions and just have 7 general sessions throughout the conference. This would mean actually cutting out one of the 8 sessions that were already planned. A discussion was held and it was decided to remove Safe Ambulance Transportation for Infants.

Kathy presented another option for the Click It or Miss It session that will utilize a program Poll Everywhere that will allow audience members to text answers to questions rather than using the clickers.

Sponsorships have been given by Britax (\$2500) and Combi (\$1000) thus far.

Committed exhibitors/manufacturers' update speakers are Britax, Combi, Graco, and Evenflo.

The Carolina Hurricanes are willing to donate an item if it is going to be used to raise money via an auction or raffle. Due to the amount of work on our part that it would require, the committee voted to decline the Hurricanes' offer.

The 2012 Conference will be at the North Raleigh Hilton March 5-7.

Myron distributed choices for the Conference t-shirts wording. A vote was held and the following was decided:

Decorating the Nursery...\$2000

Minivan...\$25,000

Hospital Bill...\$15,000

Knowing your child is buckled safely...PRICELESS

The shirts will be California Blue.

Bill asked again if the committee still wanted to give LATCH manuals to every attendee given the cost involved with the manuals and shipping. The committee agreed that we had already voted to purchase the manuals for the conference attendees and wanted to follow through with that purchase. Sarah will follow up with the distributor to see if other arrangements can be made for shipping to cut some of the cost.

Vickie asked if the committee had considered offering any scholarships to cover conference registration. It was decided not to offer any scholarships this year, but to form a subcommittee to look into the matter for the 2012 conference.

- **Curriculum** – *(Members: Vickie, Bill, Richard, Allen, and Kathy)*

Bevan has put the Update/Refresher link on the downloads page on the BUNC. She asked that everyone take a look at the file and send any comments or suggestion for edits to her ASAP since this item is on the agenda for the January Instructor meeting. Meg and Kim will work with Bevan to prepare the presentation on the Update/Refresher at the Instructor meeting.

- **Policy** – *(Members: Myron, Renae, Suzanne, Frank, Richard, and Linda)*

No Report

Membership – *(Members: term ends Sept 2012 – Allen Browder, Frank, Suzanne, Myron, Dede)*

See notes under New Business

- **Communications** – *(Member: Bill, Keith, Leigha, Cecilia, and Melanie)*

Bill mentioned that we need to have better communications with Instructors and technicians. He hopes to have an email list up and running soon to help with this. Leigha suggested that the Communications committee meet outside of the large committee meeting to discuss some options for increasing communications.

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

Vickie and Theresa are still working on rewriting the curriculum. They hope to meet and work more closely on that after the holidays. Vickie did receive some funding from GHSP to update the Special Needs trailer.

NEW Business

Leigha discussed revising the membership committee members to include members who are on the second year of their term. This will prevent third year members who wish to reapply from having to remove themselves from the membership committee and causing any conflicts of interest and special committees to be formed. Bill suggested that we may want to consider having people who want to reapply to rotate off the committee for one year before reapplying. The committee did not think that was necessary.

Meg made a motion that the Membership Committee be comprised of second year committee members. Sarah seconded the motion and the motion carried.

The Policy and Procedures committee will review the by-laws and suggest any changes needed to reflect the change to the membership committee.

Leigha asked that the Membership Committee provide feedback on barriers keeping people from applying for committee membership.

Renae suggested we may need to look at how members are selected and the priorities for selecting new members. This may need to include both the Membership Committee and the Policies and Procedures Committee.

The question has been raised if we were following the procedures outlined in the by-laws for approving Technician Course Assistants and Instructor Candidates. Bill briefed the group on the current process for becoming an Instructor Candidate and Course Assistant. Currently, he, Bevan, and Renae review the applications for course assistants. If all the criteria are met, Renae will give them the list of possible classes to choose from to complete their course assistantship. Bill then looks at the instructor team in the class and chooses a mentor for the course assistant. A similar process takes place for those wanting to become Instructor Candidates. The committee agreed that the process in place was working, but would like to be informed of the names of those that were asking to be placed in classes.

A discussion was held on whether to pay instructors to mentor course assistants and instructor candidates who are sent to an Independent (Non-State Sponsored) Classes. The motion was made by Vickie, seconded, and approved that instructors in independent classes reserve the right to decline having a course assistant or instructor candidate. If an instructor in an independent class chooses to have a course assistant or instructor candidate they may do so on their own with no extra pay or sponsorship from the state.

With no further business the meeting adjourned at 3:15.

Next Meeting: January 25 Following Meeting Dates: January 25 – February 22 – April 12 – May 24
– June 28 – July 26 – August 23 – September 27