



NC Child Passenger Safety Training Committee Meeting Minutes

June 22, 2010 Conference Call

FINAL- Approved 7/27/10

Training Committee Members present: Vickie Whitlatch, Richard Sales, Sarah Tilton, Leigha Shepler, Jody Piatt, Kim Wittig, Kathy Mellown, Dede White, Linda Wiandt, Suzanne LeDoyen, Frank Gore, Keith Harris, Cecilia Saloni, Dwight Greene, Myron Waddell

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Members not Present: Renae Harris, Meg Langston, Alan Stulick, Allen Browder

Others: None

Meeting called to order by Vickie Whitlatch at 10:10 a.m.

Approval of Minutes

Linda Wiandt made a motion to accept the minutes from May 25, 2010, seconded by Suzanne LeDoyen, and approved unanimously.

OLD Business

None

HSRC Update

Bill and Bevan have been working on the BUNC website.

Bevan is continuing to make improvements to the program management side of the website and updating all of the contact information for the individual programs. Bevan is continuing to verify that all the existing program information is current.

Each agency that runs a permanent checking station will receive a CD with the Manufacturer's Instructions and LATCH manuals for each station. Only those programs that are current with reporting and have signed an up to date agreement will receive the materials.

Current NC certification numbers reflect a total 2127 technicians and 55 instructors.

Bill is finalizing the Enforcement Guide with a graphic artist and it will be sent to print soon and available to Law Enforcement agencies in July.

Lillington class was cancelled due to not enough registrations. The class in Statesville is being held as scheduled. Upcoming classes are scheduled for Polk County, Wilson, & Moncure.

Bill offered some reminders about the listserve: 1) if you simply use the reply button it will go to the entire listserve 2) if you want to reply to just the sender then you need to enter their name in the "To" line 3) if you change the subject of the email please also change the subject line on the email as well

DOI Update

Conditional approval has been given for us to be a part of GHSP Safety City at the NC State Fair with the Safe Kids 20X20 Kids in and Around Cars demo. We will finalize plans for setup and staffing at a future meeting.

Beginning next month people will be able to order Buckle Up Brochures, ID Stickers, etc. from the GHSP website in addition to still being able to order off the Safe Kids NC website.

All of the scholarship money has been used this year for people to attend Technician Certification classes, plus additional money that has been added to that fund. Kelly was very excited that the word has spread and the money has been better utilized this year.

Committee Updates:

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

The NC Update Refresher needs to be updated with current information. Vickie has mailed Bill with her most recent Update/Refresher CD for review. The committee will move forward with revisions under Bill's direction once the CD is received.

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

Linda sent a draft of the Policy Committee's suggestions for amendments to the By-Laws to the full committee prior to the meeting for review. After a discussion of changing some wording about meeting attendance requirements for Executive Council nominees, Richard moved we accept the By-Laws changes to reflect the following changes:

1. The title of Chair-elect will now be Vice-Chair
2. The Vice-Chair may be elected to the Chair position, but will no longer move into that position by default
3. Anyone being nominated for an Executive Committee position must have met the committee's minimum attendance requirements prior to being nominated and elected
4. The Conference Committee and its duties were added to Section 3.3 Subcommittees

Linda seconded and everyone agreed to accept the By-Laws changes.

- **Membership** – *(Members: term ends Sept 2010 – Alan S., Meg, Jody, Kim)*

Kim and Jody made recommendations for a timeline for accepting applications to fill the 4 spots being vacated by the membership committee. We will advertise to fill vacancies in the categories of Law Enforcement, Fire, EMS, and Advocate. The application will be updated and open by the first of July and the deadline for submissions will be July 30th. The Membership Committee will review the applications and make recommendations to the full Committee at the August meeting.

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

No Report

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

Vickie and Theresa have received their contract from GHSP to begin the Special Needs Curriculum project.

- **CPS Conference-** (Sarah & All)

Sarah updated the committee on speakers that have confirmed or declined our invitations to speak at the 2011 Conference. A discussion was held on some possible speakers to replace the ones that have declined. Sarah will follow up with those suggestions made by Jody and Kathy.

At the last meeting Sarah asked everyone to give input on composing a Conference Purpose Statement. Sarah, Bill, & Bevan have drafted a statement that Sarah will send out for committee comment and finalization.

Sarah will try to secure conference bags from Volkswagen. The contact will confirm with Sarah in December if the bags are available.

Bill will go ahead and post the revised Conference Pages and make them live with the 2011 Conference information once everyone agrees on the Purpose Statement.

NEW Business

Kim asked about the status of videos from 2009 conference being posted on BUNC for CEU availability. Bill advised that nothing had been done yet, but hoped Bevan would be able to work on it soon.

Next Meeting July 27th at Britax in Charlotte

Anyone needing travel reimbursement for the Charlotte meeting needs to let Kelly know. Sarah will need confirmation of attendance by July 23rd.

Following Meeting Dates: August 24 – September 28

Meeting adjourned at 11:15 p.m.