



# NC Child Passenger Safety Training Committee Meeting Minutes

February 22, 2011  
FINAL Approved 5/24/11

**Training Committee Members present:** Sarah Tilton, Leigha Shepler, Jody Piatt, Kim Wittig, Frank Gore, Keith Harris, Renae Harris, Kathy Mellown, Meg Langston, Suzanne LeDoyen, Linda Wiandt, Myron Waddell, Richard Sales, Allen Browder, Cecilia Saloni, Melanie Daniel, Dede White

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

**Members not Present:** Dwight Greene, Vickie Whitlatch

**Others:** Bevan Kirley

The meeting called to order by Leigha Shepler at 10:05 a.m.

## **Approval of Minutes**

Keith made a motion to accept the January minutes. Suzanne seconded and the minutes were approved unanimously.

## **OLD Business**

Meg has the questions for the evaluation from the Instructor meeting ready to submit to OSFM for them to put on Zoomerang and send out. Kelly will check with Allan on following up on the correct answer to the calculating Instructor hours activity.

## **HSRC Update:**

## **DOI Update**

Upcoming CPS Classes

Jacksonville 3/21

Burlington 3/21 and Renewal 3/18

Mt. Airy 3/31 (renewal)

Asheboro 4/4

Greenville 4/5

Fletcher 4/5

Carthage 4/25

Rocky Mount 4/18

Wentworth 5/16

Albemarle 5/24

Wilmington 6/17 and 6/20

OSFM will be sending each Buckle Up Contact a request to update their contact information.

The training seats for the Seat Simulator Grants will be direct shipped to the recipients. Each recipient will be required to submit an annual report on the use of the seat simulators.

OSFM is really promoting the online calendar so Kelly encouraged everyone to please list all events on the online calendar.

The paperwork for the CPS Diversion project is in place to add more counties to this program.

Anyone wishing to participate should contact OSFM.

The PCS grant and the CPS Equipment grants will go out the first week in March. The PCS grants will be 20 \$1000 grants and the CPS Equipment grants will be 10 \$1000 grants. The PCS Grant recipients will have to file a quarterly report and the CPS Equipment grant recipients will have to file

an annual report. Anyone wishing to apply for a PCS grant will be required to update their existing contact info on BUNC or create a new registration on BUNC before they can apply for the grant.

**Committee Updates:**

- CPS Conference- (Sarah & All)

Sponsorships have been received in the amount of \$7150.

We now have 7 manufacturers that will exhibit: Britax, Chicco, Combi, Evenflo, Graco, 1<sup>st</sup> Years, and Kiddy.

Safe Ride News had donated a 1 year subscription as a door prize. The autographed item from Jimmy Johnson has been received.

Kim Hermann from Safe Kids Worldwide and Miriam Manary from UMTRI are confirmed presenters.

There are a total of 307 confirmed attendees for the conference as of February 22, 2011.

The Scavenger Hunt quiz has been compiled and had 14 questions. Only those who complete the scavenger hunt will be eligible for the drawing of the give-away seats. Each manufacturer will have a stamp to use for stamping the completed quiz questions. Attendees will place their completed quizzes in a drop box to be eligible for the drawing of the give-away seats.

All door prizes will be awarded at the luncheon on the final day.

The conference bags will include:

Peanuts from Jimbo's Jumbos

Water from Walmart

Sunglass clips, bags, flashlights from GHSP

Pens, sticky notes, and magnets from HSRC

Flashlights from Safe Kids Wake County

Pencils and magnets from Mt. Olive Pickle

Keith has secured a donation of door prizes from Mt. Olive Pickle.

The LATCH manuals will be delivered and picked up next week.

The conference program books are ready and Kelly will pick those up.

Leigha will work on writing the letter to accompany the LATCH manual that will be given to all attendees.

Conference t-shirts are on order.

Committee members will wear the conference committee shirt provided by Myron's Safe Kids Coalition on Thursday.

The awards have been ordered through GHSP.

The entire committee will be responsible for moving all of the manufacturers' things out of the ballroom Thursday afternoon into the boardroom prior to the start of the social.

We will need to get a head count at each session. The committee members who will have the CEU stamps will be responsible for counting the people they stamp.

Bios for the speakers will be available in the board room. The committee member who is responsible for introducing the speaker will need to pick up the bio and the speaker gift from the board room prior to the presentation.

Allan and Angie may need some help setting up the screens and AV equipment on Wednesday afternoon.

Kelly will make time cards to let speakers know when they are approaching the time limit for their session. Committee members will be assigned to show the cards in each session.

Opening Ceremony: Commissioner Goodwin, Captain Nyberg from NCSHP, and the Chairman of the CPS Training Committee will speak. Don Nail from GHSP will possibly speak or maybe at the Awards Luncheon. The committee agreed that having a local honor guard to present colors at the opening was a good idea. Kelly will make contact with the local Fire Department to arrange that.

Awards Luncheon: Kelly asked about having a PowerPoint with the pictures of the award winners. She will try to get pictures of this year's recipients and put them into a PowerPoint to show at the luncheon.

Bevan will collect pictures from across the state of CPS related events to compile into a slide show to show at the conference.

Sarah will revise the assignment list and send it out.

- **Curriculum** – *(Members: \*Jody, Kathy, Bill, and Kim)*

Bevan will update the Update/Refresher with a few new seats that have recently been added on the market. Allan and Suzanne will pilot the new version in March.

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

No report

- **Membership** – *(Members: Allen, \*Frank, Suzanne, Dede, Keith, and Myron)*

Myron has developed a survey to send to technicians and instructors about applying for the CPS Training Committee. Bevan has put the survey on Zoomerang and will update it to include a question to help identify the region they are in. A test run will be sent to the committee. It will then be sent to all the technicians and instructors following the CPS Conference in March.

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

Bill hopes that with the updates of Program Management feature will allow technicians and instructors to update their profiles and be able to opt out of certain emails. Also, they hope to be able to use the feature to send more targeted emails to technicians in certain areas.

- **Special Needs** – *(Members: Meg, Sarah, Richard, and Vickie)*

Vickie and Theresa are still working on rewriting the curriculum. Theresa has a new Hope car bed for use in training classes.

## NEW Business

Sarah advised everyone to be on the lookout for inflatable seat belts, specifically in Ford vehicles which are being sold as an option in their vehicles. The belts will be located on outboard positions and will have a sewn-on latchplate and should be labeled as inflatable. Technicians need to be aware of what child restraint manufacturers are recommending with respect to use of their seats with the inflatable seat belts. Each of the manufacturers has a different position. The owner's manuals will reflect the changes to each manufacturer's stance. Also the information will be available in FAQ sections on each manufacturer's website. Technicians need to know where to look for the information to be able to correctly advise parents and caregivers.

Sarah made a motion to cancel the April meeting to give Bevan time to gather data from the conference evaluation. Frank seconded the motion and it passed unanimously.

With no further business the meeting adjourned at 12:10.

**Next Meeting: May 24**

Following Meeting Dates: June 28 – July 26 – August 23 – September 27