

**CAB Conference Call
August 28, 2008
12:00 EST
Meeting Minutes**

Participants:

Aida	Harvard
Chas	University of Florida, Jacksonville
Elizabeth	St. Christopher Hospital
Julie	Harvard University
Laurie	FSTRF
Mariam	USC
Renee	University of Illinois
Samantha	Children's Diagnostic and Treatment Ctn.
Sharan	University of Alabama, Birmingham
Sheila	University of Florida, Jacksonville
Shirley	Westat
Tanisha	Westat
Theresa	Texas Children's Hospital

- **MEETING MINUTES**

The group approved the minutes for July 24, 2008. **Tanisha** will post the minutes on the website.

- **LEGAL GAURDIANSHIP**

Shirley van Buskirk said that a site asked if proof was needed that a parent/caregiver was a child's legal guardian in order for them to consent a child to a PHACS study. Shirley explained that this is determined by the state that site is in. The state decides if proof is needed at all and, if so, what type. A site's IRB can tell you the rules in their state. The site must following the rules in its state. The site must have a copy of the IRB's policy for the site monitors.

- **NOVEMBER PHACS MEETING**

During the last CAB call, there was some discussion regarding having a CAB session at the November network meeting. Only the CAB Chair and Vice Chair will attend the network meeting. It was decided that it would be best to talk about the suggested topics during actual CAB calls.

- **PHACS CAB NEWSLETTER**

The PHACS newsletter is still in the planning stages. **Tanisha Savage** asked CAB members if they had a chance to look at the IMPAACT newsletter she sent them. Some CAB members said they liked the newsletter. Some said they did not have a chance to review it. **Tanisha** emphasized the importance of the CAB giving their input for the newsletter.

Action Item: Tanisha will resend the newsletter example to the CAB members with a feedback reminder.

- **PHACS ORGANIZATIONAL STRUCTURE**

Julie reviewed the PHACS organizational structure handout she created for the meeting. She discussed the following topics:

1. Overview of the structure of the PHACS
2. Functions of the various committees and or groups
3. Leadership of each committee and or group

The PHACS Organizational Structure handout is available on the PHACS CAB webpage at:
<https://phacs.nichdclinicalstudies.org/viewDoc.asp?id=4#>

If CAB members have any additional questions for **Julie**, they can send them to her at:
jalperen@sdac.harvard.edu

NOTE: CAB calls take place every 4th Thursday of the month. The next CAB call will be September 25, 2008 at Noon.