

**CAB Conference Call  
June 24, 2010  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Allison</b>	Bronx-Lebanon Hospital Center
<b>Delia</b>	University of Miami
<b>Dorothy</b>	University of Alabama at Birmingham
<b>Edwin</b>	University of Puerto Rico
<b>Ginny</b>	Boston Children's Hospital
<b>Jennifer</b>	University of Colorado
<b>Joann</b>	Westat
<b>Julie</b>	Westat
<b>Lennie</b>	St. Jude
<b>Mariana</b>	University of California – San Diego
<b>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Megan</b>	Harvard
<b>Miriam</b>	Harvard
<b>Rosia</b>	Westat
<b>Sherry</b>	St. Jude Children's Hospital
<b>Yuri</b>	University of Miami

- **MEETING MINUTES**

The minutes for May 27, 2010 were accepted with no changes.

- **APRIL PHACS MEETING**

**Jennifer**, the PHACS CAB Chair, talked about the April PHACS Meeting. Jennifer said that there are two PHACS meetings every year. There is a large meeting in the fall and a smaller meeting in the spring. Both of the meetings are set up the same way. There are large group meetings that everyone attends. There are also smaller working group sessions that focus on specific study areas related to HIV. In working groups and at the large lectures, questions were asked directly to the CAB. This desire for CAB participation showed the importance of having community members give input for the studies.

Jennifer attended a workshop about heart problems that may arise from long-term treatment. Jennifer realized how important it is to be able to study people with HIV over long periods, in order to understand the long-term effects of having HIV. Therefore, she stressed how vital it is to help study participants keep their follow-up appointments. Jennifer also attended the Behavioral Working Group where she learned about how HIV treatment affects short and long-term memory. This information is important because memory also affects adherence.

Jennifer noted that there are a lot of PHACS abbreviations and acronyms. Jennifer suggested that the CAB create a one-page summary of their definitions, like the IMPAACT glossary and acronyms list on their public website.

**Action Item: Find and distribute the IMPAACT Glossary- Community Advisory Board Guide to HIV Clinical Research. Also, it will be important to adapt it to be more PHACS-based. In addition, try to make the PHACS website more user-friendly for CAB members, like the IMPAACT website.**

- **VICE CHAIR POSITIONS**

Samantha's term as the CAB Chairperson ended in May. Samantha is still a CAB member, but she is no longer serving as Chair. Jennifer, the previous Vice Chair, is now the Chair of the CAB. Delia, a longtime member of the PHACS CAB, expressed interest in the Vice Chair position. Delia spoke about why she was interested in the position. Delia was accepted as the CAB Vice Chair. Congratulations, Delia!

Julie and Jennifer both talked how the PHACS CAB is still forming. This gives the CAB an opportunity to create a mission statement and to describe the CAB roles and responsibilities. It may also be a good idea to review and redefine the Vice Chair and Chair position responsibilities. It is also important to get more people involved on the CAB. For example, CAB members can be on any working group conference call. They can also do other help in other ways, such as work on the newsletter.

If anyone is interested in joining a working group, Rosia and Julie will work on creating a list of the each working group. The list will describe the purpose of each working in order to help you decide if you might want to join one or more of the working groups.

**Action Item: Rosia and Julie will put together information about each working group that describes each working group's purpose and what each group is working on.**

- **CAB SPOTLIGHT**

Every month on the CAB Call, two CAB members share about their local CAB experiences. Please let Rosia at [rosiawarner@westat.com](mailto:rosiawarner@westat.com) know if you are interested in speaking.

**Yuri** spoke about his experience as the CAB Liaison for PHACS, IMPAACT, and ATN at the University of Miami. The site CAB meets every six weeks. They have about 10 loyal participants, ranging in age from 18-40. New protocols and studies are some of the topics discussed at the CAB meetings. Other topics are how to retain members of the CAB, how to recruit new members, protocol development, the basics of protocols, and important studies in the community.

**Sherry** described her experience as a CAB member at St. Jude Children's Hospital in Memphis, Tennessee. Sherry has been a CAB member for four years, and the Vice Chair of her local CAB for two years. Sherry's CAB has about 14 community members. Sherry's CAB meets at the hospital, which is convenient for the members. It is scheduled at 6:30pm, for one hour, but it usually lasts two hours, depending on the discussions. The CAB has research staff that attends the meeting. The clinical and research members keep the group informed about the studies. The group is currently learning about the Memory and Behavioral study. One activity that the CAB does is role-playing which helps the CAB understand what they have learned about a particular study.

Sherry spoke about all the acronyms and abbreviations that are used in research. Sherry's CAB does games with abbreviations and acronyms. The members split up and the side of the room that can tell what the abbreviation or acronym stands for wins a gift.

Another function of Sherry's CAB is to offer ways to make the wording of the informed consents easier to understand. The Principal Investigator (PI) makes regular visits to the meeting, including recently when the PI discussed the funding and budget of CAB. The PI communicates with the CAB regularly. The PI is open to all suggestions from the CAB.

The CAB is educated about the causes of HIV and AIDS. The CAB members are given information about HIV and AIDS, medications, and the different stages of the HIV cycle. This makes them able to educate the community better. CAB members are also trained on the immune system and the importance of healthy CD4 cells. The CAB also participates in health fairs, 5K runs for National HIV and AIDS Day, and other activities.

**NOTE: the next CAB call will be on Thursday, July 22, 2010 at 12:00 pm EST.**