

**CAB Conference Call  
September 23, 2010  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Delia</b>	University of Miami
<b>Emily</b>	FSTRF
<b>Ginny</b>	Boston Children's Hospital
<b>Gloria</b>	University of Florida - Jacksonville
<b>Joanne</b>	Westat
<b>Julie</b>	Harvard
<b>Julie</b>	Westat
<b>Mariana</b>	University of California – San Diego
<b>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Mary</b>	Bronx-Lebanon Hospital Center
<b>Megan</b>	Harvard
<b>Rosia</b>	Westat
<b>Sheila</b>	University of Florida - Jacksonville
<b>Sherry</b>	St. Jude Children's Hospital
<b>Theresa</b>	Texas Children's Hospital

- **WELCOME**

- **MEETING MINUTES**

The minutes for August 26, 2010 were accepted with minor changes.

- **SITE 13 CAB EVALUATION FORM**

Mary, from Site 13, spoke about the Call Feedback Form. The members use this form after each CAB call. The form has four questions:

1. What was your impression of the call?
2. What did you learn that was new to you?
3. Is there anything you want to tell the doctors (or greater CAB) about the call?
4. Do you have any questions after participating on the call?

Prior to this form, CAB members were asked to share with the site staff about the content of the calls. Many CAB members forgot what was discussed on the calls. The form is used so CAB members can remember what was discussed.

- **CAB MISSION STATEMENT**

The CAB approved the Mission Statement that was created by its members. The Mission Statement reads, "The Mission of the PHACS CAB is to serve as an intermediary between researchers and community members to improve and optimize clinical research studies for children and families who are participants and who are most affected by them."

- **NETWORK MEETING**

The CAB members were asked to bring questions, comments, and suggestions about the PHACS research to Delia and Jennifer. Delia and Jennifer are going to the PHACS Network Meeting in Baltimore. They need the feedback to bring to the meeting. The CAB said they would like more information about the ACASI. Delia and Jennifer will report to the CAB meeting about their findings in October.

- **NEWSLETTER**

Please consider submitting articles to the newsletter! Delia is writing her biography and contributing recipes. Two CAB members are going to write testimonials. If anyone has any recipes, photos, articles, poems, or any other written work to contribute, please send them to Rosia at [RosiaWarner@westat.com](mailto:RosiaWarner@westat.com). Please ask your local CAB members, children, and study coordinators if they would like to contribute to the newsletter too.

- **ANNOUNCEMENTS**

**NOTE: the next CAB call will be on Thursday, October 28, 2010 at 12:00 pm EST.**