

**CAB Conference Call
May 23, 2013
12:00 EST
Meeting Minutes**

Participants:

Carlos	San Juan Research Hospital
Claire	Harvard University
David	Emerson Media
De`Angelo	University of Florida, Jacksonville
Jennifer	University of Colorado, Denver
Juan	University of Puerto Rico
Julie	Harvard
Julie	Westat
Kim	Texas Children's Hospital
Krystal	Harvard University
Laurie	FSTRF
Leslie	Texas Children's Hospital
Marlene	Jacobi Medical Center
Marilyn	Bronx-Lebanon Hospital Center
Mary	Bronx-Lebanon Hospital Center
Megan	Westat
Rosetta	Bronx-Lebanon Hospital Center
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the April 25, 2013 call were approved with no changes.

• **PHACS WEBSITE REDESIGN**

David talked about the new PHACS website. David talked about wireframes. Wireframes are simple line drawings that show how the website will be laid out. Wireframes also show what features will be on the website.

David talked about the homepage of the public PHACS website. This public PHACS website will have three main sections. There will be sections that talk about PHACS, PHACS research, and general HIV resources. There is a section on the right side of the home page titled, "I want to." This section will show many links for public users. Under this title, users can register to be a member of the PHACS website as a caregiver or CAB member. There are also links to learn more about PHACS, explore the latest PHACS research and news, and a link to general HIV resources.

David talked about registering to be a member of the PHACS website as a caregiver or CAB member. Caregivers and CAB members will be able to request an account and password. CAB members and caregivers will be asked to give their name, site and email. If approved, they will be granted access to the password-protected caregiver/CAB member section of the website. They will be able to login with their own email and password.

There will be a section on the CAB member/caregiver and researcher part of the website for the site of the month. A different site will be featured each month.

David talked about the homepage of the caregiver/CAB member PHACS website. The homepage will feature news and announcements. There may be a section for HIV/AIDS news that will show stories from news sources. Julie suggested that the title of the homepage dashboard, be renamed to "My PHACS." Theresa suggested showing PHACS updates and news on the "My PHACS" homepage. Leslie asked about integrating the newsletter into the website. The newsletter could be split up into different web pages. There could be pages for recipes, testimonials, and other newsletter submissions. Claire suggested creating a page for any and all creative submissions. Leslie asked about confidentiality. Veronica suggested adding a notification feature to the website. Site staff could use the notification system to contact participants.

De`Angelo suggested adding video compatibility to the website. Links to video links might be able to be posted on the forum.

David talked about the forum. There will be two forums. One forum will be for PHACS staff and researchers, and the other forum will be for caregivers/CAB members. Users may also post anonymously. Only caregivers/CAB members will be able to see the caregiver/CAB member forum. Users will be able to post and reply to posts. Posts will be posted online immediately as "pending." Moderators will be able to approve or reject the post after it has been posted. After a moderator approves a post, it will no longer be listed as "pending." Users may click the "report abuse" link on inappropriate posts. These posts will be flagged for moderator review. De`Angelo suggested that users be able to delete their posts if desired. Claire suggested that sensitive topic forum posts be moderated before appearing online.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 6 responses. Megan emailed CAB comments about hair collection to Monica.

Some suggested topics for upcoming calls are:

- New studies; and
- How to assist perinatally HIV-infected young adults who are non-adherent.

• **PHACS CAB NEWSLETTER, JUNE 2013 EDITION**

Megan talked about the PHACS CAB Newsletter, June 2013 Edition. The theme is support systems. Megan encouraged the CAB to submit personal testimonials about support. CAB members can send testimonials to Megan. They can also submit testimonials through the survey. Megan sent out coloring pages for CAB kids. Megan encouraged the CAB to ask their children to submit a coloring page to the newsletter. The deadline for newsletter submissions is June 12, 2013.

Delia reminded the CAB that the deadline for newsletter submissions is June 12, 2013.

Yuri suggested compiling support testimonials in a collage.

• **CAB SPOTLIGHT – SITE 13 – BRONX-LEBANON HOSPITAL CENTER**

Rosetta and Marilyn talked about the site CAB at Bronx-Lebanon Hospital Center. The CAB had a bake sale to raise money for a holiday party. The CAB raised \$600 from the bake sale. Mary talked about the bake sale. The CAB raised money by selling baked goods at the front entrance of the hospital on pay day. At a recent CAB meeting, the CAB chair asked CAB members to write stories about HIV for the IMPAACT newsletter. The CAB also held a Mother's Day/Father's Day luncheon. The CAB also participated in a Zumba exercise class. A guest speaker came to a recent CAB meeting to talk about updates about HIV+ pregnant women. CAB members participated in a training about protocols and

informed consent, and also learned about the CAB budget. In the future, the CAB may invite representatives from other local CABs to attend CAB meetings.

Marilyn went to the Faces of AIDS conference. She presented an overview of the conference to the site CAB. CAB members would like to learn more about study results.

- **HEALTH EDUCATION AND COMMUNICATION COMMITTEE (HECC) UPDATE**

Claire talked about the Young Adult CAB (YA CAB). The next YA CAB call is on May 29, 2013 at 8:00 PM EST. Cristina, an advocate for HIV/AIDS, will be coming on the call to talk to the YA CAB about advocacy. The YA CAB will also be talking about the 18+ protocol on the upcoming call. Claire and Megan will be working with an intern, Kimona, to make Disclosure Storybooks. CAB members who volunteered to review materials for the Disclosure Storybooks will receive an email from Kimona soon.

Megan talked about the CAB Handbook. The CAB Handbook will be a resource for CAB members and site staff. It will talk about how to create a CAB and recruit and retain CAB members. The HECC CAB Subcommittee sent a survey to the Study Coordinators for them to give feedback about their site CABs.

NOTE: The next CAB call will be on Thursday, June 27, 2013 at 12:00 pm EST.