

**CAB Conference Call
August 22, 2013
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Carrie	University of Colorado, Denver
Delia	University of Miami
Dolores	St. Christopher's Hospital for Children
Jennifer	University of Colorado, Denver
Juan	University of Puerto Rico
Julie	University of Alabama, Birmingham
Julie	Westat
Kim	Texas Children's Hospital
Krystal	Harvard University
Leslie	Texas Children's Hospital
Marlene	Jacobi Medical Center
Megan	Westat
Rosetta	Bronx-Lebanon Hospital Center
Samantha	Children's Diagnostic and Treatment Center
Stephanie	University of Miami
Tatania	Tulane University
Theresa	Texas Children's Hospital
Yuri	University of Miami

• **APPROVAL OF MINUTES**

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

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 6 responses. Some suggested topics for upcoming calls are:

- Confidentiality; and
- PHACS refresher.

• **PHACS FALL 2013 NETWORK MEETING AND CAB RETREAT**

Megan talked about the Fall 2013 CAB Retreat. The CAB Retreat is from 1:00 PM – 6:00 PM on October 1, 2013 in Baltimore, Maryland. The CAB retreat will have CAB-specific sessions. Megan emailed the CAB attendees. She sent out instructions about how to register for the meeting. Meeting registration closes on September 16, 2013.

Megan talked about hotel and flight information. Westat will book hotel rooms for CAB members. The Westat Travel Office will call or email CAB attendees to set up flights. CAB members must schedule their flights so that they can attend all sessions at the Fall 2013 CAB Retreat and Network Meeting. Megan reminded the CAB that the latest draft of the Fall 2013 Network Meeting agenda can be found on the PHACS website. Jennifer suggested that CAB members share taxi rides from the airport to the meeting. CAB members can email Megan if they are interested in sharing taxi rides.

Megan talked about per diem. Per diem is money for meals that are not provided by the meeting, and for ground transportation. Ground transportation includes rides to and from the airport. It also includes parking fees. Westat will send CAB attendees a check for per diem before the meeting. CAB attendees should cash the check before the meeting and bring the money with them. Westat will send a letter with the per diem check. The letter will talk about how to budget the per diem money.

Megan sent the Statement of Commitment form to CAB attendees. The signed form is due by Friday, September, 13, 2013. This form will help ensure that CAB members understand their roles and requirements at the meeting. The form states that CAB members must go to all CAB sessions. CAB members must also go to all other sessions which don't happen at the same time as CAB sessions. CAB members must also schedule their travel to attend the entire meeting. CAB members should budget their per diem money appropriately. If a CAB member can no longer come to the meeting, they must talk to site staff and return the per diem money to Westat.

The CAB Retreat will start at 1:00 PM on Tuesday, October 1, 2013. There will be a welcome session and bingo icebreaker exercise from 1:00 – 1:45 PM. The second CAB Retreat session will be from 1:45 – 2:30 PM. Yuri will present a Clinical Trials Game.

There will be a session about community involvement from 2:30 – 3:00 PM. There will be 15 minutes for creative art work from 3:00 – 3:15 PM. CAB members will be given art supplies. There will also be an art table at the CAB Retreat. At any time, CAB members are welcome to visit the art table and express their feelings about the CAB Retreat sessions through art. There will be a break with snacks and drinks from 3:15 – 3:30 PM. CAB members who choose not to participate in the creative expression session can take their break starting at 3:00 PM. After the break, Julie from Westat will give a PHACS overview presentation from 3:30 – 4:00 PM.

The last session will feature story circles. This session will take place from 4:00 – 6:00 PM. One or more of the story circles will talk about disclosure. The Health Education and Communication Committee (HECC) is looking to record disclosure stories for the Disclosure Resource. CAB members can choose to record their disclosure stories anonymously during the disclosure story circle exercise. CAB members do not have to record their stories. All other story circles will not be recorded. Yuri volunteered to lead a story circle on youth transitioning into adulthood.

Megan talked about the CAB informal dinner. After the CAB Retreat, CAB members are invited to come to an informal dinner at 6:45 PM. Megan will email CAB attendees with details about the informal dinner.

Megan talked about goals for the retreat. CAB member suggested goals through the PHACS CAB Evaluation Survey. Some suggested goals for the CAB Retreat are:

- Learn new strategies on how to assist other families at our site;
- Learn about research and support opportunities for families living with HIV
- Continue to provide insight as to the issues related to community;
- Network; and
- Learn about the PHACS team.

The Network Meeting is on October 2-3, 2013. There is a final CAB session scheduled on Thursday, October 2, 2013 from 1:30 – 3:30 PM. During this session, the CAB will review the CAB section of the new website. The CAB will also give feedback for the CAB Handbook and Disclosure Resource. Megan encouraged the CAB to suggest topics for the final CAB session through the survey.

Megan sent out the 2012 PHACS CAB Community Concerns and Priorities list. This list was handed out at the Fall 2012 Network Meeting. It is also posted on the website. Megan encouraged CAB members to review the list. CAB members may send concerns and priorities to Megan or through the survey.

- **CAB SPOTLIGHT – SITE 18 – UNIVERSITY OF MIAMI**

Delia talked about the site CAB at the University of Miami. There are six members, including two young adults. All site CAB members must sign a confidentiality form. Yuri is the site CAB liaison. Delia is the IMPAACT Regional CAB representative. Delia is also the local Research CAB Chair. The Principal Investigator at Site 18 attends site CAB meetings. Other site staff members also attend site CAB meetings. The research team and doctors give presentations during meetings. During meetings, CAB representatives give summaries of recent conference calls. The CAB is currently working on recruitment, retention and fundraising.

- **PHACS WEBSITE REDESIGN**

Megan talked about the new PHACS website. The website design team is currently working on designing the website. Megan talked about participant summaries. CAB members suggested that participant summaries be posted on the "Documents" and CAB pages. CAB members also suggested that they be posted on the "Our Research," and "Education Hub" pages.

Megan talked about the CAB section of the new PHACS website. The CAB section will feature meeting documents, CAB glossary, newsletters, and resources. Megan encouraged the CAB to suggest features for the CAB section of the website through the survey.

There will be an "Education Hub" page on the new PHACS website. This page will have community outreach resources and HECC projects. The page will have links to internships. It will also feature HIV activism information and support resources. Megan encouraged the CAB to suggest features for the Education Hub section of the website through the survey.

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

Megan talked about the Disclosure Resource. The resource will have anonymous personal stories about disclosure. CAB members can volunteer to share their disclosure stories through the survey.

NOTE: The next CAB call will be on Thursday, September 26, 2013 at 12:00 pm EST.