

**CAB Conference Call
December 19, 2013
12:00 EST
Meeting Minutes**

Participants:

Claire	Harvard University
Delia	University of Miami
Jennifer	University of Colorado
Juan	University of Puerto Rico
Julie	Harvard University
Julie	University of Alabama, Birmingham
Julie	Westat
Kim	Texas Children's Hospital
Laurie	FSTRF
Miriam	Harvard University
Marilyn	Bronx-Lebanon Hospital Center
Megan	Westat
Ramona	University of Florida, Jacksonville
Rosetta	Bronx-Lebanon Hospital Center
Samantha	Children's Diagnostic and Treatment Center
Theresa	Texas Children's Hospital
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the November 21, 2013 call were approved with no changes.

• **HEALTH EDUCATION AND COMMUNICATE COMMITTEE (HECC)**

Claire talked about the Health Education and Communication Committee (HECC). Claire talked about the disclosure resource. Many CAB members have been working on a team to develop the disclosure resource. Claire is working with the Executive Director of the Positive Women's Network to get feedback about the disclosure resource.

Claire talked about the new AMP Up website for young adults. Part of the website will launch in January. Young adults will be able to sign up for this part of the website during their first AMP Up clinic visit. The website designer is still working on the other part of the website. The new website will feature a storytelling feature called a "story map." Young adults will be able to log onto the website and answer questions. The map will show what young adults from different parts of the country and Puerto Rico think about different topics.

Two PHACS interns will be working with the HECC. One intern, Chinyere, will help create a media strategy for PHACS. The media strategy will help us find ways to reach out to people within PHACS. It will also help PHACS members reach out to the public. Chinyere, Megan, and Claire had a call with the Site 13 CAB. The Site 13 CAB shared their ideas about how to talk with the public about PHACS. Another intern, Lauren, will be helping create coloring books and comic strips for the disclosure resource.

Claire talked about the story line conference call. The story line is a way for CAB members to hear and tell stories. CAB members talked about the holidays, emotions, and family during the call. Kim talked about the story line conference call. Kim talked about "shame buddies." A shame buddy is a friend who will help you not feel shameful or alone.

- **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were only 2 responses. Some suggested topics for upcoming calls are:

- Study visits; and
- Local CAB issues.

- **NETWORK MEETINGS AND CAB RETREATS – CAB CALL ATTENDANCE REQUIREMENTS**

Megan talked about CAB call attendance requirements for future PHACS Network Meetings and retreats. CAB participation is very important at the meetings. In order to make sure that the PHACS community is being represented at meetings, there will be call attendance requirements for CAB attendees at future network meetings. It is very important CAB attendees are active in the PHACS community. It is also important that CAB attendees are up to date on PHACS CAB issues. Starting January 1, 2014, PHACS CAB attendees must attend 60% of monthly CAB calls in order to be eligible to attend the retreat and meeting. This means CAB attendees must participate in four monthly calls from January to August 2014. CAB attendees are typically picked in August. CAB attendees must also attend the August and September 2014 calls to prepare for the meeting and retreat.

There will be exceptions made as needed to account for unavoidable barriers. Exceptions will only be given to active Site CAB members. Exceptions may include barriers such as: language, call availability, and illness.

- **PHACS CAB NEWSLETTER, DECEMBER 2013 EDITION**

Delia talked about the PHACS CAB Newsletter, December 2013 Edition. Megan sent out the newsletter to all PHACS members. The theme for the newsletter is "Adolescents and Young Adults in PHACS." Delia encouraged the CAB to share the newsletter with their Site CAB members. Megan thanked the CAB for submitting articles to the newsletter.

- **GOALS FOR 2014**

Delia talked about goals for 2014. Delia suggested that the CAB think about ways to overcome stigma. Delia talked about stigma in medical clinics. Claire talked about the Young Adult CAB (YACAB). The YACAB talked about experiences with stigma during the last YACAB call. Claire suggested that during the next year, the CAB and the YACAB collaborate on ways to address stigma. Rosetta talked about stigma. CAB members may experience stigma at the clinic if the clinic is a known HIV-treatment center. Megan suggested that the CAB also continue to talk about disclosure during the next year.

- **ROUNDTABLE DISCUSSION**

Delia talked about the roundtable discussion series. Many CAB members have expressed interest in having more interactive and personal discussions during CAB calls. The roundtable discussions will focus on one topic. Megan will send out a series of questions for the discussion before the call. The questions will be used to start the talk. All CAB members are welcome to share or just listen during the roundtable discussions. Discussions will focus on topics that are suggested by CAB members through the PHACS CAB Evaluation survey. Roundtable discussions will be for CAB members only. Minutes will not be taken during roundtable discussions.

CAB members talked about future roundtable discussions.

NOTE: The next CAB call will be on Thursday, January 23, 2014 at 12:00 pm EST.