

**CAB Conference Call
February 27, 2014
12:00 EST
Meeting Minutes**

Participants:

Carlos	San Juan Hospital
Carrie	University of Colorado, Denver
Claire	Harvard University
De`Angelo	University of Florida, Jacksonville
Delia	University of Miami
Jennifer	University of Colorado, Denver
Juanita	Tulane University
Julie	Harvard University
Julie	University of Alabama
Julie	Westat
Lennie	St. Jude Children's Research Hospital
Leslie	Texas Children's Hospital
Marilyn	Bronx-Lebanon Hospital Center
Marlene	Jacobi Medical Center
Megan	Westat
Ramona	University of Florida, Jacksonville
Rosetta	Bronx-Lebanon Hospital Center
Samantha	Children's Diagnostic and Treatment Center
Stephanie	University of Miami
Tatania	Tulane University
Tasha	University of Colorado, Denver
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the January 23, 2014 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 5 responses. Some suggested topics for upcoming calls are:

- Puberty and sexuality in youth living with HIV;
- Toxic love and being positive;
- Living healthy with HIV;
- Study visits;
- Medication adherence; and
- Other networks and network CABs.

- **PHACS CAB CHAIR AND VICE CHAIR ELECTIONS**

Delia talked about the PHACS CAB Chair and Vice Chair elections. The Vice Chair has slightly less responsibilities. The Vice Chair position is a good fit for someone who wants to get involved in CAB Leadership but is not quite ready for the Chair role. Megan reviewed the PHACS CAB Chair and Vice Chair Responsibilities Fact Sheet.

Delia talked about her experiences as Vice Chair and Chair. Attending Leadership calls helped Delia learn more about PHACS. Delia became a better public speaker by speaking as the CAB Chair.

Stephanie talked about the voting process. Megan talked about the elections. In March, the CAB will talk about the nomination process. In April, the CAB will review nominations. After the April call, the CAB will vote for Chair and Vice Chair. The new Chair and Vice Chair will be announced in May.

Veronica asked about time commitment. During a typical month, the CAB Chair will put in about 3 hours of work. The Vice Chair will put in about 1 hour a month. The Chair and the Vice Chair will work more time before June and December to work on the PHACS CAB Newsletters. The Chair and Vice Chair will also work longer during Spring and Fall to prepare for and attend the PHACS meetings.

Megan clarified that CAB members are not required to participate on any Working Groups. De`Angelo talked about Working Group and Leadership conference calls. De`Angelo takes information he learns during the calls back to his local CAB. CAB members may contact Megan if they are interested in joining a PHACS Working Group.

Samantha talked about her experience as PHACS CAB Chair. There are many opportunities to learn more about PHACS as the CAB Chair. Past CAB Chairs and CAB members will help support the newly elected CAB Chair and Vice Chair.

- **PHACS CAB MEMBER RESPONSIBILITIES AND EXPECTATIONS**

Delia talked about PHACS CAB member responsibilities and expectations. The CAB Leadership recommended that the CAB create a list of PHACS CAB member responsibilities and expectations. This list will help current CAB members understand their responsibilities and stay active within the CAB. It will also help potential members understand more about the CAB. Delia made recommendations for the list. CAB members should attend monthly PHACS CAB conference calls. CAB members should understand the PHACS CAB mission and purpose. CAB members should contribute to all PHACS CAB activities. The CAB decided to brainstorm responsibilities and expectations with their site CABs. The CAB will talk about this issue again in March.

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

Claire talked about the Health Education and Communication Committee (HECC). Claire talked about the disclosure resource. The resource will be for caregivers living with HIV. All CAB members are welcome to give feedback on the disclosure resource. The HECC is working with an intern, Lauren, on the disclosure resource. Lauren will be helping create coloring books and comic strips for the disclosure resource. Lauren is continuing to work on drafts of the comic strips. Megan and Claire shared the most recent mock-ups with the Young Adult CAB (YACAB). The YACAB gave feedback about the plot and design of the mock-ups. The HECC will discuss the mock-ups at the Spring 2014 Leadership Retreat.

Claire talked about the new PHACS Researcher website. The HECC hopes to share the new website with other networks and the general public. Another intern, Chinyere, is working with the HECC. Chinyere is helping to make a media strategy for PHACS. Chinyere will be reaching out to CAB members to give feedback about the media strategy. The HECC will be sending out a survey about the media strategy.

Megan talked about the CAB Handbook. Megan will present the CAB Handbook to the PHACS Leadership at the Spring 2014 Leadership Retreat. The CAB Handbook will be released at the end of March. The CAB Handbook will have five modules with information about setting up a CAB, CAB structure, communication, meeting content, and health education. CAB members will be able to view and/or download the entire book or by module in PDF form on the new PHACS website. Following the release of the CAB Handbook, the group will also release PowerPoint presentations of each module. This will allow CAB members to present the CAB Handbook information to their site CABs during site CAB meetings.

- **ROUNDTABLE DISCUSSION**

Delia talked about the roundtable discussion series. Many CAB members wanted to have more interactive and personal discussions during CAB calls. Roundtable discussions were suggested to be for CAB members only. The CAB Leadership recommended that these discussions happen 30 minutes before the regularly scheduled PHACS CAB conference calls. The first pre-call roundtable discussion will be on March 27, 2014 from 11:30 AM EST – 12:00 PM EST right before the regularly scheduled PHACS CAB call.

NOTE: The next CAB call will be on Thursday, March 27, 2014 at 12:00 pm EST.