

**CAB Conference Call
May 22, 2014
12:00 EST
Meeting Minutes**

Participants:

Carlos	San Juan Hospital
Carrie	University of Colorado, Denver
Claire	Harvard University
Delia	University of Miami
Dolores	St. Christopher's Hospital for Children
Exzavia	Children's Diagnostic and Treatment Center
Jennifer	University of Colorado, Denver
Juan	University of Puerto Rico
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Latrina	University of Alabama, Birmingham
Kim	Texas Children's Hospital
Krsytal	Harvard
Laurie	FSTRF
Leslie	Texas Children's Hospital
Maribel	University of Puerto Rico
Marilyn	Bronx-Lebanon Hospital Center
Megan	Westat
Rosetta	Bronx-Lebanon Hospital Center
Stephanie	University of Miami
Samantha	Children's Diagnostic and Treatment Center
Tatania	Tulane University
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the April 24, 2014 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 9 responses. Some suggested topics for upcoming calls are:

- Site CAB activities; and
- ADHD.

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

Delia talked about the PHACS CAB Chair and Vice Chair elections. Delia talked about her time as CAB Vice Chair and Chair. The Chair role gave Delia confidence in herself. Delia thanked the CAB. Delia will continue to work with the CAB as a CAB member. Kim was elected Vice Chair. The CAB congratulated Kim. Dolores was elected Chair. The CAB Chair and Vice Chair terms start this month, May 2014, and will end in May 2016.

Megan talked about the elections. Megan, Julie, Delia, and Yuri will meet with Kim and Dolores via conference call. The group will present an orientation of the CAB Chair and Vice Chair roles and responsibilities. Any CAB members interested in participating in the orientation call may contact Megan.

- **PHACS CAB NEWSLETTER, JUNE 2014 EDITION**

Delia talked about the PHACS CAB Newsletter, June 2014 Edition. The CAB voted on a theme of "disclosure" for the newsletter. Megan sent out a several email requests for newsletter submissions. Megan encouraged CAB members to consider submitting anonymous personal testimonials about disclosure for the newsletter. The newsletter will feature additional articles about inadvertent disclosure, PHACS member profiles, a site CAB spotlight on Site 16, recipes, CAB glossary, CAB kids, resources, and other disclosure-related pieces. Newsletter submissions are due by Friday, June 6, 2014.

- **HEALTH EDUCATION AND COMMUNICATION COMMITTEE**

Claire talked about the Health Education and Communication Committee (HECC). Claire talked about the disclosure comics. The comics will be for caregivers living with HIV. The purpose of the disclosure comics is to help caregivers disclose their HIV status to their children. An intern, Lauren, is incorporating final feedback from the HECC and CAB. The comics will also be translated into Spanish. The comics will be available for download on the PHACS website in different formats.

Claire talked about the media strategy. An intern, Chinyere, created an outline for how to better communicate with our target audiences. Claire talked about the focus groups. Claire stated that she conducted the final focus group session last week. The HECC is thinking about new ways to communicate research results within PHACS. The HECC will also focus on providing resources about research in general.

Megan talked about webinars. CAB members and PHACS Leadership have expressed the need to better connect the CAB (including site CABs) with the researchers. The HECC CAB Subcommittee suggested that the CAB consider using webinars during CAB conference calls. Guest speakers would present material through the webinar using PowerPoint, video, and chat. Ideally, the webinars would be recorded. Site CABs could download the recorded webinar and play it during site CAB meetings. The CAB expressed interest in pursuing webinar options. Megan will add a question to the PHACS CAB Evaluation Survey about webinars.

- **PHACS CAB MEMBER ROLES AND RESPONSIBILITIES**

Megan sent out a draft of the "PHACS CAB Member Roles and Responsibilities." This document was created using suggestions from CAB members and site CAB liaisons. CAB members can share the list with new CAB members. The CAB will review and update the list on an annual basis. The list will be posted on the PHACS website.

NOTE: The next CAB call will be on Thursday, June 26, 2014 at 12:00 pm EST.