

**CAB Conference Call
September 25, 2014
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Janelle	University of Miami
Jeanie	University of Southern California, Los Angeles
Jennifer	University of Colorado, Denver
Juan	University of Puerto Rico
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Kim	Rutgers New Jersey Medical School
Kim	Texas Children's Hospital
Laurie	FSTRF
Lesley	Texas Children's Hospital
Mary Anne	Westat
Marlene	Jacobi Medical Center
Megan	Westat
Ramona	University of Florida, Jacksonville
Rosetta	Bronx-Lebanon Hospital Center
Stephanie	University of Miami
Susie	University of Alabama, Birmingham
Tatania	Tulane University
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the August 28, 2014 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 11 responses. Some suggested topics for upcoming calls are:

- The effect that asthma medications have on the body;
- ADHD;
- The ACASI;
- New HIV medications;
- Research updates;
- Educational materials for CAB members; and
- Stigma.

- **PHACS FALL 2014 CAB RETREAT AND NETWORK MEETING**

Megan talked about the PHACS Fall 2014 CAB Retreat and Network Meeting. The CAB Retreat is on October 21, 2014 from 1:00 PM – 6:00 PM EST at the Bethesda Hyatt Regency in Bethesda, MD. The Fall Network Meeting will take place at the same place on October 22-23, 2014. All CAB members have registered for the meeting. Hotel and flight arrangements have been made for all CAB members.

Westat will send CAB attendees a check for the full per diem amount before the start of the meeting. Per diem is the money given to attendees to pay for meals not provided by the meetings and ground transportation. Ground transportation includes travel to and from the meeting and airport. Westat will send a letter with the per diem check that shows the breakdown of expenses. The letter will show how much money has been given for each meal not provided by the meeting. It will also show money given for ground transportation. CAB attendees should cash the check before the meeting. Megan is working with Study Coordinators to figure out the best place to send the per diem checks for the CAB members.

CAB members may use the metro, public transportation, taxi, or Super Shuttle to get to the hotel. Megan will email CAB attendees about transportation options.

CAB members may not be able to check-in right away when they arrive at the hotel. CAB members should ask the hotel staff to show them to the CAB Retreat conference room. CAB members can keep their luggage in the conference room, if needed. CAB members will be able to check-in at the PHACS registration table. Mary Anne from Westat will register CAB members for the meeting. She will also give out the meeting folder packets.

Megan reviewed the agenda for the CAB Retreat. The second page of the agenda has a table to write down CAB members' contact information. Megan talked about the welcome/icebreakers session. Kim and Dolores will present the welcome/icebreaker session. The CAB will split into two groups for the icebreaker. Each person in the group will be given a notecard. On the notecard, CAB members will write a fun fact about themselves. The icebreaker leaders will pass out the cards in random order. The group will take turns guessing each CAB members' story.

Yuri will lead a panel discussion about working with young adults. Several CAB members will participate on the panel. Yuri will present a PowerPoint presentation that has questions for discussion. The panelists will answer the questions and encourage the other CAB members to participate.

Megan talked about ground rules for the CAB Retreat. Some suggested ground rules included silencing phones and respecting each other's opinions. CAB members suggested adding rules about respecting confidentiality and agreeing to disagree.

Megan talked about the informal CAB dinner. CAB members are invited to attend an optional informal dinner at Tommy Joe's after the CAB Retreat. CAB attendees will use their per diem money for the dinner. Megan sent out a website link to the Tommy Joe's menu. CAB members will meet in the hotel lobby at 6:45 PM and walk to Tommy Joe's together.

Megan talked about the CAB session at the Network Meeting. Claire will talk about the new website. Dolores and Kim will review Site CAB Updates. Each CAB attendee was asked to submit responses to "Site CAB Q & A" questions. Megan is putting together all the responses into one document. Each CAB member will get a copy of the document in their meeting folders. During the CAB session at the Network Meeting, Kim and Dolores will review the document with the CAB. Site CAB Update responses are due to Megan by October 6, 2014.

Megan talked about the Community Concerns and Priorities List. The CAB updates the list every year. This list is distributed to all meeting attendees in the meeting folders. Megan sent out the 2014 Community Concerns and Priorities list to the CAB. Megan encouraged CAB members to submit changes/additions for the 2014 list.

Megan talked about an invitation from the Hearing/Language WG. The Hearing/Language WG has invited CAB members to share their experiences with hearing, language, and speech disorders. The WG is looking to share these anonymous CAB testimonials during their WG session at the meeting. CAB members can contact Megan for more information.

Action Items:

- 1. Megan will email CAB attendees about transportation options.**
- 2. CAB members will submit Site CAB Update responses by October 6, 2014.**
- 3. CAB members will submit changes/additions to the 2014 Community Concerns and Priorities List.**

• **UPCOMING CAB CALLS**

Due to scheduling conflicts and the upcoming CAB Retreat and Network Meeting, there will be no CAB call in October 2014. The CAB will instead meet on Thursday, November 6, 2014 at 12:00 PM EST. Due to the Thanksgiving Holiday, the regularly scheduled November call will be rescheduled for Thursday, December 4, 2014 at 12:00 PM EST.

NOTE: The next CAB call will be on Thursday, November 6, 2014 at 12:00 pm EST.