

**CAB Conference Call  
December 5, 2014  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Andrea</b>	Jacobi Medical Center
<b>Carrie</b>	University of Colorado, Denver
<b>Claire</b>	Harvard University
<b>Delia</b>	University of Miami
<b>Dolores</b>	St. Christopher's Hospital for Children
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Jeanie</b>	University of Southern California, Los Angeles
<b>Jennifer</b>	University of Colorado, Denver
<b>Juan</b>	University of Puerto Rico
<b>Juanita</b>	Tulane University
<b>Julie</b>	University of Alabama, Birmingham
<b>Julie</b>	Westat
<b>Kim</b>	Texas Children's Hospital
<b>Laurie</b>	FSTRF
<b>Lesley</b>	Texas Children's Hospital
<b>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Megan</b>	Westat
<b>Rosetta</b>	Bronx-Lebanon Hospital Center
<b>Stephanie</b>	University of Miami
<b>Susie</b>	University of Alabama, Birmingham
<b>Tatania</b>	Tulane University
<b>Theresa</b>	Texas Children's Hospital
<b>Veronica</b>	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the September 25, 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. Megan thanked the CAB for their feedback on the CAB Retreat planning.

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

Megan talked about the PHACS Fall 2014 CAB Retreat and Network Meeting. The CAB Retreat was on October 21, 2014 from 1:00 PM – 6:00 PM EST at the Bethesda Hyatt Regency in Bethesda, MD. The Fall Network Meeting took place at the same place on October 22-23, 2014. Megan thanked the Cab for submitting Fall 2014 CAB Retreat evaluations. The CAB Retreat Planning Committee looks at the evaluations when planning future retreats.

Dolores talked about the Fall 2014 CAB Retreat and Network Meeting. Dolores talked about AMP Up. It would benefit the CAB to learn more about the AMP Up protocol. Some of the presentations were tough to understand. Dolores suggested that handouts for the presentations be given out ahead of time. CAB members could take notes on handouts. Writing notes on the handouts would help CAB members to talk about the slides when asking questions to the research team. In the future, the CAB

should consider reviewing topics such as coping, mental health, and drug and alcohol addiction during CAB retreats. It is very helpful for the CAB to learn about topics through games like the "AMP Up Jeopardy" presentation.

Dolores talked about interpretation services at the retreat and meeting. Because there were no interpretation services at the Network Meeting, Spanish-speaking CAB members could not participate.

Stephanie talked about the retreat and meeting. At past IMPAACT meetings, CAB members were given lay summaries of each presentation. It would be helpful for CAB members to review lay summaries of presentations at future Network Meetings. Megan reminded the CAB that all meeting presentations can be found on the PHACS website.

Kim talked about the retreat and meeting. It would be helpful for the CAB to learn more about the PCPA substudy. Kim talked about Bruce Paster's plenary presentation about oral health. The CAB expressed interest in learning more about oral health.

Theresa talked about the retreat and meeting. Some of the PowerPoint presentations were difficult to read. The Hearing/Language Working Group (WG) session was very interesting, but hard to understand. The CAB was reminded to contact Megan if they would like to participate in a WG.

Veronica encouraged CAB members to share their notes from the retreat and meeting. The CAB will review the Fall 2014 CAB Retreat evaluations during the next conference call.

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

Megan talked about the PHACS CAB Newsletter, December 2014 Edition. The theme for the newsletter is stigma. Megan encouraged the CAB to submit personal testimonials about stigma to the newsletter. The CAB was encouraged to submit articles, poems, recipes, drawings, photos, and site CAB updates to the newsletter. Claire will submit articles about the HECC stigma session and the disclosure workshop. All submissions are due to Megan by Monday, December 8<sup>th</sup>.

- **CAB GOALS FOR 2015**

Megan talked about CAB goals for 2015. Last year, the CAB focused on stigma and disclosure. The CAB decided to continue to focus on stigma in 2015. Kim talked about stigma. It may be helpful to hear about stigma from a psychologist's point of view. Megan encouraged the CAB to submit goals for 2015 in the PHACS CAB Evaluation Survey.

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

Claire gave the HECC update. Claire sent out examples of new participant summaries to the CAB for review. Claire encouraged the CAB to volunteer to give feedback on the new participant summaries. Site 19 volunteered to get feedback on the participant summaries during their next site CAB meeting.

**Action Item: Claire will contact CAB volunteers about giving feedback on the new participant summaries.**

**NOTE: The next CAB call will be on Thursday, December 4, 2014 at 12:00 pm EST.**