

**CAB Conference Call
December 4, 2014
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
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
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	Texas Children's Hospital
Kimberly	New Jersey
Laurie	FSTRF
Lesley	Texas Children's Hospital
Megan	Westat
Raiko	University of Colorado, Denver
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

• **APPROVAL OF MINUTES**

The minutes from the November 6, 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. Megan thanked the CAB for their feedback. PHACS psychologists will talk about ADHD during the February 2015 CAB conference call. Some suggested topics for upcoming calls are:

- Maternal Exposures Working Group (WG);
- Research study updates;
- ADHD;
- Mental health issues and stigma;
- Disclosure;
- Substance use;
- Hepatitis C;
- Adherence; and
- Violence.

- **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. Megan encouraged the CAB to submit articles about World AIDS Day 2014. Claire will submit articles about the HECC stigma session and the disclosure workshop. All submissions are due to Megan by Monday, December 8th.

- **PHACS FALL 2014 CAB RETREAT EVALUATIONS**

Megan talked about the PHACS Fall 2014 CAB Retreat evaluations. Megan reviewed the evaluation summary. Many CAB members liked the WG Updates handout. Megan reminded the CAB that the CAB will review the WG Updates on a future call. Many CAB members liked the Disclosure Workshop. The panel discussion about young adult community involvement was rated highest. Many CAB members enjoyed the AMP Up jeopardy game. Some CAB members suggested that future Study Coordinator Q & A sessions be longer. Megan thanked the CAB for their feedback.

Several CAB members suggested making the CAB Retreat longer. Last month, the CAB suggested that handouts of each Network Meeting presentation be handed out ahead of time. It can be difficult to get copies of finalized presentations ahead of time. The PHACS Leadership suggested that the plenary presentations be given out ahead of time. PHACS Leadership also recommended holding a CAB Q & A session after the Network Meeting. This would allow CAB members to ask questions about the meeting. PHACS Leadership is actively looking for ways to make the Network Meetings more helpful to CAB members.

Megan reminded the CAB that all meeting presentations can be found on the PHACS website.

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

Claire gave the HECC update. Claire talked about the Disclosure comics. The comics are being edited. A new student, Emily, will be working with the HECC in Spring 2015. Emily will be working on creating educational materials about research. Claire encouraged the CAB to volunteer to give feedback about the educational materials about research. Sites 4, 9, 12, 18, & 19 volunteered to give feedback during their next site CAB meetings.

Kim talked about HECC stigma projects. Kim encouraged the CAB to share stigma information with the HECC.

Claire talked about infographics. An infographic is a mix of pictures and words that explain a topic. Claire reviewed an example of an infographic. Infographics will be available in both color and grayscale versions. Claire clarified that future participant summaries may use the infographic design. Other PHACS information may also be presented using the infographic design. Carrie expressed interest in adding an audio part to the infographics. This would allow caregivers to hear the information and see it. It was noted that CAB members may not be interested in taking a hard copy of a participant summary home with them.

NOTE: The next CAB call will be on Thursday, January 22, 2015 at 12:00 pm EST.