

**CAB Conference Call
June 25, 2015
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Carrie	University of Colorado, Denver
Claire	Harvard University
Daryl	Tufts University, School of Medicine
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Jeanie	University of Southern California
Jennifer	University of Colorado, Denver
Julie	University of Alabama
Lesley	University of Alabama, Birmingham
Julie	Westat
Kim	Texas Children's Hospital
Kimberly	Rutgers – New Jersey Medical School
Lauren	Ann and Robert Lurie's Hospital for Children
Laurie	FSTRF
Lesley	Texas Children's Hospital
Megan	Westat
Raiko	University of Colorado, Denver
Stephanie	University of Miami
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the May 28, 2015 call were approved with no changes.

• **PHOTO VOICE PROJECT OVERVIEW**

Daryl talked about the Photo Voice project. Daryl is an intern working with the Health Education and Communication Committee (HECC). Claire talked about the Photo Voice project. The project started with the Young Adult CAB (YACAB). The YACAB came up with a theme for the project: Identity: "I am who I am not because you define me." This theme came about during a discussion about stigma. The YACAB talked about how people may think something about a person just by looking at them. People may not be what/who you see on the surface. For this project, YACAB and CAB members may take photos focusing on the theme. The final product of this project will be a video that will display the photo submissions and captions.

CAB members interested in participating are asked to watch a short video presentation. The video presentation talks about the purpose of the project and gives instructions for how to take and submit photos. CAB members can sign up to participate in the project using a Google Form. Claire will send a link to the Google Form after the call. By signing up to participate in the Photo Voice project, participants are giving PHACS permission to display the photos in the Photo Voice project video. YACAB and CAB members may submit 5-10 photos or videos for the Photo Voice project. The submissions must have a short caption that tells the story behind the photo. The deadline for submissions is July 6th. Once all submissions are received, project participants will have a phone call to talk about the photos.

Julie asked about confidentiality. Claire said that the photos do not need to include any identifying information or images. Photo Voice projects typically show photos as seen through someone else's eyes. CAB members do not need to take pictures of themselves.

- **PHACS CAB NEWSLETTER, JUNE 2015 EDITION**

Megan talked about the newsletter. The newsletter will follow a theme of advocacy, empowerment, and self-love. The newsletter will be released by the end of the month. The newsletter will be released in color and in a printer-friendly version. The CAB will review the newsletter during the July conference call.

- **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the survey. There were 7 responses. Most respondents found the PCPA Substudy review to be helpful. Megan reminded the CAB that the PCPA Substudy team has not yet published their results. The team is still looking at the data from the study.

Megan talked about future CAB Chair and Vice Chair elections. It was suggested that the CAB create pre-qualifications for Chair and Vice Chair nominees. Most CAB members who responded through the survey were in favor of creating pre-qualifications. It was suggested that nominees must have attended 60% of CAB calls in the past year. Megan reminded the CAB that starting with the May 2014 elections, newly elected CAB Chairs are given an orientation to help the new chairs understand their roles and responsibilities. The PHACS CAB Chair and Vice Chair Roles and Responsibilities Fact Sheet may be found on the PHACS website. Additionally, six months after elections, Megan and Claire meet with the chairs individually to talk about their progress. Megan will make a list of pre-qualifications for the CAB to review during the July conference call.

- **PHACS CAB FALL 2015 CAB RETREAT AND NETWORK MEETING**

Megan talked about the PHACS Fall 2015 CAB Retreat and Network Meeting. The retreat and meeting will take place at the Double Tree Hotel in Bethesda, Maryland. The CAB Retreat is scheduled to take place on October 28, 2015, and the Network Meeting is scheduled to take place on October 29-30, 2015. A boxed lunch will be provided during the retreat.

Megan talked about suggestions for the CAB Retreat and Network Meeting. It was suggested that a few PHACS Leadership members lead a wrap-up session at the end of the first day of the meeting. During this session, the Leadership members may give an overview of the day's meeting sessions, answer questions, and prepare the CAB for the second day. It was suggested that the Working Groups (WGs) give a "take-home message" that is specifically relevant to the community before or after their WG presentations.

The HECC CAB Subcommittee will put together another WG updates handout for the CAB. This handout will focus on the information that will be presented during the WG sessions.

Megan invited CAB members to join the CAB Retreat and Network Meeting planning committee. The planning committee will join the HECC CAB Subcommittee in planning for the retreat and meeting. The first meeting is scheduled for Tuesday, July 28th at 10:00 AM EST. CAB members may contact Megan to be added to the email group.

Megan talked about topics for the CAB Retreat. Kim suggested that the CAB talk about long-term effects of ARV medications. Yuri suggested that the CAB talk about advocacy. Delia suggested that the CAB talk about understanding blood work and other study tests.

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

Claire gave the HECC update. Claire talked about the SMARTT whiteboard videos project. A whiteboard video is an animation video. In the video, a voice explains something while a hand is drawing to visually show the concept. The first whiteboard video will follow a droplet of blood from the time that it's collected to when it's used for research. The video will also explain how PHACS publishes results from the study.

- **CAPSULES LIST REVIEW**

Megan talked about the Approved Capsules List. The capsules are current studies in progress. Megan encouraged the CAB to review the list. CAB members can suggest capsules to review through the PHACS CAB Evaluation Survey.

- **BIRTHDAYS**

It was suggested that CAB members volunteer to share their birthdays. The CAB would celebrate upcoming birthdays during CAB conference calls. Megan reminded the CAB that birthdays would only be shared with CAB members.

NOTE: The next CAB call will be on Thursday, July 23, 2015 at 12:00 pm EST.