

**CAB Conference Call  
July 23, 2015  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Claire</b>	Harvard University
<b>Daryl</b>	Tufts University, School of Medicine
<b>Delia</b>	University of Miami
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Jeanie</b>	University of Southern California
<b>Jennifer</b>	University of Colorado, Denver
<b>Lesley</b>	Texas Children's Hospital
<b>Julie</b>	Westat
<b>Kimberly</b>	Rutgers – New Jersey Medical School
<b>Kylie</b>	Texas Children's Hospital
<b>Lauren</b>	Ann and Robert Lurie's Hospital for Children
<b>Laurie</b>	FSTRF
<b>Lesley</b>	Texas Children's Hospital
<b>Megan</b>	Westat
<b>Raiko</b>	University of Colorado, Denver
<b>Ramona</b>	University of Florida, Jacksonville
<b>Stephanie</b>	University of Miami
<b>Theresa</b>	Texas Children's Hospital

• **APPROVAL OF MINUTES**

The minutes from the June 26, 2015 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the survey. There were 6 responses. Many respondents found the capsule list review to be helpful. It was suggested that the CAB review a short description of each capsule during future capsule list reviews.

• **PHOTO VOICE PROJECT OVERVIEW**

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. YACAB and CAB members submitted photos for this project focusing on the theme. The final product of this project is a video. The video shows the photo submissions and captions. Megan sent out the link to the Photo Voice video with the agenda.

Daryl talked about the Photo Voice project. Daryl thanked the CAB for submitting photos for the project. Lesley talked about the Photo Voice project and suggested that there be opportunities for CAB members to participate in future Photo Voice projects. Each photo and caption was submitted by the person who took the pictures.

Jeanie talked about the Photo Voice project. It was suggested that future Photo Voice projects follow different themes. Theresa talked about the Photo Voice project. Many CAB members like the music in

the video. The video currently doesn't mention the PHACS project. This is to protect the confidentiality of the people who participated in the Photo Voice project.

The CAB talked about how to distribute the Photo Voice video. The video will be posted on both PHACS websites. The video may be shown at the PHACS Fall Network Meeting. It was also suggested that it be presented at a conference. It was suggested that the video be sent to each site. The sites could show it at their site CAB meetings and brainstorm how to use it at the site. The video could also be shown at camps for HIV-affected children. It could also be shown in clinic waiting rooms.

CAB members can submit additional comments about the Photo Voice video to Claire and Daryl.

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

Megan talked about the newsletter. The newsletter followed a theme of advocacy, empowerment, and self-love. The newsletter was released in June in both color and in a printer-friendly version. The Spanish version will be released soon. Megan thanked the CAB for contributing to the newsletter. Lesley talked about the newsletter. Many of the articles were very empowering.

- **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. CAB members from the West Coast will be permitted to arrive the day before the CAB Retreat

CAB Meeting attendees should plan to attend the August and September CAB conference calls. The CAB will prepare for the meeting during these calls.

Megan will send out preliminary invitations for CAB members to their Study Coordinators later this week. Online meeting registration through the PHACS website will open in late August. Megan will send individual invitations via email to CAB attendees.

It was suggested that all CAB members be permitted to arrive the day before the CAB retreat in order to help CAB members be better prepared to participate in the half-day long CAB Retreat. Many CAB members felt that it was difficult to fly in and participate in the retreat on the same day. Boxed lunches will be offered during the CAB Retreat. Megan and Julie will talk to PHACS Leadership about the possibility of flying CAB members to Maryland the day before the retreat. CAB members may choose to meet for dinner on their own. There will be no planned informal dinner gathering this year.

Claire talked about potential sessions for the Health Education and Communication Committee (HECC) during the meeting. The HECC and HECC CAB Subcommittee suggested that the HECC have a session with the entire PHACS meetings in the large meeting room. The HECC suggested that the session focus on research team and CAB collaboration. The session could be formatted as a panel discussion. This discussion could help all PHACS team members think about how to collaborate with CAB members. The CAB expressed interest in the HECC session. The CAB also supported the idea of showcasing recent HECC projects to the entire PHACS meeting.

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 28<sup>th</sup> at 10:00 AM EST. CAB members may contact Megan to be added to the email group.

**NOTE: The next CAB call will be on Thursday, August 27, 2015 at 12:00 pm EST.**