

**CAB Conference Call
August 27, 2015
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Claire	Harvard University
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Lesley	Texas Children's Hospital
Jennifer	University of Colorado, Denver
Joel	University of Puerto
Julie	Westat
Julie	University of Alabama
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Laurie	FSTRF
Lesley	Texas Children's Hospital
Mary Anne	Westat
Megan	Westat
Patrice	University of Alabama
Ramona	University of Florida, Jacksonville
Stephanie	University of Miami
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the July 23, 2015 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the survey. There were 7 responses. Topics suggested through the survey included:

- Progress updates;
- Immigration
- Same-Sex marriage;
- Funding for medication and insurance;
- Health topics related to PHACS studies; and
- Mutation, reinfection, and resistance.

• **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.

Megan sent out meeting invitations to CAB members who met the call attendance requirement. CAB members can register for the meeting through the PHACS website. Instructions for how to register for the meeting were included with the meeting invitation email. CAB members may contact Megan registering for the meeting. Registration closes on October 15, 2015. CAB members are also required to sign the Statement of Commitment form with their Study Coordinators. The signed Statement of Commitment forms are due by September 11, 2015.

Westat will begin calling CAB members to make flight and hotel arrangements. Megan reminded the CAB not to book their hotel rooms. Westat will book hotel rooms for all CAB members. This year, CAB attendees will be permitted to arrive the day before the retreat on October 27, 2015. Kim talked about transportation to the hotel. CAB members may contact Megan if they wish to share their flight information and share transportation with other CAB members. Delia reminded the CAB that they may take the metro to the hotel. Megan reminded the CAB that the Bethesda metro stop is a half-mile from the hotel. Megan will review transportation logistics during the September CAB conference call.

Megan talked about the CAB Retreat draft agenda. The CAB Retreat is scheduled to take place on October 28, 2015 from 12:00 – 6:00 PM EST. The first hour of the retreat will include an icebreaker game and a boxed lunch. Megan reminded the CAB that lunch will be served from 12:00 – 1:00 PM. When CAB members arrive at the retreat they will be given a nametag to use for the icebreaker game. CAB members will be asked to write their name and something they love about themselves. The nametag icebreaker game will help break the ice. It may also help spark conversations about self-love during the boxed lunch session.

The HECC CAB Subcommittee will decide on times for the retreat sessions. Following the icebreaker and boxed lunch, the CAB Chairs will present a short welcome presentation. During this session, the CAB Chairs will review the agenda, goals for the retreat, and ground rules.

CAB attendees will be asked to submit a site CAB update. Each site CAB update will be featured in a handout that will be available on the website. It will also be in the CAB meeting packets. The site CAB updates will help structure a site CAB panel discussion. Several CAB members will be invited to serve on the panel. The moderator will guide the panelists and CAB attendees through questions about site CAB involvement.

The retreat will feature a game about the PHACS CAB and advocacy. The CAB will break up into two teams to play the game. The retreat will also feature a Study Coordinator Q & A session. The CAB will meet with the Study Coordinators to talk about how to distribute HECC projects.

It was suggested that one retreat session focus on the topics of long-term survival/living with HIV. The HECC CAB Subcommittee suggested that the CAB organize a post-card activity session to focus on these topics. Each CAB member would be given a large index card. CAB members would draw on one side and write on the other side. CAB members could write about what survival means, what they would write to someone newly diagnosed about survival, what they wish they could write to their past selves about living with HIV, and/or what they would write to the HIV-affected community about survival. After several minutes, CAB members would break out into small groups and share their postcards. Claire suggested that the CAB also consider using the postcard activity to share goals for the next year. Kim suggested that the CAB members place their future goals in a time capsule to be opened up during the Fall 2016 CAB Retreat. The CAB agreed to have a postcard activity session.

Claire talked about a possible session for the CAB retreat. CAB members would think about an experience and write about it. After writing about the experience, the CAB would draw the experience. The CAB would then talk about their experiences. They would also talk about how the exercise made them feel. This exercise can help people reflect on an experience in multiple ways. Yuri suggested that this session focus on experiences with disclosure. Veronica suggested that this session focus on experiences with study visits. The CAB will vote on the topic for this session through the PHACS CAB Evaluation Survey.

Megan talked about goals for the CAB Retreat. CAB members may suggest goals through the PHACS CAB Evaluation Survey. Goals will be finalized during the September CAB conference call.

Megan talked about Working Group (WG) updates. Last year, each WG answered questions about their group for the CAB. Their responses were featured in a WG updates presentation during the Fall 214 CAB Retreat and a handout in the CAB meeting folders. The updates were also featured in the CAB Newsletter, December 2014 Edition. This year, the CAB expressed interest in asking the WGs specifically about their WG sessions that will be presented during the Network Meeting. CAB members may suggest questions for the WGs through the PHACS CAB Evaluation Survey.

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 next meeting is scheduled for Tuesday, September 1st 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, September 24, 2015 at 12:00 pm EST.