

**CAB Conference Call
September 24, 2015
12:00 EST
Meeting Minutes**

Participants:

Candy	University of Colorado, Denver
Carrie	University of Colorado, Denver
Claire	Harvard University
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Lesley	Texas Children's Hospital
Joel	University of Puerto
Juanita	Tulane University
Julie	Westat
Julie	University of Alabama
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Lauren	Ann and Robert Lurie Children's Hospital
Laurie	FSTRF
Lesley	Texas Children's Hospital
Mary Anne	Westat
Megan	Westat
Norma	Texas Children's Hospital
Ramona	University of Florida, Jacksonville
Stephanie	University of Miami
Tatania	Tulane University
Trance	Tulane University
Theresa	Texas Children's Hospital
Veronica	University of California, San Diego
Yuri	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the August 27, 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:

- Understanding points of view; and
- Healthy conversation.

Megan talked about Working Group (WG) updates for the PHACS Fall 2015 Network Meeting. Megan reminded the CAB that WG updates will be put together in a handout. The handout will be in the CAB meeting folders and posted on the website. Megan thanked the CAB for suggesting questions for the WGs through the PHACS CAB Evaluation Survey.

• 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 talked about transportation and per diem. Westat will send CAB attendees a check for the full per diem amount before the start of the meeting. Per diem is the money given to attendees to pay for meals not provided by the meetings and ground transportation. Ground transportation includes travel to and from the meeting and airport. Westat will send a letter with the per diem check that shows the breakdown of expenses. The letter will show how much money has been given for each meal not provided by the meeting. It will also show money given for ground transportation. CAB attendees should cash the check before the meeting.

CAB members may use the metro, public transportation, taxi, or Super Shuttle to get to the hotel. The hotel also provides a shuttle to and from the Bethesda metro station. CAB members should call the hotel to set up shuttle transportation. Megan will email CAB attendees about transportation options.

Delia 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.

Julie reminded the CAB that hotel check-in time is 3:00 PM EST. CAB members may not be able to check-in right away when they arrive at the hotel. CAB members may ask the hotel staff to safely store their luggage until check-in.

Veronica asked about hotel credit card "hold" charges. Mary Anne reminded the CAB that the hotel will not be asking for credit cards from CAB members.

Megan thanked the CAB for submitting CAB Retreat goals through the PHACS CAB Evaluation Survey. Suggested goals included:

- Continue teamwork;
- Work together;
- Leave with more knowledge than we came with;
- Network with other CAB members and staff from sites;
- Share different methods and skills;
- Provide participant feedback; and
- Strengthen our leadership to improve the PHACS CAB and PHACS project.

Megan reviewed the agenda for the CAB Retreat. The second page of the agenda has a table to write down CAB members' contact information.

The CAB Retreat will take place from 12:00 PM – 6:00 PM EST in Ballroom D. Before the retreat, CAB members should stop by the PHACS registration desk in the hotel lobby to get their meeting folders. Meeting registration will open at 11:00 AM EST. The boxed lunch session will start right at 12:00 PM EST.

Megan talked about the postcard activity session. This session will focus on the topics of long-term survival/living with HIV. Each CAB member will be given a large index card. CAB members should 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 will break out into small groups and share their postcards. CAB members will also be given the opportunity to share goals for the next year on separate postcards. Goals may be submitted into the CAB "time capsule." Kim suggested that CAB members decorate and fill the time capsule with site-specific decorations and activities.

Claire talked about the storytelling session. CAB members will start by thinking about an experience. CAB members will write the story and draw the story. This exercise can help people reflect on an experience in multiple ways. It was suggested that the exercise focus on disclosure, experiences during study visits, or both topics combined. The CAB recommended that topics of disclosure and experiences during study visits be kept separately. Several CAB members expressed an interest in focusing the session on disclosure. Megan reminded the CAB that a disclosure workshop was featured during the Fall 2014 CAB Retreat. Veronica suggested that the session focus on a broader topic since disclosure may not be a comfortable topic for all CAB members. Claire and Megan will discuss CAB feedback and choose an all-inclusive topic.

- **UPCOMING CAB CALLS**

The CAB decided to cancel the October CAB conference call because of the Fall 2015 CAB Retreat and Meeting.

NOTE: The next CAB call will be on Thursday, December 10, 2015 at 12:00 pm EST.