

**CAB Conference Call
June 23, 2016
12:00 EST
Meeting Minutes**

Participants:

Alexandria	FSTRF
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Jennifer	University of Denver, Colorado
Joel	University of Puerto Rico
Julie	University of Alabama, Birmingham
Julie	Westat
Kimberly	Rutgers University Medical Center
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Lesley	Texas Children's Hospital
Marilyn	Bronx-Lebanon Hospital Center
Megan	Westat
Raiko	University of Colorado, Denver
Ramona	University of Florida, Jacksonville
Stephanie	University of Miami
Stephanie	University of California, San Diego
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the May 19, 2016 call were approved with no changes.

• **CURRENT PHACS CAB NEEDS**

Megan talked about the survey. There were 10 responses. Topics suggested through the survey included:

- Metabolic research data for AMP and AMP Up;
- Fundraising opportunities;
- Data from the PHACS assessments;
- Vitamins and HIV health;
- Long-term survival events;
- Other research studies;
- How other study visits compare to PHACS; and
- Study visit scheduling.

• RESOURCE FOR CAB MEETING ATTENDEES

Megan talked about creating a resource for CAB meeting attendees. **Megan** will put together a presentation and handout for the CAB meeting folders. The presentation will take place during the August CAB call. **Megan** asked the CAB about what information to put in the resource. **Marilyn** suggested that travel information be included. **Lesley** suggested that the resource include opportunities to connect with CAB members outside of the meeting. It was suggested that CAB members visit the NIH. The CAB expressed interest in learning about NIH's role on PHACS. **Megan** explained that the meeting takes place all day over two days. It was suggested that the CAB consider setting up a "meet and greet" with NIH staff sometime during the meeting. **Lesley** suggested that a possible "meet and greet" include all PHACS leadership.

Megan talked about feedback during the meeting. It was suggested that the resource include information about how to speak up during the meeting. It was suggested that the resource include different ways to give feedback during the meeting. This could include texting questions to **Megan, Kim,** and/or **Lesley**. CAB members may also ask questions to guest speakers after their presentations. **Megan** can also email questions after the meeting. **Stephanie** reminded the CAB that CAB members may be willing to ask questions for others who don't want to speak. **Lesley** suggested that the CAB remind researchers of the CAB's purpose at the meeting. CAB members come to the meetings to give community input into PHACS. It was suggested that this be included with the "PHACS CAB Community Concerns and Priorities" list.

It was suggested that the resource include quick tips for CAB members. Quick tips could include ways to best participate in the meeting. It was suggested that the CAB come up with questions for the Working Group (WG) presentations. The CAB could give their questions to the presenters before the meeting. **Megan** reminded the CAB that the CAB Retreat will take place after the meeting this year. The CAB decided to look at the WG agendas during the August CAB call.

• PHACS CAB NEWSLETTER, JULY 2016 EDITION

Megan talked about the PHACS CAB Newsletter, July 2016 Edition. The theme of the newsletter is "Community Involvement." All newsletter submissions are due by July 6, 2016. The newsletter will feature an article about community. CAB members suggested words and phrases for the article. Suggestions included:

- A oneness of a group of people that service each other;
- Working together;
- Community;
- Sharing common goals;
- Coming together for your community;
- Sharing information;
- A village of support

The CAB talked about a newsletter article about where CAB members find love and strength in the community. **Megan** encouraged CAB members to submit responses for both articles through the PHACS CAB Evaluation Survey.

- **VIDEO FILMING AT THE FALL 2016 NETWORK MEETING**

Megan talked about the possibility of a filmmaker coming to the Fall 2016 Network Meeting. The filmmaker may make videos of the Network Meeting and CAB Retreat. The filmmaker may also film interviews of PHACS researchers and CAB members. The videos would potentially be used to create future PHACS Health Education and Communication Committee (HECC) projects. **Kim** suggested that the filmmaker be very respectful of CAB members' privacy. CAB members can submit thoughts about this activity through the PHACS CAB Evaluation Survey.

NOTE: The next CAB call will be on Thursday, July 28, 2016 at 12:00 pm EST.