

**CAB Conference Call  
August 25, 2016  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Alexandria</b>	FSTRF
<b>Andrea</b>	Jacobi Medical Center
<b>Brandon</b>	University of Florida, Jacksonville
<b>Claire</b>	Harvard University
<b>Delia</b>	University of Miami
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Jeanie</b>	University of Southern California
<b>Joel</b>	University of Puerto Rico
<b>Juanita</b>	Tulane University
<b>Julie</b>	University of Alabama, Birmingham
<b>Kimbrae</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Lesley</b>	Texas Children's Hospital
<b>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Mary Anne</b>	Westat
<b>Megan</b>	Westat
<b>Stephanie</b>	University of California, San Diego
<b>Tatania</b>	Tulane University
<b>Theresa</b>	Texas Children's Hospital
<b>Trinise</b>	Tulane University

- **APPROVAL OF MINUTES**

The minutes from the August 25, 2016 call were approved with no changes.

- **PHACS FALL 2016 NETWORK MEETING AND CAB RETREAT**

**Megan** talked about the PHACS Fall 2016 Network Meeting and CAB Retreat. The Network Meeting is scheduled for September 19 -20, 2016 at the Hyatt Regency in Bethesda, Maryland. The CAB Retreat is scheduled for September 21, 2016.

**Megan** reviewed the PHACS Fall 2015 Network Meeting and CAB Retreat Presentation ([https://phacsstudy.org/cms\\_uploads/CAB%20Call%20Documents/Fall\\_2016\\_Network\\_Meeting\\_and\\_CAB\\_Retreat.pdf](https://phacsstudy.org/cms_uploads/CAB%20Call%20Documents/Fall_2016_Network_Meeting_and_CAB_Retreat.pdf))

The Fall Network Meeting provides face-to-face opportunity for researchers for community members to work together on PHACS project. The CAB's purpose is to represent the community and learn about PHACS. The CAB also can give feedback to researchers and share information from the meeting with their local community.

**Megan** talked about meeting logistics. CAB members will arrive on Sunday, September 18, 2016. CAB members will be invited to an optional informal dinner gathering on Sunday night. CAB members are also expected to attend all meeting sessions. Westat Travel will contact CAB members to arrange flights. Westat booked hotel rooms for all CAB members. CAB members will also receive per diem money in the mail before the meeting. Per diem is money for ground transportation to and from the meeting or airport as well as money for meals not provided by the meeting. Details about transportation logistics can be found in the link to the presentation above.

**Megan** talked about tips for feedback. CAB members are encouraged to ask questions and give feedback after presentations. CAB members should consider spreading out in the meeting room. CAB members should consider writing down questions/comments during sessions. CAB members can also pass questions to CAB leadership during meeting sessions.

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

**Claire** introduced filmmaker, **Staffan**. **Staffan** has made videos about HIV for over 30 years. He will be filming parts of the Network Meeting and CAB Retreat. Meeting attendees who are interested in participating in the video will have many ways to participate including 1-on-1 interviews.

**Staffan** explained that only people who want to be in the video will be filmed. No one will be filmed without their permission. PHACS will own all the video footage. PHACS will also approve the videos before they are finished.

**NOTE: The next CAB call will be on Thursday, September 22, 2016 at 12:00 pm EST.**