

**CAB Conference Call
December 8, 2016
12:00 EST
Meeting Minutes**

Participants:

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

- **APPROVAL OF MINUTES**

The minutes from the October 27, 2016 call were approved with no changes.

- **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the survey. There were 4 responses.

- **ANNUAL SITE CAB TRAINING PROJECT**

Megan talked about the Annual Site CAB Training project. The CAB had previously decided to put together an annual training for site CABs. The training would be a resource that site CABs would review once a year. It could also be reviewed with new CAB members. The training would serve as a means for site CABs to refocus on the purpose of the CAB's involvement in PHACS. It would also help site CABs to learn about PHACS' progress within the last year.

Megan asked the CAB about what basic information about PHACS should be included in the training. **Stephanie** suggested that the training include information on who makes the decisions about what topics to research in PHACS. There should be information on PHACS resources. There should also be information about how to join PHACS committees and Working Groups (WG).

It was suggested that the training include information on the manuscript writing process. Several CAB members suggested that the training include what it means to be a PHACS participant. **Theresa** suggested that the training explain some of the tests that are done in PHACS. It was suggested that the training include information from the informed consent. It could also include information about general rights of study participants. The training should also include information about the importance of CABs in research. **Raiko** suggested that the training include information on how study results are given to participants. It was suggested that the training provide information on confidentiality. **Julie** suggested that the training link to information in the CAB Handbook.

Megan talked about annual updates to include in the training. **Veronica** suggested that the training include information on studies that are currently enrolling. It may also be helpful to include information about new HECC projects and research summaries. **Theresa** suggested that the training include annual updates from the WGs. It should also talk about concepts that are in progress. It was suggested that the end of the training include an area for site CABs to add their site-specific information.

Veronica suggested that after the training is released, the CAB put together a list of potential guest speakers that could review the topics during a PHACS CAB call or a site CAB meeting. It may also be helpful to make a list of current topics that are being studied in PHACS. Site CABs could review the topics at their site CAB meetings.

Theresa suggested that the training be in the form of a video. Site CABs could use the video to recruit members. It could also review site CABs' missions and confidentiality policies.

- **PHACS CAB NEWSLETTER, JANUARY 2017 EDITION**

Megan talked about the PHACS CAB Newsletter, January 2017 Edition. The theme for the newsletter is "New Beginnings." The newsletter will feature personal stories about new beginnings. The CAB talked about the meaning of new beginnings. **Stephanie** explained that new beginnings could be about something in one's life or about creating a new beginning for someone else. **Megan** encouraged CAB members to submit articles for the newsletter.

- **WORLD AIDS DAY**

The CAB reviewed World AIDS Day activities at their sites and within their families.

NOTE: The next CAB call will be on Thursday, January 26, 2017 at 12:00 pm EST.