

**CAB Conference Call  
February 23, 2017  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Alexandria</b>	FSTRF
<b>Amy</b>	University of California, San Diego
<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>Gena</b>	University of Miami
<b>Jennifer</b>	University of Colorado, Denver
<b>Joel</b>	University of Puerto Rico
<b>Juanita</b>	Tulane University
<b>Julie</b>	University of Alabama, Birmingham
<b>Julie</b>	Westat
<b>Kimberly</b>	Rutgers New Jersey Medical School
<b>Kimbrae</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Lesley</b>	Texas Children's Hospital
<b>Lourdes</b>	San Juan Hospital
<b>Megan</b>	Westat
<b>Raiko</b>	University of Colorado, Denver
<b>Stephanie</b>	University of California, San Diego
<b>Trinise</b>	Tulane University

• **APPROVAL OF MINUTES**

The minutes from the January 26, 2017 call were approved with no changes.

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

**Claire** talked about the HECC. The HECC is finalizing the CAB film. The film is about 5 minutes long. The film includes individual interviews with CAB members. It also include footage from the CAB group discussion about story circles. **Claire** asked the CAB about how to disseminate the CAB film.

The CAB talked about the CAB film. **Stephanie** talked about disseminating the CAB film. It may be helpful to show the video at study visits. It could help encourage caregivers to join their site CABs. It may also help caregivers feel less alone. It was also suggested that the film be shown at HIV/AIDS conferences around the country. **Kim** suggested showing the film in countries around the world. It may also be helpful to show the film to potential donors. **Claire** explained that many of the films may be shown to donors.

**Exzavia** talked about disseminating the CAB film. **Exzavia** suggested that CAB members show the film at their site CAB meetings, and get feedback from site CAB members. The video helps show the support network within the PHACS CAB.

**Claire** talked about the film interviews. The HECC will feature many film quotes from the films on the PHACS website. **Claire** asked the CAB about which quotes to feature on the CAB sections of the website. **Kim** suggested using quotes that talk about encouragement and empowerment. **Lesley** suggested using quotes about parenting. **Brandon** suggested using inspirational and motivational quotes. **Stephanie**

suggested featuring quotes from the CAB group discussion. **Lesley** suggested using quotes about stigma. It may be helpful to feature quotes from CAB members and staff members. **Brandon** suggested using quotes that focus on topics outside of HIV.

- **PHACS CAB EVALIATION SURVEY RESULTS**

**Megan** talked about the survey. There were 6 responses. Most CAB members liked the Women's Cohort discussion. **Megan** encouraged CAB members to respond to the monthly surveys.

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

**Kim** talked about the PHACS CAB Newsletter, January 2017 Edition. The theme for the newsletter was "New Beginnings." The newsletter featured personal testimonials about new beginnings, site CAB updates, and articles about World AIDS Day 2016. **Megan** thanked the CAB for contributing to the newsletter.

- **CALL ATTENDANCE REQUIREMENT REMINDER**

**Megan** talked about CAB call attendance requirements for the PHACS Fall 2017 CAB Retreat and Network Meeting. The CAB Retreat and Network Meeting is scheduled for September 24-26, 2017. Starting with the December 2016 conference call, PHACS CAB attendees must attend 60% of monthly CAB calls in order to be eligible to go to the retreat and meeting. This means CAB attendees must call in to four monthly calls from December 2016 through June 2017. CAB attendees will be picked in July. CAB attendees must also attend the July and August 2017 calls. This will help attendees prepare for the meeting and retreat. There will be exceptions made as needed for unavoidable barriers. **Megan** reminded the CAB that the call attendance requirement determines eligibility for the meeting. This does not guarantee an invitation. This is due to funding availability.

- **SITE CAB SHARING**

**Kim** talked about her recent site CAB meeting. The site CAB at Texas Children's Hospital talked about giving thanks. The site CAB members and staff members shared about their experiences supporting each other. The staff thanked the site CAB for their support in helping with the PHACS project. **Kimberly** talked about her recent site CAB meeting. The site CAB at Rutgers New Jersey Medical School talked about Valentine's Day and Black History Month. The CAB talked about the history of Rutgers New Jersey Medical School.

- **SITE CAB BARRIERS AND CHALLENGES**

**Brandon** talked about challenges at site CABs. A barrier for many sites can include lack of funding. **Brandon** talked about keeping site CAB members engaged. It can help to appoint a leader that site CAB members respect and trust. **Exzavia** talked about challenges at site CABs. It can be helpful to do teamwork exercises with site CAB members and staff members. It can also be helpful to share stories. Story sharing helps CAB members connect with each other and feel more comfortable. **Stephanie** talked about being an advocate. Many people don't feel comfortable speaking up. CAB members can speak up and be advocates for those who don't feel comfortable disclosing their statuses.

**Stephanie** talked about alternative approaches to site CAB meetings. Some CAB members may feel uncomfortable talking only about HIV. It may be helpful to have other activities at CAB meetings to help CAB members bond and feel more comfortable with each other. Some site CABs have seasonal parties, participate in outdoor activities, and/or host family events.

**Gina** talked about meeting new participants. It can be helpful to connect with a new participant or CAB member on a personal level. Build trust with participants by sharing your experiences.

**NOTE: The next CAB call will be on Thursday, March 23, 2017 at 12:00 pm EST.**