

**CAB Conference Call
August 24, 2017
12:00 EST
Meeting Minutes**

Participants:

Alex	FSTRF
Brandon	University of Florida, Jacksonville
Claire	Harvard University
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Gena	University of Miami
Jennifer	San Juan Hospital
Jennifer	University of Colorado, Denver
Joel	University of Puerto Rico
Julie	University of Alabama, Birmingham
Julie	Westat
Kimberly	Rutgers New Jersey Medical School
Kimbrae	Texas Children's Hospital
Lesley	Texas Children's Hospital
Lourdes	San Juan Hospital
Marilyn	Bronx-Lebanon Hospital Center
Mary Anne	Westat
Megan	Westat
Raiko	University of Colorado, Denver
Rosetta	Bronx-Lebanon Hospital Center
Stephanie	University of California, San Diego
Stephanie	University of Miami
Theresa	Texas Children's Hospital
Zena	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the July 27, 2017 call were approved with no changes.

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

Megan reviewed the PHACS Fall 2017 Network Meeting and CAB Retreat presentation. The Network Meeting is scheduled for September 25-26, 2017. The meeting will take place at the Hilton Washington, DC/Rockville in Rockville, Maryland. The CAB Retreat is scheduled for September 27, 2017.

Megan reviewed the PHACS Fall 2017 Network Meeting and CAB Retreat presentation. The Fall Network Meeting provides face-to-face opportunity for researchers and community members to work together on the PHACS project. The CAB's purpose for attending the meeting 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 24, 2017. CAB members will attend a brief welcome session in the hotel lobby on Sunday at 6:00 PM. 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.

Megan talked about tips for feedback. CAB members are encouraged to ask questions. They are also encouraged to 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.

The CAB will have reserved tables during lunch breaks. CAB members will talk about questions and feedback from the morning sessions. CAB members are encouraged to write down questions and feedback throughout the meeting.

Megan asked the CAB about whether to schedule a CAB session immediately after Day 2 of the Network Meeting. The CAB decided to schedule a meeting from 3:00 PM – 3:25 PM.

The CAB Retreat will take place on September 27, 2017 from 8:00 AM – 1:00 PM. Sessions will include:

- Review of bracelet activity;
- Network Meeting debrief/drafting questions for the Q & A call;
- Storytelling – empowerment through storytelling;
- Storytelling – sharing stories through the media;
- Navigating the PHACS website; and
- Goals and future planning for the PHACS CAB.

NOTE: The next CAB call will be on Thursday, September 27, 2017 at 12:00 pm EST.