

**CAB Conference Call  
October 26, 2017  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Alex</b>	FSTRF
<b>Andrea</b>	Jacobi Medical Center
<b>Brandon</b>	University of Florida, Jacksonville
<b>Claire</b>	Harvard University
<b>Gena</b>	University of Miami
<b>Grace</b>	Westat
<b>Jeanie</b>	University of Southern California
<b>Jennifer</b>	University of Colorado, Denver
<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>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Megan</b>	Westat
<b>Rosetta</b>	Bronx-Lebanon Hospital Center
<b>Shannon</b>	University of Alabama, Birmingham
<b>Stephanie</b>	University of California, San Diego
<b>Theresa</b>	Texas Children's Hospital
<b>Trinise</b>	Tulane University
<b>Veronica</b>	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the September 28, 2017 call were approved with no changes.

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

**Claire** talked about the Health Education and Communication Committee (HECC). **Claire** talked about the PHACS Puerto Rico hurricane relief efforts. PHACS created an Amazon registry. Anyone can visit the Amazon registry page and buy items to help the hurricane relief efforts. Nearly 1,500 items were donated so far. PHACS is currently working on shipping the items to Puerto Rico.

**Claire** talked about the HECC team session at the Network Meeting. The team gave feedback about the informed consent whiteboard videos project. Many CAB and YACAB members attended the session. The discussion focused on consenting for DNA studies. **Claire** and **Megan** sent feedback from the session to Booster Shot Media. Booster Shot Media is working on an updated draft of the storyboard for the videos.

**Claire** talked about the PHACS Film Series. The "Faces of PHACS" young adult documentary was accepted at the American Public Health Association's Global Health Film Festival.

**Claire** thanked **Alexis, Gamon, Kim, Kylie,** and **Stephanie** for their participation in the HECC Working Group (WG) panel discussion about disclosure. **Claire** thanked the CAB for their help planning the session.

## • PHACS FALL 2017 CAB RETREAT - FEEDBACK

**Megan** reviewed the evaluations from the PHACS Fall 2017 CAB Retreat. **Megan** talked about the bracelet activity. Most CAB members enjoyed the bracelet activity. Many CAB members suggested doing the bracelet activity again next year. **Megan** suggested that the CAB consider reviewing the instructions for the bracelet activity on a CAB call before the meeting. This will help CAB members be more prepared during the meeting.

**Megan** talked about meeting during lunch at the Network Meeting. Many CAB members liked meeting during lunch. Many CAB members suggested keeping the lunch meetings informal in the future.

**Megan** reviewed the CAB Retreat sessions. Many CAB members liked the goals/future planning session led by Brandon. It was noted that the YouTube videos were very inspirational. CAB members enjoyed listening to each other's stories.

**Megan** talked about the timing of the CAB Retreat. Many CAB members suggested that the CAB Retreat take place over a whole day. The half-day retreat often feels rushed. Some CAB members suggested adding more breaks during the retreat.

**Megan** reviewed ideas for future retreat. Suggested topics included:

- Journal writing;
- How to be a peer educator/supporter;
- Communication strategies;
- Active listening skills; and
- Leadership and public speaking.

**Megan** talked about general comments. Some CAB members suggested that the retreat include more free time. Many CAB members suggested setting time limits for storytelling sessions. **Exzavia** suggested future meetings include a meet and greet session on the first evening.

## • WOMEN'S COHORT FEEDBACK

**Stephanie** talked about the Women's Cohort. The CAB did not have enough time to review all feedback for the Women's Cohort during the CAB Retreat. **Stephanie** asked the CAB about additional feedback for the Women's Cohort. **Rosetta** talked about mental health issues in women. It can be helpful for women to talk about their stories. It can also be helpful to seek help from mental health professionals.

## • PHACS CAB NEWSLETTER, JANUARY 2018 EDITION

**Stephanie** talked about the upcoming PHACS CAB Newsletter, January 2018 Edition. **Stephanie** talked about the theme. **Stephanie** and **Brandon** suggested that the theme focus on breaking the status quo and/or helping others. **Megan** reminded the CAB to vote on the theme through the PHACS CAB Evaluation Survey. **Megan** will send out an email announcing the theme. All newsletter submissions are due by January 8<sup>th</sup>.

## • NOVEMBER/DECEMBER CAB CONFERENCE CALLS

Due to the November/December holidays, the CAB voted to combine the November/December CAB conference into one call scheduled for Thursday, December 7<sup>th</sup> at 12:00 PM EST.

**NOTE: The next CAB call will be on Thursday, December 7, 2017 at 12:00 pm EST.**