

**CAB Conference Call  
January 25, 2018  
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>Delia</b>	University of Miami
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Jeanie</b>	University of Southern California
<b>Jennifer</b>	University of Colorado, Denver
<b>Jennifer</b>	San Juan Hospital
<b>Joel</b>	University of Puerto Rico
<b>Julie</b>	University of Alabama, Birmingham
<b>Julie</b>	Westat
<b>Kimbrae</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Latonia</b>	University of Illinois, Chicago
<b>Lesley</b>	Texas Children's Hospital
<b>Lourdes</b>	San Juan Hospital
<b>Marilyn</b>	Bronx-Lebanon Hospital Center
<b>Megan</b>	Westat
<b>Mildred</b>	Bronx-Lebanon Hospital Center
<b>Monica</b>	Texas Children's Hospital
<b>Raiko</b>	University of Colorado, Denver
<b>Rosetta</b>	Bronx-Lebanon Hospital Center
<b>Stephanie</b>	University of California, San Diego
<b>Theresa</b>	Texas Children's Hospital
<b>Veronica</b>	University of California, San Diego
<b>Zena</b>	University of Miami

• **APPROVAL OF MINUTES**

The minutes from the December 7, 2017 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY**

**Megan** talked about the December PHACS CAB Evaluation Survey. **Megan** thanked the CAB for submitting responses for the Women's Health team.

**Megan** talked about the call attendance requirements for the PHACS Fall 2018 CAB Retreat and Network Meeting. The CAB Retreat and Network Meeting will be on September 17-19, 2018. Starting with the December 2017 conference call, PHACS CAB attendees must attend 70% of monthly CAB calls. This attendance is required in order to be eligible to go to the retreat and meeting. This means CAB attendees must call in to five monthly calls from December 2017 through June 2018. This is one more call than the last two years. CAB attendees will be decided in July. CAB attendees must also attend the July and August 2018 calls. The July and August 2018 calls 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 applies to eligibility for the meeting. This does not guarantee an invitation. This is due to funding availability.

**Megan** reminded the CAB that suggested topics for CAB calls do not always need to be scientific. CAB members can suggest discussion topics to talk about among the CAB members.

**Megan** talked about the "Storyline" call. Several years ago, **Megan** and **Claire** hosted a separate CAB call called a "Storyline" call. The purpose of the call was to connect CAB members outside the monthly CAB conference calls. CAB members were invited to this separate call to share stories and support. The storyline calls were eventually cancelled. This is because not many CAB members attended the calls. **Stephanie** explained that it was suggested at the Fall 2017 CAB Retreat that the CAB start the storyline calls again. **Stephanie** suggested that CAB members vote through the PHACS CAB Evaluation Survey regarding whether to restart the storyline calls.

**Stephanie** talked about ways for CAB members to connect. **Marilyn** reminded the CAB that they can talk through the WhatsApp messenger app on a smart phone. **Stephanie** reminded CAB members to contact Megan to be added to the WhatsApp group. **Megan** talked about the discussion forum on the PHACS website. The PHACS website has a discussion forum for CAB posts (<https://my.phacsstudy.org/forum#/categories/cab-related-posts>). The CAB forum can be seen by CAB members only. CAB members can have private discussions that can only be seen by CAB members and website administrators. **Theresa** suggested that PHACS consider adding a photo option to the forum. **Stephanie** encouraged CAB members to register as a CAB member on the PHACS website. Only registered CAB members can use the forum.

- **"BURNOUT" DISCUSSION**

**Brandon** talked about feeling "burned out." Feelings of "burnout" can happen in HIV research and living with HIV. **Brandon** encouraged CAB members to support each other when experiencing burnout. CAB members shared about their personal experiences with burnout.

- **PHACS CAB NEWSLETTER, JANUARY 2018 EDITION**

**Megan** talked about the PHACS CAB Newsletter, January 2018 Edition. The theme was "Above and Beyond." The newsletter will be sent out on February 1, 2018.

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

**Megan** talked about the HECC. The HECC met last week. The team talked about ideas for the International AIDS Conference. The team brainstormed ways the HECC could participate in the conference such as setting up a panel on maternal disclosure. The HECC may explore this option in the future. The HECC submitted an abstract to the PHACS Scientific Leadership Group (SLG) for review. The abstract is about maternal disclosure within PHACS. The HECC will submit the abstract to the International AIDS Conference once approved by the SLG. **Megan** encouraged interested CAB members to apply for a scholarship to attend the International AIDS Conference. This conference is not funded or supported by PHACS.

**NOTE: The next CAB call will be on Thursday, February 22, 2018 at 12:00 pm EST.**