

**CAB Conference Call
July 26, 2018
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Brandon	University of Florida, Jacksonville
Carrie	University of Colorado, Denver
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Gena	University of Miami
Jeanie	University of Southern California
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Latonia	University of Illinois, Chicago
Laura	University of Florida, Jacksonville
Lesley	Texas Children's Hospital
Liz	Harvard University
Megan	Westat
Morten	Bronx-Lebanon Hospital Center
Paolin	University of Colorado, Denver
Raiko	University of Colorado, Denver
Stephanie	University of Miami
Theresa	Texas Children's Hospital
Trinise	Tulane University

• **APPROVAL OF MINUTES**

The minutes from the June 28, 2018 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY**

Megan talked about the June PHACS CAB Evaluation Survey. There were 8 responses. Topics suggested through the survey included:

- Nutrition;
- Aging;
- Self-care practices for people living with HIV;
- CAB Handbook;
- Exploring communication platforms;
- New studies in PHACS; and
- Advances in ARV drugs.

Megan talked about topic suggestions. **Megan** talked about ways to share self-care practices. **Theresa** suggested that a guest speaker present about self-care. **Kim** suggested that the Nutrition, Growth, and

Metabolism WG present to the CAB about nutrition. **Delia** suggested that CAB members check in with each other through the WhatsApp messenger.

It was suggested that the CAB review the CAB Handbook on a future call. The CAB Handbook has resources about creating and maintaining site CABs. **Gena** talked about site CAB bi-laws. **Gena** asked the CAB about what bi-laws are being used at the PHACS site CABs. **Jeanie** talked about site CAB bi-laws. It is important for every member to agree on the bi-laws. **Morten** talked about site CAB bi-laws. Respect is important. When making bi-laws, it can be helpful to get suggestions from all members. Everyone should have a turn. Some CABs may elect a leader. A CAB leader can help run meetings. **Kim** talked about site CAB bi-laws. It important to make site CAB meetings private. **Latonia** talked about site CAB bi-laws. A CAB can feel like a family. It is important to protect confidentiality.

Megan reviewed responses from the plus/delta exercise. **Megan** thanked the CAB for their responses. CAB members were encouraged to continue to submit anonymous plus/delta responses through the survey.

• PROJECT BRAINSTORM

Megan talked about CAB projects. Past CAB projects have included the CAB Handbook, a disclosure resource, and the Network Meeting overview presentation. The CAB has also worked on many projects with the Health Education and Communication Committee (HECC). The CAB is looking to start the next CAB project. The CAB will spend time during the CAB Retreat to work on the project. **Megan** asked the CAB for ideas.

Theresa talked about CAB project ideas. It may be helpful to make a resource that explains the purpose of a CAB. It would also be helpful to highlight local resources for CAB members. Resources could include information about changing caregivers.

Gena talked about CAB project ideas. CAB members could help train site CAB members to help connect community members to resources. The CAB could come up with a list of frequently asked questions.

Kim talked about CAB project ideas. **Kim** suggested making a flyer, brochure, pamphlet, or poster. This document could explain the purpose of a CAB, give information about the PHACS CAB, and feature site CAB information. The document could help encourage sites to create site CABs. The document could also help sites recruit new CAB members. The CAB decided to create the CAB resource. The CAB will start working on the resource during the CAB Retreat.

• PHACS FALL 2018 CAB RETREAT AND NETWORK MEETING

Megan talked about the Fall 2018 CAB Retreat and Network Meeting. The meeting will be September 17-18, 2018. The meeting will be at the Hyatt Regency in Bethesda, Maryland. The half-day CAB Retreat will be September 19, 2018. CAB members will travel to the meeting September 16, 2018. CAB members will travel home September 19, 2018 after the retreat. PHACS pays for all costs including hotel, transportation like flights or train rides, ground transportation to and from the airport, and meals not provided at the meeting.

CAB members must have attended 70% of monthly CAB calls to be eligible to be invited to the retreat/meeting. This means CAB members must have attended 5 calls from December 2017 to July 2018. Invitations will be sent by next week.

Megan invited CAB members to help plan the agenda for the CAB Retreat. The first planning call will be held on Monday, July 30th at 12:00 PM EST. Details and logistics about the meeting will be reviewed on the next CAB call.

NOTE: The next CAB call will be on Thursday, August 23, 2018 at 12:00 pm EST.