

**CAB Conference Call
August 23, 2018
12:00 EST
Meeting Minutes**

Participants:

Carrie	University of Colorado, Denver
Claire	Harvard University
Delia	University of Miami
Gena	University of Miami
Jeanie	University of Southern California
Jennifer	University of Colorado, Denver
Joel	University of Puerto Rico
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Kimberly	Rutgers New Jersey Medical School
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
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
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the July 26, 2018 call were approved with no changes.

• **MINDFULNESS EXERCISE**

Liz guided the CAB through a mindfulness exercise.

• **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.

Megan talked about the Feedback for Researchers document. CAB members are encouraged to submit feedback about PHACS over the past year. CAB members can email their feedback to **Megan** or submit comments through the PHACS CAB Evaluation Survey.

Megan talked about the Fall 2018 CAB Retreat closing activity. **Brandon** will be leading an exercise about "leaving you mark on the world." The CAB will use pens to write their names on a map to leave

their mark on the world. The CAB will also use this time to reflect on the CAB's accomplishments over the past year. The CAB may potentially use customized pens for the activity. **Megan** encouraged the CAB to submit ideas for custom pen designs. It was suggested that the pens feature a mother and child. It was also suggested that the pens feature the text, "I left my mark" in multiple languages. **Megan** will explore the customized pens and other options for the closing activity.

Megan reviewed the PHACS Fall 2018 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 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.

NOTE: The next CAB call will be on Thursday, September 27, 2018 at 12:00 pm EST.