

**CAB Conference Call  
November 29, 2018  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Alex</b>	FSTRF
<b>Brandon</b>	CAN Community Health
<b>Claire</b>	Harvard University
<b>Delia</b>	University of Miami
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Fallon</b>	University of Colorado, Denver
<b>Gena</b>	University of Miami
<b>Joel</b>	University of Puerto Rico
<b>Juanita</b>	Tulane University
<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>Lawrence</b>	Harvard University
<b>Lesley</b>	Texas Children's Hospital
<b>Liz</b>	Harvard University
<b>Megan</b>	Westat
<b>Michelle</b>	Harvard University
<b>Morten</b>	Bronx-Lebanon Hospital Center
<b>Raiko</b>	University of Colorado, Denver
<b>Shannon</b>	University of Alabama, Birmingham
<b>Stephanie</b>	University of California, San Diego
<b>Stephanie</b>	University of Miami
<b>Tatania</b>	Tulane University
<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 October 25, 2018 call were approved with no changes.

• **CAB UPDATES**

**Megan Reznick** talked about CAB updates. **Megan** talked about the call attendance requirements for the PHACS Fall 2019 CAB Retreat and Network Meeting. The CAB Retreat and Network Meeting will be on September 18-20, 2019. Starting with the September 2018 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 seven monthly calls from September 2018 through June 2019. This is the same percentage as last year. CAB attendees will be decided in July. CAB attendees must also attend the July and August 2019 calls. The July and August 2019 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** talked about call attendance. CAB members are asked to attend the majority of the call. This means at least ~35-40 minutes. This will help minimize interruptions if someone needs to call in late.

**Megan** thanked CAB members for joining the optional second October CAB call. On the call CAB members gave feedback to the Women's Health Working Group (WG).

## • **GROUND RULE ACCOUNTABILITY**

**Megan** reviewed the ground rules. The ground rules include:

- If joining the call late, wait to announce names until the end of the call.
- Respect each other's time – limit responses to less than a couple minutes at a time;
- Make sure everyone has a voice – let everyone get a chance to speak. Be mindful of others who haven't gotten a chance to share. Take turns talking;
- Confidentiality – what is said on the call stays on the call;
- Questions are always welcome at the appropriate time;
- Respect each other's opinions – allow others to share freely without criticizing or giving advice; and
- Mute the phone when not speaking.

**Megan** reminded the CAB that she will now be using moderator functions on the CAB calls. This means that the moderator can manage mute, roll call, and connectivity. This also means that CAB members do not need to announce their names when joining the call late.

During the September CAB call, there were many interruptions. Many of the CAB ground rules were violated during the call. This left the CAB unable to have the Women's Health WG discussion. Over the past month, the CAB came up with way to hold each other accountable to the ground rules. One CAB member suggested that the group come up with a word that anyone can say to bring the group back to attention when there is a disruption. This word would help to remind everyone to stay focused without calling someone out individually. **Latonia** suggested the word, "pineapple." Many CAB members liked the idea.

**Veronica** asked whether CAB members would feel okay if the group called on them if they were being disruptive. This is because sometimes the phone can be accidentally unmuted. Someone might not even know they're being disruptive. Many CAB members stated that they would not mind calling on each other.

**Exzavia** suggested that **Megan** play a bell sound if there is a disruption. **Megan** will try out the bell sound on the December CAB call.

It was suggested that CAB members check in with each other after the call. This could help when someone was being disruptive and was disconnected. CAB members agreed to check in with each other. Additionally, if someone has to be disconnected due to disruptions, **Megan** and **Claire** will follow up with the person after the call.

## • **SITE QUESTIONS**

**Megan** reviewed the site questions from PHACS Leadership. **Megan** thanked the CAB for responding to the survey questions. The PHACS Leadership will review the CAB responses on the December Scientific Leadership Group (SLG) call.

## • **COLLABORATION WITH WORKING GROUPS**

**Megan** talked about collaboration with Working Groups (WGs). **Megan** encouraged the CAB to think about ways to work with the WGs. CAB members should consider their ideas, as well as any strategies that have worked in the past. CAB members can submit ideas through the survey. The CAB will review ideas on the December CAB call.

- **PHACS CAB NEWSLETTER, JANUARY 2019 EDITION**

**Megan** talked about the PHACS CAB Newsletter, January 2019 edition. The theme for the newsletter is the past, present, and future of PHACS. CAB members are encouraged to submit articles for the newsletter.

**NOTE: The next CAB call will be on Thursday, December 20, 2018 at 12:00 pm EST.**