

**CAB Conference Call  
February 28, 2019  
12:00 EST  
Meeting Minutes**

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**Participants:**

<b>Alex</b>	FSTRF
<b>Andrea</b>	Jacobi Medical Center
<b>Andrew</b>	University of Colorado, Denver
<b>Anisa</b>	Harvard University
<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>Jennifer</b>	University of Colorado, Denver
<b>Joel</b>	University of Puerto Rico
<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>Latonia</b>	University of Illinois, Chicago
<b>Lawrence</b>	Harvard University
<b>Lesley</b>	Texas Children’s Hospital
<b>Megan</b>	Westat
<b>Morten</b>	Bronx-Lebanon Hospital Center
<b>Raiko</b>	University of Colorado, Denver
<b>Stephanie</b>	University of California, San Diego
<b>Tatania</b>	Tulane University
<b>Theresa</b>	Texas Children’s Hospital
<b>Tracy</b>	University of Illinois
<b>Veronica</b>	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the January 24, 2019 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

**Megan** talked about the January PHACS CAB Evaluation Survey. There were 9 responses. Many CAB members felt empowered by the “Reducing HIV Stigma Through Language” discussion.

**Megan** talked about upcoming conference calls. The Women’s Health Working Group (WG) Leadership will be joining the May CAB conference call to talk about the capsule process. CAB members will be able to ask questions about the capsule and manuscript process. The Women’s Health WG hopes to help CAB members feel more comfortable about the process. This will hopefully help CAB members continue to participate on WG conference calls. Additionally, PHACS Leadership will join the April CAB call. The PHACS Leadership will review the main takeaways from the Spring 2019 Leadership Retreat.

**Kim** talked about a recent site CAB meeting. Many site CAB members are interested in learning more about hearing and language findings. The CAB was encouraged to submit hearing and language questions through the survey. **Megan** will invite the Hearing and Language WG Leadership to a future CAB call.

**Raiko** talked about interruptions during site CAB meetings. **Kim** explained that interruptions during site CAB meetings should be minimized. It may be helpful to stop any interruptions as soon as they occur. It may also be helpful to put together ground rules before meetings. Ground rules can help hold CAB members accountable to each other. It may also be helpful to elect a leader to lead CAB meetings. The leader can help bring attention back in the case of interruptions. **Stephanie** talked about interruptions. It can be helpful to start a meeting by reminding everyone about the ground rules. Create goals for the meeting. At the start of the meeting, remind the group of the goals in order to stay on topics. **Latonia** talked about the importance of maintaining ground rules. **Andrew** talked about ground rules. It may be helpful to remind everyone about the purpose of the meetings. It may also be helpful to avoid talking about topics like politics or religion.

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

**Megan** talked about the CAB newsletter. The newsletter was released on February 1, 2019. The theme was "Past, Present, and Future of PHACS." **Megan** thanked the CAB for contributing to the newsletter.

**Theresa** talked about the newsletter on the PHACS website. **Megan** explained that starting with Volume 6, Issue I (June 2014), the newsletters were made publicly available on the PHACS website. This was agreed upon by CAB members in 2014. All prior versions of the newsletter are available behind the login. This is because CAB members had not previously agreed to make those newsletters available to the public. CAB members were reminded that all future newsletters are posted publicly on the PHACS website. CAB members were reminded that they may submit articles anonymously (their names would not be mentioned).

- **CAB CHAIR AND VICE CHAIR ELECTIONS**

**Megan** talked about the CAB Chair and Vice Chair elections. CAB members can nominate themselves or others for the CAB Chair or Vice Chair positions. The CAB will review the Chair and Vice Chair roles and responsibilities during the March call. CAB members can submit nominations after the March CAB call. The CAB will review nominations during the April CAB call. New CAB Chairs will be elected in May. **Megan** talked about the CAB Chair terms. CAB Chairs serve terms of two years. Past CAB Chairs can run for positions again after their terms are over.

- **COLLABORATION WITH THE PHACS WORKING GROUPS**

**Megan** talked about collaboration with the PHACS WGs. At the PHACS Fall 2018 Networking Meeting, many CAB members and WG Leaders expressed an interest in finding better ways to collaborate. The CAB was encouraged to think of ways to collaborate with WGs. The CAB shared ideas about collaborating with the PHACS WGs during the January CAB call and through the survey. **Megan** reviewed the suggestions. **Latonia** suggested that WG Leaders submit questions to the CAB a week or two before CAB calls. The CABs can talk about the questions during the CAB calls. **Theresa** suggested that CAB members consider joining PHACS WGs. **Megan** will put together a list of the suggestions and finalize it with the CAB on the March CAB Call.

- **CAB PAMPHLET PROJECT**

**Megan** talked about the CAB pamphlet project. During the Fall 2018 CAB Retreat, the CAB decided to create the "pamphlet" as a multi-media toolkit. The resource will be used to help recruit new CAB members.

During the retreat, the CAB suggested a few target audiences. **Megan** asked the CAB about the target audience for the toolkit. At the retreat, it was suggested that the resource target youth and young adults. However, the CAB talked about whether the Peers United Group (PUG) should talk about whether they want to work on their own resources to recruit youth and young adults. It was suggested that the

toolkit target potential CAB members. The CAB should also create a companion piece for site staff. The companion piece would help train site staff on how to use the toolkit.

The CAB talked about topics to highlight in the toolkit. The CAB agreed to focus on the benefits of being in a CAB and the goals of the CAB. It was also suggested to list some CAB accomplishments. The toolkit may also feature quotes from CAB members.

**Megan** talked about the format for the toolkit. It was suggested that the toolkit be featured in multiple formats. It will start out as material that can be accessed on the website on a computer, printed, and by smartphone. The CAB suggested that the toolkit be incorporated into other formats such as videos or PowerPoint presentations in the future. **Megan** will start drafting content for the toolkit in the next coming months.

**NOTE: The next CAB call will be on Thursday, March 28, 2019 at 12:00 pm EST.**