

**CAB Conference Call
May 23, 2019
12:00 EST
Meeting Minutes**

Participants:

Alex	FSTRF
Andrea	Jacobi Medical Center
Anisa	Harvard University
Anisa	Harvard University
Becca	Children's Hospital Boston
Carol	Bronx-Lebanon Hospital Center
Claire	Harvard University
Deb	Harvard University
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Fallon	University of Colorado, Denver
Gena	University of Miami
Jennifer	University of Colorado, Denver
Joel	University of Puerto Rico
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Kamil	San Juan Hospital
Kate	Harvard University
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Latonia	University of Illinois, Chicago
Lesley	Texas Children's Hospital
Liz	Harvard University
Megan	Westat
Morten	Bronx-Lebanon Hospital Center
Raiko	University of Colorado, Denver
Shannon	University of Alabama, Birmingham
Stephanie M.	University of California, San Diego
Stephanie S.	University of Miami
Theresa	Texas Children's Hospital
Tracy	University of Illinois, Chicago
Trinise	Tulane University

• **APPROVAL OF MINUTES**

The minutes from the April 25, 2019 call were approved with no changes.

• **CAB CHAIR AND VICE CHAIR ELECTION RESULTS**

Megan talked about the CAB Chair and Vice Chair Election Results. **Megan** reported that 20 CAB members voted. **Megan** thanked all nominees for running for the positions.

Stephanie from San Diego, California was elected as CAB Chair. **Exzavia** from Fort Lauderdale, Florida was elected as CAB Vice Chair.

- **CONCEPT SHEET AND CAPSULE PROCESS – WOMEN’S HEALTH WORKING (WG) GROUP LEADERSHIP**

Deb thanked the CAB members for their involvement in the Women’s Health WG. **Deb** talked about capsules and concept sheets. Researchers in PHACS often come up with scientific questions. In order to answer a scientific question, researchers must submit it to the PHACS team. There are three steps in the process of answering a scientific question and writing a paper for PHACS. The three steps are capsule, concept sheet, and manuscript.

The writing team must first develop a capsule. A capsule is a short description of a proposed study. In the Women’s Health WG, writing teams submit their capsules to the Women’s Health WG for review first. Members of the Women’s Health WG will review the capsule and share their reviews with the Women’s Health WG on a conference call. During the conference call, all members of the Women’s Health WG are given the opportunity to ask questions about the capsule. Following the conference call, the capsule is sent to the Women’s Health WG for a vote. Members are asked to vote to approve, disapprove, or approve with comments. Most capsules that are approved are approved with comments. The comments are suggestions from the Women’s Health WG team about ways to make the capsule better.

Once the capsule is approved by the Women’s Health WG, the writing team expands the capsule into a concept sheet. The concept sheet is a longer description of what study the team is looking to do. Similar to the capsule writing process, the writing team submits the concept sheet to the Women’s Health WG for review and voting. Once the Women’s Health WG approves the concept sheet, the concept sheet is submitted to the Scientific Leadership Group (SLG). The lead author of the concept sheet presents the concept sheet to the SLG on a conference call. After the call, the SLG votes whether to approve or disapprove the concept sheet. The SLG also votes on the level of priority of the concept sheet.

Once the SLG approves the concept sheet, it is submitted to the Executive Committee (EC) for a similar review and vote. Once approved, the writing team can move forward with writing the paper to answer the scientific question.

Kim talked about the capsule process for the WHWG. **Kim** explained that CAB members are welcome to ask questions during the call. CAB members can vote on the capsules after the call. If CAB members have questions, they can email **Deb** and **Kate**. **Megan** talked about the capsule process. **Megan** reminded the CAB that they can choose not to vote if they do not feel comfortable. CAB members are always welcome to forward any questions to **Megan, Deb, or Kate**.

- **CAB COLLABORATION WITH PHACS WORKING GROUPS**

Megan reviewed the CAB Collaboration with PHACS Working Groups document with the CAB. The CAB finalized the document. The CAB will talk about ways to carry out the suggestions on the next CAB conference call.

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

Megan talked about the PHACS CAB Newsletter, July 2019 Edition. The newsletter will follow a theme of resilience. CAB members are encouraged to submit articles for the newsletter. The CAB will discuss resilience during the next CAB conference call.

NOTE: The next CAB call will be on Thursday, June 27, 2019 at 12:00 pm EST.