

**CAB Conference Call
December 19, 2019
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Antionette	University of Miami
Carol	Bronx-Lebanon Hospital Center
Carrie	University of Colorado, Denver
Delia	University of Miami
Emily	FSTRF
Exzavia	Children's Diagnostic and Treatment Center
Falon	University of Colorado, Denver
Jarmel	University of Illinois, Chicago
Joel	University of Puerto Rico
Julie	University of Alabama, Birmingham
Julie	Westat
Kimbrae	Texas Children's Hospital
Kyle	Texas Children's Hospital
Latanya	Tulane University
Latonia	University of Illinois, Chicago
Laura	FSTRF
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 S.	University of Miami
Tracey	University of Illinois, Chicago

• **APPROVAL OF MINUTES**

The minutes from the December 5, 2019 call were approved with no changes.

• **PHACS CAB NEWSLETTER, JANUARY 2020**

Megan talked about the PHACS CAB Newsletter, January 2020 Edition. The newsletter will follow a theme of "Undetectable = Untransmittable (U=U), adherence, and relationships." Newsletter submissions are due by Friday, January 10th.

Megan thanked CAB members for submitting anonymous stories about U=U. **Megan** asked the CAB about ideas for the newsletter. **Lesley** talked about mental health and self-care. The holiday season may be difficult for some CAB members. **Lesley** recommended that CAB members submit advice about self-care.

Kim recommended that CAB members submit advice about coping skills. **Morten** reminded the CAB about the importance of self-care. Many CAB members may be focused on caring for their children and advocating for the community. Sometimes people may forget to also focus on themselves. **Morten** recommended that the CAB take 20 minutes to catch up with each other at the 2020 Fall CAB Retreat. **Liz** recommended adding an article to the newsletter about strategies for self-care and coping. CAB members shared experiences about self-care.

• CAB CAPSULE REVIEW PROCESS

Megan talked about the CAB capsule review process. The CAB drafted a list of questions for capsule authors. This list would help authors prepare for a presentation with the CAB. It would also help CAB members better understand the capsule in order to feel comfortable voting on priority. **Megan** reviewed the capsule review questions. The list included the following questions:

- What population will be studied? Why?
- What are the barriers/challenges and assets?
- Will authors use data that has already been collected or will this be adding new study procedures?
- What might the results of this capsule mean to PHACS study participants and their families?
- What is the timeline for this capsule (i.e., when do you hope the results will be published?)?
- Are there any question you'd like to ask the CAB?

The CAB agreed to finalize the draft. **Megan** and **Claire** will review the list and send it to the Working Group (WG) Co-Chairs for their feedback. The CAB will review the WG Co-Chairs' feedback on a future CAB call.

• GOALS FOR 2020

Megan talked about CAB members' goals for 2020. **Megan** encouraged the CAB to brainstorm goals and submit them for the newsletter.

The CAB shared about goals for 2020. **Latonia** recommended that CAB members create goals for the PHACS CAB and goals for their site CABs. **Latonia** and **Tracey** talked about doing outreach in their local community and recruiting new site CAB members. **Carrie** talked about recruiting new site CAB members. **Carrie** recommended that the site CABs share resources for recruitment. **Megan** talked about the CAB Handbook. The CAB Handbook was created as a resource for site CABs to recruit and retain CAB members. The CAB will review the CAB Handbook on a future CAB call.

Morten talked about CAB members connecting in their local communities. It may help to visit other local CABs or community groups. CAB members can consider participating in other community groups to get ideas and resources for their PHACS site CABs.

Latonia talked about creating a holiday party in 2020 to help recruit and retain site CAB members. **Kimbrae** recommended talking with site staff about setting up a party. Some sites use corporate sponsors to fund their activities. Some sites have also set up bake sales or other fundraisers to raise money. **Kim** explained that her site participates in fundraisers year round in order to fund their holiday party.

The CAB will review 2020 goals submitted through the PHACS CAB Evaluation Survey on a future CAB call.

NOTE: The next CAB call will be on Thursday, January 23, 2019 at 12:00 pm EST.