

**CAB Conference Call
January 28, 2021
12:00 ET
Meeting Minutes**

Participants:

Anisa	Harvard University
Carol	Bronx-Lebanon Hospital Center
Claire	Harvard University
Elvia	San Juan Research Hospital
Falon	University of Colorado, Denver
Haleigh	FSTRF
Heida	San Juan Research Hospital
Joel	University of Puerto Rico
Jose	San Juan Research Hospital
Juanita	Tulane University
Julie D.	Westat
Julie H.	University of Alabama, Birmingham
Kimbrae	Texas Children's Hospital
Latonia	University of Illinois, Chicago
Lesley	Texas Children's Hospital
Liz	Harvard University
Megan	Westat
Raiko	University of Colorado, Denver
Sharon	Harvard University
Tracy	Westat
Veronica	University of California, San Diego

- **APPROVAL OF MINUTES**

The minutes from the November 19, 2020 call were approved with no changes.

- **PHACS STAFFING UPDATES**

Megan talked about PHACS staffing updates. **Julie D.** will be retiring in a few weeks. **Tracy** will be the new PHACS Project Director at Westat. The CAB thanked **Julie D.** for all of her work and support of the CAB. **Megan** introduced **Sharon** who is a Program Coordinator at Harvard. The CAB welcomed Tracy and Sharon.

- **HONORING GEORGE SEAGE**

Claire talked about the passing of **George Seage**. CAB members shared stories about **George**.

Liz talked about honoring **George**. Over the next several months, PHACS staff will be celebrating **George's** life in many ways.

- **CAB CHAIR ELECTIONS (2021 – 2023 TERM)**

Megan talked about the CAB Chair elections and shared the timeline. The CAB Chair terms will be from 2021 to 2023. **Megan** reviewed the Chair and Vice Chair responsibilities document. **Megan** asked the CAB members to read the document and think about what other ways the CAB chairs could be involved

with PHACS. **Megan** reminded the CAB that responsibilities can be added or changed based on their feedback.

Megan reviewed the CAB Chair and Vice Chair pre-qualifications document. Pre-qualifications to serve as Chair or Vice Chair include the following:

- Served as a CAB representative from one of the 21 PHACS clinical sites;
- Attended 70% of PHACS CAB conference calls in the past year; and
- Contributed to at least one PHACS CAB production such as the PHACS Newsletter, or participated in another PHACS group such as the Health Education and Community Core or a PHACS Working Group.

Megan explained that the pre-qualifications are suggestions. She mentioned that adjustments will be made at the discretion of the PHACS CAB and PHACS CAB Leadership.

The call for nominees will be sent out in early May. The nominees will be reviewed on the May CAB call. The electronic ballot will be sent through the survey so participants can vote anonymously. The Chairs will be announced in June. There are no restrictions that prevent a previous Chair from being nominated. Any CAB member can nominate themselves or other CAB members.

• **CALL ATTENDANCE REQUIREMENTS 2021**

Megan talked about the Fall 2021 CAB Retreat and Network Meeting. The Fall meeting is scheduled for October 2021. There is a call attendance requirement for CAB participants to be eligible to attend. CAB members must attend 70% of CAB calls from January to July. This is because invitations will be sent out after the July call. CAB attendees will be asked to attend the August and September CAB calls. Participants should be up to date about PHACS and the CAB to be able to provide feedback from the CAB perspective and represent the CAB during the meeting and retreat. There is a possibility that the meeting will be in-person. **Megan** will keep the group updated if the meeting will be in-person or virtual.

• **UPCOMING CAB CALL SCHEDULE AND FACILITATION**

Megan announced that she will be going on maternity leave and will be absent during the March and April calls. The February call will be moved up two weeks to February 11, 2021. **Megan** mentioned that **Nataly** will send out the reminder emails and the CAB meeting agendas. **Claire** will be facilitating the CAB calls while **Megan** is on maternity leave.

The speaker for the February 11th call will be **Dr. Kathy Tassiopoulos**. **Kathy** will talk about her research outside of PHACS related to aging and HIV. The TERBO Brain team will be the speakers in March. They will have questions for the team to help guide their research. **Kim** asked if the speakers could provide information about aging and its association with the brain, as well as tips about how to slow down the progression of aging of the brain. **Ellen**, and **Paige** will be the speakers for the April meeting. They will talk about the status of PHACS 2020 and/or COVID-19.

NOTE: The next CAB call will be on Thursday, February 11, 2021 at 12:00 pm ET.