

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

Participants:

Andrea	Jacobi Medical Center
Anisa	Harvard T.H. Chan School of Public Health
Claire	Harvard T.H. Chan School of Public Health
Eduardo	Harvard T.H. Chan School of Public Health
Exzavia	Children's Diagnostic and Treatment Center
Haleigh	FSTRF
Karim	Westat
Liz	Harvard T.H. Chan School of Public Health
Mandy	Harvard T.H. Chan School of Public Health
Megan	Westat
Vanessa	Harvard T.H. Chan School of Public Health

• **APPROVAL OF MINUTES**

The minutes from the September 23, 2021 call were approved with no changes.

• **UPCOMING MEETINGS**

Megan talked about the PHACS Fall 2021 Virtual Network meeting. **Karim** sent out meeting information and Zoom link with the call announcement. **Megan** explained that the third day of the meeting starts at 1:00 PM ET (after this CAB meeting). During today's meeting, the working groups and task forces will provide a summary of their brainstorming sessions. The sessions were held on the first day of the meeting. Everyone is invited to participate.

Megan mentioned that the November and December CAB call dates fall on on/close to the holidays. The November call will be moved to December 2 or December 9. During that call, the CAB will decide whether to hold another call later in December. **Megan** will send out a rescheduling email after the CAB Retreat.

• **HECC UPDATE & CAB FEEDBACK**

- 40th HIV anniversary
 - **Mandy** explained that the filming packages were sent.
 - Packages contained a tripod and a ring light. **Mandy** and **Claire** also sent out the legal releases and consent forms for participants to sign, as well as quick tips for filming videos.
 - **Mandy** is working on a video with filming tips.
 - **Claire** mentioned that community members helped create the legal releases.
 - **Enise** and **Jennifer** helped create the legal release in plain language. In addition, they worked creating different prompts to help participants think about the stories they want to share.

- Two sites received the filming packages: Children’s Diagnostic and Treatment Center and St. Jude. The third site to receive the package will be University of Colorado, Denver.
 - **Exzavia** mentioned that 4 local CAB members are interested in helping. She indicated that everyone was excited to start the project.
- **Claire** talked about other HECC activities
 - George R. Seage III Early Career Investigator Award
 - HECC reviewed the four applications that were submitted
 - 2021 awardee was Dr. Megan McHenry
 - HECC members will do a thorough review of Dr. McHenry’s proposal
 - Members reviewed several concept sheets and lay summaries.
 - **Mandy** designed icons for the Working Groups. She received feedback from HECC, PHACS leadership, and community members.
 - The HOPE team asked the Task Force for feedback about the logo. During the CAB retreat, there will be a session to discuss ideas for the HOPE logo. The HOPE logo will be designed by **Mandy**.
 - The PUG retreat is going to be held on November 13 – November 14 (2 half days).

- **FALL 2021 VIRTUAL CAB RETREAT**

Megan talked about the Fall 2021 Virtual CAB Retreat

- Dates: November 2 – November 3
- Hours: 1:00 PM – 5:00 PM ET each day
- 15 RSVPs were received
- It is a Zoom video conference. This means most of the sessions will require the use of a computer or smartphone. CAB members were encouraged to share video to connect with each other.

Megan will email CAB Retreat attendees with the agenda and details regarding the CAB retreat package.

NOTE: The next CAB call is Thursday, December 9, 2021 at 12:00 PM ET.