

**CAB Conference Call
March 24, 2022
12:00 ET
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Christine	University of Colorado, Denver
Claire	Harvard T.H. Chan School of Public Health
Eduardo	Harvard T.H. Chan School of Public Health
Falon	University of Colorado, Denver
Haleigh	FSTRF
Julie H.	University of Alabama, Birmingham
Karim	Westat
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Liz	Harvard T.H. Chan School of Public Health
Mandy	Harvard T.H. Chan School of Public Health
Megan	Westat
Mona	University of Alabama, Birmingham
Raiko	University of Colorado, Denver
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the February call were approved with no changes.

• **SELF-CARE SPACE**

Megan led the self-care space.

Some of the self-care activities that were shared:

- Using Headspace app for guided breathing exercises
- Reading before bed
- Walking barefoot in the grass

• **UPCOMING MEETINGS**

Megan talked about the PHACS meetings:

- Spring 2022 PHACS Meeting
 - Virtual
 - This replaces the annual in-person network meeting. All PHACS members are invited to attend.
 - Scheduled for May 17-19, 2022
- Fall 2022 PHACS Meeting
 - Virtual
 - Attendees will be determined by Leadership later this year.

- Scheduled for November 1-3, 2022
- CAB retreat
 - Fall 2022, dates to be determined
 - Virtual
- Spring 2023 PHACS meeting
 - In person at the Bethesda Hyatt Regency in Bethesda, Maryland
 - Scheduled for May 9-10, 2023
 - Retreats for the CAB, PUG, and SCS will be held before and after the meeting

• HECC UPDATES

Mandy and **Claire** provided the HECC updates:

- 40th anniversary website
 - **Mandy** presented the updated website to the CAB. This website will host all HECC media. **Mandy** presented the new graphics and banners. She explained that they were updated to utilize warm colors. The tentative title of the website is "Project Positive". **Claire** encouraged CAB members to share their work for the website. Submissions could include videos, audios, and photos.
- New website banners
 - **Mandy** will ask for feedback at the HECC meeting scheduled for April 7th. All CAB members are invited to attend.
- SMART participant discontinuation letter
 - HECC worked with the SMARTT protocol team to create a template letter for sites to use. The letter will be given to participants who are going off the SMARTT study due to the budget cuts around SMARTT V6.0.
- ESC Meeting
 - **Kim** and **Raiko** helped lead an ESC meeting. The meeting was about the process to define structural racism within PHACS.
- Geocoding
 - **Mandy** has been working with the HECC on a video script that will be animated. This video will explain the geocoding procedures in PHACS and HOPE.
- TERBO BRAIN logo
 - **Mandy** started working on a logo. She will provide an update on the next HECC meeting.
- HOPE study
 - Logo was unveiled and uploaded on the HOPE webpage.
 - Initial training was September 9-10, 2021
 - Prerecorded refresher training will be shared with sites on 3/25
 - Information regarding merchandise with the HOPE logo should be coming soon
- Community Task Force members
 - Two new members joined the AMP Up TF. These members will be serving out the remainder of the 2020-2022 terms.

- **CAB PAGES ON THE PHACS WEBSITE**

Megan presented the new table of contents format for the study documents pages on the PHACS website. She explained that several studies are using the new format. This includes AMP Up, AMP Up lite, HOPE, and TERBO BRAIN. The new format is more user-friendly. **Megan** mentioned that the CAB pages on the website will be modified, as well. She noted that the CAB pages use a different website server. The server allows for more flexibility in design. This means the pages can have more features.

Megan talked about the information that is current on the CAB pages including:

- General information
- Structure
- Activities
- Newsletters
- Minutes
- Resources
- Glossary

CAB feedback and ideas for the CAB pages included the following:

- **Kim** suggested to include a section "Call for Recruitment" on the public side of the website. It could include:
 - Testimonies from CAB members
- Visual representation of how the CAB is connected to the sites and PHACS
- Reassure participants that CAB recruitment is not to replace current CAB members
- Outline ways in which CAB members can participate in PHACS

Any additional ideas can be sent to **Megan**.

NOTE: The next CAB call will be April 28, 2022 at 12:00 PM ET.