

**CAB Conference Call
October 27, 2022
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
Chitara	Ann & Robert H. Lurie Children’s Hospital
Eduardo	Harvard T.H. Chan School of Public Health
Falon	University of Colorado, Denver
Heida	San Juan City Hospital
Jackie	Westat
John	FSTRF
Karim	Westat
Kim	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
Raiko	University of Colorado, Denver
Robert	University of Miami
Rosalva	University of California San Diego
Sharon	Harvard T.H. Chan School of Public Health
Theresa	Texas Childrens Hospital
Vanessa	Harvard T.H. Chan School of Public Health
Veronica	University of California San Diego

• **APPROVAL OF MINUTES**

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

• **ICEBREAKER**

Mandy led the icebreaker.

• **SELF-CARE SPACE**

Eduardo led the self-care space.

• **FALL 2022 LEADERSHIP RETREAT OVERVIEW**

Mandy said that the CAB/Community Engagement Session will be held on November 3 at 1:10PM ET. All PHACS network members are invited to this session. It is focused on achievements of the HECC Task Force and accomplishments of the CAB. At the session, the “PHACS Through your Eyes” video will be presented.

Mandy asked for ideas for the slide about CAB accomplishments:

- CAB Newsletters: January and July 2022 editions.

- **Kim** suggested including CAB input on research protocols. She mentioned that the CAB is focused on caring for their members as a whole. The self-care space during monthly meetings can be noted.
- **Veronica** mentioned:
 - Number of sites represented by CAB calls,
 - Number of CAB calls, and
 - Total of call hours.
 - **Mandy** will include in an Infographic.
 - **Claire** suggested including the number of site CABs.
- **Theresa** noted that during the COVID pandemic the CAB provided online support for their members.
- Creative project input (lay summaries, animations, and website).
- **Anisa** pointed out that since Megan's departure the CAB members have shown resilience and adaptability.
 - **Claire** agreed that the transition and resilience of the CAB has been amazing.

CAB priorities for upcoming year:

- Spring 2023 Retreat – In person.
- Next lay summaries.
- Recruitment of new members.
- Support for site CAB liaisons.
- How to help start CABs at sites.
- How to stay connected.
 - **Rosalva** suggested finding ways to invite Spanish-speaking members to participate in the CAB.

• **JANUARY NEWSLETTER BRAINSTORM**

Mandy mentioned that one of the ideas for the January Newsletter is "Marking and Celebrating Growth". She asked CAB members about their thoughts on the topic.

- **Kim** liked the topic. She suggested focusing on small accomplishments.
- **Mandy** mentioned that the newsletter could include recipes and traditions.
- **Kim** suggested including written letters between CAB members saying how much they are appreciated.

NOTE: The next CAB call will be on December 8, 2022 at 12:00 PM ET.