

**CAB Conference Call  
March 23, 2023  
12:00 ET  
Meeting Minutes**

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**Participants:**

<b>Andrea</b>	Jacobi Medical Center
<b>Anisa</b>	Harvard T.H. Chan School of Public Health
<b>Claire</b>	Harvard T.H. Chan School of Public Health
<b>Eduardo</b>	Harvard T.H. Chan School of Public Health
<b>Falon</b>	University of Colorado, Denver
<b>Exzavia</b>	Children's Diagnostic & Treatment Center, Ft. Lauderdale
<b>Jackie</b>	Westat
<b>Karim</b>	Westat
<b>Liz</b>	Harvard T.H. Chan School of Public Health
<b>Mandy</b>	Harvard T.H. Chan School of Public Health
<b>Morganne</b>	FSTRF
<b>Raiko</b>	University of Colorado, Denver
<b>Rosalva</b>	University of California San Diego
<b>Sharon</b>	Harvard T.H. Chan School of Public Health
<b>Veronica</b>	University of California San Diego

- **APPROVAL OF MINUTES**

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

- **ICEBREAKER**

**Mandy** led the icebreaker.

- **SELF-CARE SPACE**

**Eduardo** led the self-care space.

- **SPANISH-SPEAKING CAB: UPDATE**

**Mandy** mentioned that the PHACS leadership approved the Spanish-speaking CAB. **Eduardo** talked about the importance of being patient in the next steps of the process. Anyone with ideas or wanting to collaborate with the Spanish-speaking CAB should contact Eduardo at [evergara@hsph.harvard.edu](mailto:evergara@hsph.harvard.edu).

- **CAB RETREAT/SPRING 2023 MEETING: UPDATE**

**Mandy** send the invitations to the CAB members that were eligible to attend the meeting in person. She explained the eligibility criteria. CAB members needed to have at least 50% attendance on CAB calls. The period for attendance was from January 2021 – February 2023. **Mandy** mentioned that the CAB retreat will not available virtually. But, she invited all CAB members to attend the general sessions. Those meetings will be virtual on May 9<sup>th</sup> and May 10<sup>th</sup>. **Mandy** will send communication on how to register for the network meeting.

## • CAB RECRUITMENT REVAMP: DISCUSSION

**Mandy** asked the CAB members about their recruitment and retention experiences in their local CABs:

- **Raiko** mentioned several reasons their local CAB has been struggling.
  - Changes in the structure
  - Changes in focus
  - Site staff turnover

Lots of changes and new rules had been implemented without consulting CAB members. New rules have caused members to leave the CAB. Issues started before COVID-19.
- **Exzavia** said that changes in studies have caused members to leave the CAB. She's been focusing on engaging with new participants (e.g., HOPE study). Some of the engagement activities will be off site (i.e., not in clinic).
- **Mandy** suggested doing short videos with PHACS/CAB updates. Focus: connection with the network.
- **Eduardo** mentioned that mentorship opportunities could help the local CABs with their recruitment and retention.
- **Rosalva** said that her strategy is reconnecting with past CAB families. She has been gathering feedback from these families in terms of days/times for the meetings and childcare (if needed). In addition, she will reach out to new study participants.
  - **Eduardo** stated that Rosalva is using an amazing method to build bridges and community in an intergenerational way.
    - **Veronica** mentioned that if a site is open to supporting CAB meetings that is a promising starting point. She said that working with new staff can be a big adjustment. It is important to make participants feel appreciated and ask ways they would like to get feedback.
- **Mandy** suggested creating the mission statement in a digital format. It could be a video with information about the history of the CAB and future direction.
  - **Exzavia** agreed that digital resources is a great way to provide information to new participants. She mentioned that the whiteboard video was a great tool for CAB members: <https://phacsstudy.org/Community/Whiteboard-Video>
  - Additional suggestions:
    - Digital resources is preferred
    - Information should be accessed by phone
    - Information should be easy understand (e.g. bullet points)
    - Using QR codes
    - Creating a chat box for questions and suggestions

**NOTE: The next CAB call will be on April 27, 2023 at 12:00 PM ET.**