

**CAB Conference Call  
April 27, 2023  
12:00 ET  
Meeting Minutes**

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**Participants:**

<b>Andi</b>	
<b>Antoinette</b>	University of Miami
<b>Anisa</b>	Harvard T.H. Chan School of Public Health
<b>Carol</b>	Bronx-Lebanon Hospital Center
<b>Claire</b>	Harvard T.H. Chan School of Public Health
<b>Eduardo</b>	Harvard T.H. Chan School of Public Health
<b>Exzavia</b>	Children's Diagnostic & Treatment Center, Ft. Lauderdale
<b>Gena</b>	University of Miami
<b>Jackie</b>	Westat
<b>Karim</b>	Westat
<b>Kim</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Lesley</b>	Texas Children's Hospital
<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>Stephanie</b>	University of Miami
<b>Theresa</b>	Texas Children's Hospital

- **APPROVAL OF MINUTES**

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

- **ICEBREAKER**

**Mandy** led the icebreaker.

- **SELF-CARE SPACE**

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

- **HECC UPDATES/PHACS NETWORK UPDATES**

**Claire** mentioned that during the network meeting there will be a plenary speaker talk about "whole person health." After the presentation, there will be breakout groups. Those groups will each have about 10 people. It will give the opportunity for everyone to talk during the discussion. Leadership was thinking about having groups with people that have different roles on PHACS. **Claire** will send a survey to the CAB and PUG asking how they feel about this approach. She asked about any feedback from the CAB members regarding this topic. Several CAB members agreed that it is a great idea to have different roles represented in the breakout sessions. Everyone can learn from each other.

**Mandy** talked about the new creative assistant. His name is Sam. He has a degree in biomedical drawing and has experience in animation. He is currently working in a coloring book for children that are going to their SMARTT visit. The coloring book involves a tortoise named "Coco" and the journey of going to the doctor. The book will include mazes and word searches that will be adapted to different ages. Mandy presented the first two pages of the coloring book to the CAB members.

Feedback from CAB members:

- **Gena** said that some sites have Haitian communities. So, the coloring book should be translated into Creole.
- **Morganne** suggested adding a bow tie.
- **Kim** mentioned adding different drawings in the maze.

## • **IN-PERSON SPRING MEETING LOGISTICS**

**Mandy** explained the logistics for the PHACS Spring Network Meeting for the CAB members that will be attending in-person.

### **CAB Retreat and Network Meeting**

- CAB Retreat: Monday, May 8 from 10AM – 5PM.
- Network Meeting: Tuesday, May 9, 2023 from 8:00AM – 5:00PM and Wednesday, May 10, 2023 from 8:00AM – 12:00PM.
- Meeting purpose: The Spring Network Meeting provides face-to-face opportunity for researchers and community members to work together on the PHACS project.
- CAB purpose
  - REPRESENT the PHACS community and local site community
  - LEARN more about PHACS studies
  - GIVE FEEDBACK about current PHACS studies from the unique community perspective
  - OPPORTUNITY to meet researchers and clinicians
- CAB Members will arrive Sunday, May 7
  - Informal dinner gathering
- CAB Members are expected to attend all meeting sessions.
- CAB Members will leave after the second day of the meeting on May 10, 2023.
- Opportunities this year
  - Volunteer to demonstrate a (painless) study procedure or attend a demo
    - Check arterial pressure on neck and thigh.
  - Attend TERBO BRAIN Meeting (Tuesday Lunch)
  - Attend HPV Meeting (Wednesday Lunch)
  - Social on Tuesday evening in courtyard
  - Tell your story (StoryCorps Booth!)
    - Online platform to share experiences and stories.

### **COVID-19 Safety**

- Being vaccinated against COVID-19 is not required to attend the meeting, but it is strongly encouraged since it helps protect against severe illness.
- MASKING with a KN95 or N95 will be required in any indoor sessions (and we will provide masks for anyone who doesn't have their own.)

### **Location**

- Location: Hyatt Regency Bethesda, Maryland.
  - Check In: 4:00 PM (May 7)
  - Check Out: Morning of May 10 (Bring luggage to the main meeting room)

### **Per Diem**

- Money for ground transportation to and from the meeting or airport as well as money for meals not provided by the meeting.
  - Westat will send a per diem check for the full amount to you or your site before the meeting
  - Westat will send a letter with the check that will explain how the money was calculated and suggestions for spending
- Deposit or cash the check before the meeting
- No need to save receipts or submit reimbursement
- Budget wisely and keep any extra money

### **Transportation Logistics**

- Options to/from Ronald Regan National Airport
  - Taxi
  - Ride share: Uber/Lyft
  - Super shuttle
  - Metro

**NOTE: The next CAB call will be on May 25, 2023 at 12:00 PM ET.**