

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

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**Participants:**

<b>Andrea</b>	Jacobi Medical Center
<b>Antoinette</b>	University of Miami
<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>Gena</b>	University of Miami
<b>Kim</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Liam</b>	FSTRF
<b>Liz</b>	Harvard T.H. Chan School of Public Health
<b>Mandy</b>	Harvard T.H. Chan School of Public Health
<b>Mona</b>	University at Alabama Birmingham
<b>Morganne</b>	FSTRF
<b>Raiko</b>	University of Colorado, Denver
<b>Robert</b>	University of Miami
<b>Samantha</b>	
<b>Theresa</b>	Texas Children's Hospital

• **APPROVAL OF MINUTES**

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

• **ICEBREAKER**

**Mandy** led the icebreaker.

• **SELF-CARE SPACE**

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

• **CAB HANDBOOK DISCUSSION: UPDATING MATERIALS**

**Mandy** explained the CAB Handbook will be updated. She indicated that this new edition will include lessons learned from sites. It will include experiences in local CABs around setting up, operating and participating in a CAB.

- **Kim** mentioned that CABs should emphasize building friendships. Sometimes, the CAB is the only place that people receive support. CABs should be a safe place where people can share their personal stories. One idea of building that connection between CAB members is to share contact information (phone and emails).
- **Kim** said flyers are not very successful when reaching out for potential CAB members. Approach should be at a personal level.

- **Theresa** agreed that flyers are not the best way to communicate with potential CAB members at sites. Usually, study coordinators reach out to participants about studies and CAB meetings. Something very important to emphasize is the confidentiality of the information. At their site, everyone has to sign a confidentiality agreement before participating in the meetings.
- **Kim** mentioned that study coordinators ask the CAB members for suggestions on how to improve the program. Ideas and suggestions from the CAB members are very important at her site. There is an emphasis on how CABs care about the whole person. It's not all about being a participant in a study.
- **Gena** suggested having documents translated in other languages (for example: Spanish and Haitian Creole). She mentioned that translating documents reduces the language barrier. Another thing important is to acknowledge that people have different levels of understanding.
  - **Mandy** agreed that sites might need different resources depending on the community.
- **Samantha** said it is important to spread information about what a CAB is.
  - **Kim** talked about the importance of a mentorship program at the sites. CAB members will feel comfortable talking to mentors. These mentors could provide support to other CAB members.
  - **Theresa** mentioned that a flyer with general information about CAB could be used.
    - **Mandy** agreed that a flyer with general information would be helpful. A template of a flyer can be included in the handbook. It does not have to include the specifics of the work in the CAB, only the overall goals.

Tips for those in a position of leadership (strategies for keeping the group together and supporting each other).

- **Kim** mentioned the importance of offering support and allowing people to decide how they want to be helped and also providing support when people ask for it. Giving space and time for people to be comfortable asking for support is important.
  - **Gena** agreed that people should be supported in the ways and when they needed it.
- **Kim** mentioned that there is a resources book in every community. It includes information about housing, child support, legal services, etc.
  - **Samantha** agreed that providing resources to members is important. People should know what resources they have around their community.
  - **Mandy** mentioned that the handbook can include national resources. In addition, the handbook should have language to encourage sites to provide local resources for their CAB members.
  - **Gena** explained that CAB members should reach out for resources at their communities such as Ryan White planning council, mayor's board or a planning board for people living with HIV. These councils can provide resources guides.

How CAB members keep connected:

- **Gena** mentioned keeping in touch with CAB members by phone calls. It's important to show support to CAB members.
- **Theresa** shared that site staff have been working recruiting participants in the studies. Usually, they talk to the patients about the studies and the site CAB.
- **Kimbrae** mentioned phone calls, informal meetings and Zoom.

**NOTE: The next CAB call will be on August 24, 2023 at 12:00 PM ET.**