

MEETING CONTENT

Module 4

Today's Agenda



CAB Meeting Agenda

No matter how often they meet, all site CABs get together for meetings at least once a year. Most CABs meet on a regular basis - about once every month. CAB meetings allow CAB members to interact with each other, learn about new information, support each other, and share resources. What goes on during CAB meetings varies by site. There are no rules about how CABs run their meetings. It is up to CAB members and CAB liaisons to plan meaningful CAB meetings.

Most site CABs recommend coming up with an agenda for site CAB meetings. Some site CABs send out the agenda ahead of time. Others hand out the agenda at the meetings. Some site CABs email the agenda to CAB members, mail the agenda to CAB members, or write it on flyers to post in the clinic or hand out to potential CAB members.

Most sites recommend asking the CAB to suggest topics for agenda. One site CAB decides on topics for the next year during their December meeting. Consider setting aside time every few meetings to come up with topics for future CAB meetings.

MEETING CONTENT

Module 4

CAB leaders (CAB Chairs, CAB Liaisons, site staff liaisons, etc.) typically put the agenda together. One site CAB member believes that it is helpful to distribute the agenda in advance of CAB meetings. It may also be helpful to set the agenda for the next meeting before CAB members leave the meeting. This is particularly helpful for guest speaker presentations. It allows CAB members to prepare ahead of time and come up with important questions. One site CAB recommends placing important items at the beginning of the agenda in case time runs out. Generally, site CAB agenda items focus on the following broad topics:

- **Welcome and Socialize**
- **Participating Research Studies**
- **HIV/AIDS Research and News**
- **HIV/AIDS 101**
- **Representative Updates**
- **Advocacy and Events**
- **Movie Screenings**
- **CAB-Specific Topics**
- **Open Forum**
- **Support**

Welcome and Socialize

Many site CABs schedule their meetings around a meal. This allows CAB members to unwind and socialize before the meeting. Most site CABs start the meeting with introductions and announcements. It provides CAB members an open opportunity to share about themselves before diving into the agenda. Since many topics covered during CAB meetings can be very personal, it is important that CAB members feel somewhat comfortable with each other.

If there are new CAB members, or if the CAB could benefit from getting to know each other better, consider starting the meeting with an icebreaker. Icebreakers are great ways for CAB members to get to know each other. Icebreakers may also help CAB members feel more comfortable participating in discussions during meetings.

MEETING CONTENT

Module 4

HELLO

My name is

**CAB
MEMBER**

The best icebreaker exercises vary depending on the size of the CAB and their familiarity with each other. If the CAB is large in number and energetic, consider trying the “Bingo” icebreaker. This involves a little bit of preparation work ahead of time. Create a list of characteristics such as “Likes spicy food,” or “Has a child participating in a research study,” etc. Print copies of the lists, and hand them out to the CAB. Allow ten minutes for CAB members to

visit with each other and find one person to match each of the characteristics. Once one person’s list is complete, or ten minutes are up, ask CAB members to share something interesting they learned about someone else (see Appendix I for a Bingo Icebreaker Game template).

Icebreakers don’t have to be complicated. If the CAB is small, not too energetic, or there isn’t enough time, try a simple icebreaker. Go around the room and ask each CAB member to introduce themselves using their real name or a nickname. Each time the group participates in this exercise, ask each CAB member to answer a different question like “name a favorite food,” or “name your favorite summer activity.” Avoid serious questions that might cause anxiety; keep it light.

Below is a link to instructions for ten fun icebreaker exercises:

Top Ice Breaker Games for Adults: <http://adulted.about.com/od/icebreakers/tp/toptenicebreakers.htm>

MEETING CONTENT

Module 4

Participating Research Studies

Most site CABs try to focus some part of their CAB meetings on learning and/or giving feedback about research. This includes studies that CAB members or their family members are participating in. Some site CABs spend time reviewing protocol and substudy updates.

Many CABs find it helpful to start by reviewing a participant research summary with the CAB. At some sites, the site Principal Investigator (PI) may attend meetings to review participant research summaries/protocol updates and answer questions.

If your site PI is unable to attend CAB meetings, try reviewing the participant research summary together as a CAB. Write down any questions. Ask the site CAB Liaison or CAB leader to share the questions with the site PI. During the next site CAB meeting, the CAB can review answers (see page 62 for more information about participant research summary reviews during CAB meetings).

HIV/AIDS Research and News

Many site CABs enjoy learning about the latest in HIV/AIDS research and news. Some site CABs discuss research findings together. Other CABs invite guest speakers, including site staff, to review news and answer questions.

Encourage site CAB members to look for research and news and bring it to site CAB meetings. Consider setting aside ten minutes at every meeting to talk about the latest news. Ask site CAB members to get involved by searching for news articles. Consider alternating site CAB member news finders each week so each CAB member can get involved in this activity.

MEETING CONTENT

Module 4

Some CAB members may even be interested in presenting articles to the group. Keep in mind that news articles can be complicated and sometimes misleading. Talk with CAB liaisons and CAB members about creating guidelines for reviewing articles. It may be helpful to suggest that CAB members only search for articles in specific credible websites, or that all news articles be reviewed by the CAB liaison or a site staff member before presenting to the CAB.

Below are a few credible sources for the latest in HIV/AIDS news:



AIDS.GOV blog: <http://blog.aids.gov>

nam aidsmap: <http://www.aidsmap.com/latest-news>

Center for Disease Control and Prevention HIV/AIDS Daily News: <http://www.cdc.gov/hiv/dailynews>

HIV/AIDS 101

In addition to covering HIV/AIDS research and news, many site CABs find it helpful to occasionally talk about basic information about HIV/AIDS. Site CABs cover topics such as HIV disease progression, transmission, and medication adherence.

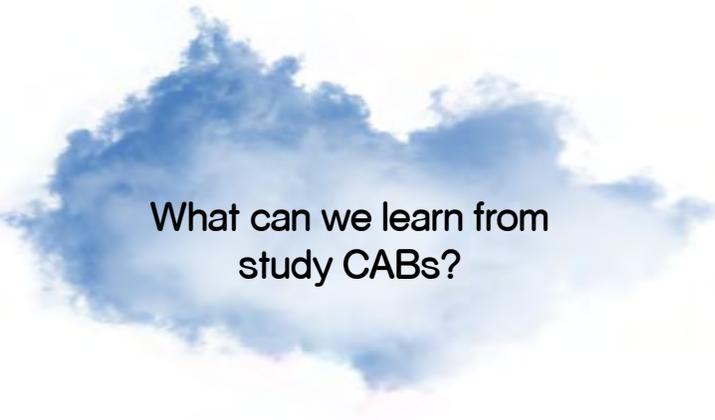
Since HIV/AIDS 101 presentations are for educational purposes, it is important to review this information with a clinical expert. If your CAB is interested in learning more about HIV/AIDS, contact site staff members about setting up a presentation with a guest speaker.

MEETING CONTENT

Module 4

Representative Updates

In most site CABs, only one or two members serve on a study-specific CAB, like the PHACS CAB. Site CABs are asked to choose a volunteer to attend study CAB conference calls and report back. These members are the site CAB representatives. Many site CABs use meetings as an opportunity for these representatives to report back from the conference calls or meetings they attend.



What can we learn from study CABs?

Remind members that CAB representatives must represent the site CAB in the larger PHACS CAB. Typically during study-specific CAB calls, site CAB representatives from each study site call into a conference call line to talk about PHACS CAB and study-related information. There are many opportunities during these calls for CAB representatives to give feedback about study-related topics from their site CAB's perspective. This means representatives should also make the site CAB aware of any outstanding PHACS CAB issues that may require site CAB input and/or feedback.

Site CAB representatives, especially new ones, may be nervous or anxious to speak up during a conference call. There are many ways to participate that don't include speaking up. Many site CABs invite the site CAB representative to join the call with a site staff member at the clinic. If the representative is more comfortable organizing their thoughts with a site staff member, the site staff member can speak up and give their feedback if desired. Site staff may also be able to clarify any challenging topics.

MEETING CONTENT

Module 4



It is also possible that site CAB representatives may not have time to process their thoughts during the call time. He/she may also want to talk about the issues with the site CAB before giving feedback on the study-specific CAB call. This is perfectly okay! Site CAB representatives (site CAB members who serve on the study-specific CAB) may contact the study-specific CAB Liaison via phone, mail, or email with any follow-up questions or feedback. Some study-specific CABs, like the PHACS CAB, may send out anonymous online surveys after the conference calls. This gives site CAB representatives the opportunity to share their thoughts privately without mentioning their name.

Keep in mind that other site CAB representatives are often willing to offer support or advice to CAB members. Contact the study-specific CAB Liaison about connecting your site CAB representatives to other CAB members.

Advocacy and Events

Many site CABs participate in local events having to do with advocacy, community outreach, and health education and promotion. During some site CAB meetings, CAB members review recent events or suggest events for CAB members to attend.

MEETING CONTENT

Module 4



Movie Screenings

There are several movies having to do with HIV/AIDS that are educational and/or thought provoking. Some site CABs occasionally show HIV/AIDS-related films to prompt discussions during meetings. Consider preparing discussion questions for after the movie. If the CAB agrees to talk openly, allow time after the movie for an open

discussion. Follow the link below to see a list and descriptions of movies having to do with HIV/AIDS:

Positive Living Association, HIV/AIDS in Movies: <http://pozitifyasam.org/en/hiv-aids-and-more/hiv-aids-in-movies.html>

CAB-Specific Topics

Many CABs recommend spending at least one meeting a year covering CAB-specific topics. This may include revisiting the site CAB confidentiality policy, talking about ways to improve the CAB, and checking in with CAB members about meeting structure, location, and time.

It may be helpful to create a survey for CAB members to give feedback about CAB specific topics, especially if there are a large number of members. Hand the survey out at the end of a meeting and review it at the beginning of the next meeting. This allows members to comment and give feedback anonymously (if they choose) and it can also help draw attention to specific issues.

MEETING CONTENT

Module 4

Open Forum

Site CABs can greatly benefit from structure in their meeting planning. However, some CAB members may feel unable to bring up important questions that aren't on the agenda with this format. Many site CABs recommend making time for an open forum every few meetings (approximately 10-15 minutes). Let CAB members know that no topic is off limits during these discussions.

It may be helpful to hold these discussions during a meeting where a site staff member is present in case CAB members bring up issues that may require medical attention or referral. However, some CAB members have expressed the desire to be able to talk openly with CAB members only. If this is the case, consider asking site staff to leave the room during this time, but be available if issues should come up.

Ask the site CAB their preferences for open forum discussions. Since site CAB members may not feel comfortable stating that they'd rather talk among themselves, consider passing out a quick anonymous survey to be reviewed by CAB Leadership/Liaisons.

Support

Although CABs are typically not the same as support groups, many CAB members find support in their CABs. One site CAB uses 15 minutes at the end of CAB meetings as a support session. Similar to an open forum, these 15 minutes are specifically for members to share stories and offer support to each other. Just like open forum discussions, CAB members may feel more comfortable holding a support session among themselves without site staff present (see "Open Forum" above for more options for these types of sessions).

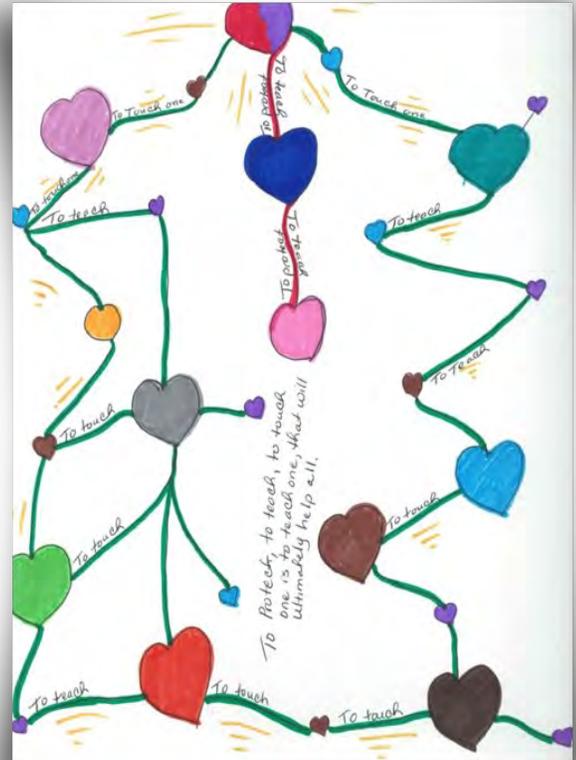
MEETING CONTENT

Module 4

Site CAB Discussion and Guest Speaker Presentation Topics

Site CABs cover a wide range of topics for discussion during CAB meetings. Some CABs choose to review topics with site staff, invite guest speakers, or talk about the issues among themselves. Below is a list of topics from past PHACS site CAB discussions:

- Criminalization of HIV;
- Health care reform and HIV;
- Stigma;
- How to get involved in HIV/AIDS advocacy;
- Different types of advocacy;
- Medication and HIV treatment;
- Nutrition and HIV;
- Neurocognitive impact of HIV;
- AIDS in children and adults;
- Alternative medicine;
- Alcohol and HIV;
- Gene therapy studies and HIV control;
- HIV cure;
- Losses to follow-up in HIV care;
- National HIV testing day;
- HIV-positive men and adoption;
- Serodiscordant couples;
- Mother-to-child transmission;
- Shame and shame resilience;
- Safe sex;



MEETING CONTENT

Module 4

Empowered

Inspired

Hopeful

- Microbicides;
- Substance use and HIV;
- Adolescent adherence;
- History of Ryan White;
- Community outreach – HIV testing and care;
- Disclosure;
- Informed consent;
- Research ethics;
- Families affected by HIV;
- Understanding abuse;
- Healthy Relationships
- Confidentiality; and
- Support systems.

Ending the Meeting

It can be very helpful for CAB members to vocalize how they're feeling after CAB meetings. The PHACS Young Adult Community Advisory Board (YACAB) does this at the end of YACAB conference calls. Each YACAB member gets a chance to sum up how they're feeling in one word or phrase. Words from YACAB calls have often included empowered, inspired, and hopeful. This gives CAB members the opportunity to connect to each other and the meeting content. This practice can be particularly helpful for intense or emotional discussions.

MEETING CONTENT

Module 4

Did you Know?

Many CAB members prefer to learn from guest speaker presentations.

Tips for Monitoring Guest Speaker Presentations

Many CAB members highly recommend inviting guest speakers to site CAB meetings. For some CAB members, guest speaker presentations are their favorite parts of meetings.

Several site CABs recommend appointing a timekeeper for guest speaker presentations. This is especially helpful for guest speakers who may need to leave at a certain time, or for topics that prompt a lively and lengthy question-and-answer discussion. Ask for timekeeper volunteers, or rotate timekeepers each meeting.

Write time increments on signs (i.e., 10 minutes, 5 minutes, 1 minute, etc.). Ask the timekeeper to sit in the back of the room and flash the signs to the speaker when necessary. It is helpful to seat the timekeeper in the back of the room so signs aren't distracting CAB members.

Many site CABs recommend handing out copies of presentations to CAB members ahead of time. This gives CAB members the chance to become familiar with the material before the presentation. It also allows CAB members to follow along with the presenter. Some site CABs mail or email the presentations to CAB members ahead of time. Keep in mind, some CAB members may not want CAB materials to be mailed to their home.

MEETING CONTENT

Module 4

Questions for Guest Speakers

1. Where can we find more information about similar studies?
2. Who can benefit from this information?
3. When will the final results of the study be released?
4. What is the main takeaway from this study?
5. What are the next steps?

Talk with site CAB members about preferences for receiving CAB meeting materials. If possible, ask the guest speaker to distribute the presentation to CAB Leadership or Liaisons prior to the meeting.

In addition to reviewing material ahead of time, many site CABs find it helpful to come up with questions for guest speakers before the presentation. This allows the CAB time to come up with meaningful questions. If possible, it is also helpful for the speaker to review questions ahead of time.

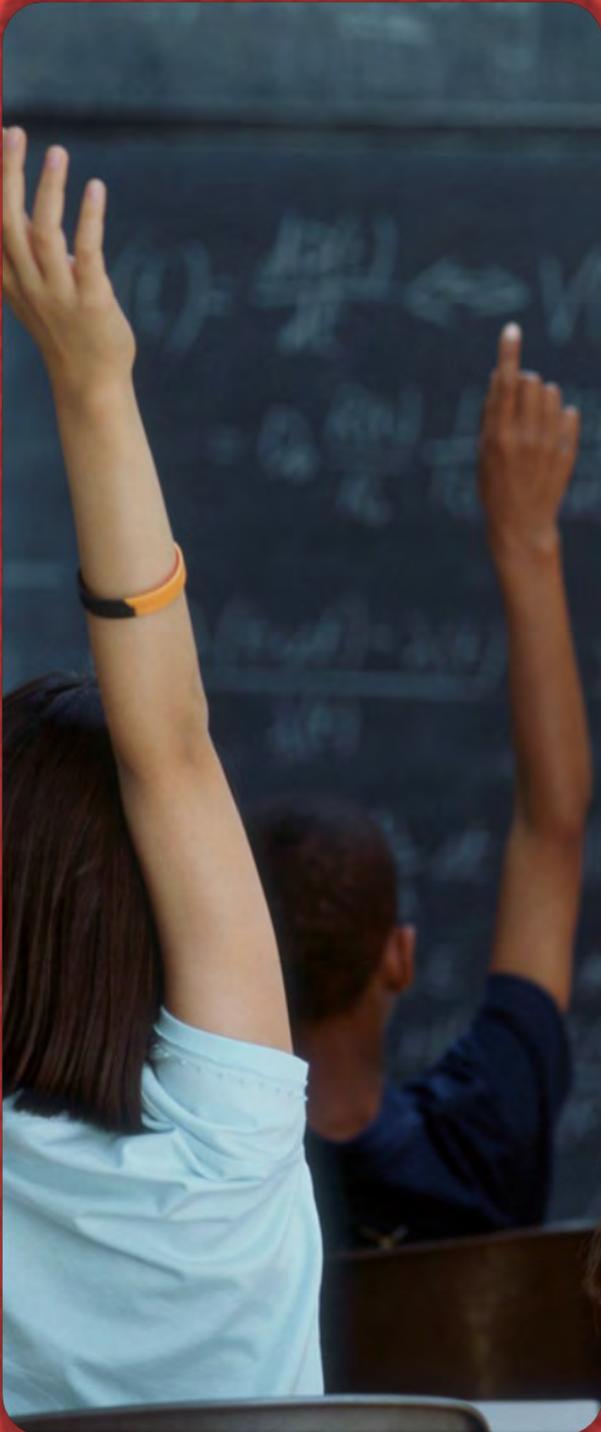
Due to time constraints, it may not always be possible to come up with questions ahead of time or ask questions after the presentation. Consider asking the speaker if he/she would be willing to review follow up questions. If so,

the site CAB Leadership or Liaisons can contact the speaker after the meeting with follow-up questions. The CAB may then review the answers to their questions during the next site CAB meeting.

It's always helpful to be specific! Guest speakers may feel more comfortable presenting on a topic when they know more about what the CAB intends to get from the presentation. Before deciding on a topic, ask the CAB to come up with specific questions or objectives. This may help guest speakers use their presentation time wisely and accommodate the CAB's educational needs.

MEETING CONTENT

Module 4



It's as important for the guest speaker to know the CAB as it is for the CAB to know the guest speaker! Consider creating a one-page (more or less) description of the CAB to give to guest speakers. This will help the guest speaker better understand the CAB's needs. It may also be possible to ask CAB Leadership or Liaisons to describe the CAB over the phone or email. Ask CAB members to work together to come up with a CAB description and/or mission statement to share with the guest speaker (see page 11 for more information on CAB mission statements).

It may also be helpful to come up with guidelines for guest speakers. There may be related topics that the CAB does not want the guest speaker to talk about. Since confidentiality during CAB meetings is very important, consider developing a confidentiality agreement for guest speakers to sign. This may help CAB members feel more comfortable welcoming guest speakers to meetings (page 35 for more information on confidentiality agreements).

MEETING CONTENT

Module 4



Presentations by Conference Call

It may not always be possible for guest speakers to attend site CAB meetings. One site CAB recommends inviting guest speakers to present a topic over the phone or video conference. Imagine how many more guest speakers could attend site CAB meetings if held one of these ways!

Keep in mind there are challenges to not having a guest speaker physically in the room. It is important that the CAB has some material to reference during the presentation if they aren't able to see the presenter. It may be difficult to keep the CAB engaged in the discussion if they have no visual reference point. Request that the speaker provide a PowerPoint presentation or handout. Be sure to check with site staff about conferencing options.

Minutes

Many site CAB find it helpful to take minutes or detailed notes during meetings. Talk to site CAB members about their preferences for minutes. There are pros and cons to taking meeting minutes. Minutes are a helpful reference for CAB members to review what happened during previous meetings. It also helps the CAB keep track of what topics have been covered. If the CAB would prefer not to take minutes, use copies of past agendas to track what topics have been covered.

Please note that there are many options for minutes. CAB members may feel more comfortable if minutes were only taken during some parts of the meeting.

MEETING CONTENT

Module 4

CAB members may request that other parts of the meeting such as personal story time or support sessions be left out of the minutes. CAB members may also feel more comfortable leaving names out of minutes. Due to confidentiality concerns, some site CAB members may not ever want to have minutes or notes taken. Minute taking may be a burden for CAB members. If the CAB is interested in taking meeting minutes, ask for volunteers. If there are no volunteers, consider asking the CAB Liaison to take minutes. Since minute taking can be an important task, it may help interest members to propose that the person taking the minutes be part of CAB Leadership as a Secretary or other similar role.

Activities Outside of CAB Meetings

Many CAB members have stressed the importance of CABs participating in activities outside of CAB meetings when the gathering isn't specifically focused on HIV. Outside activities may help the CAB bond, may act as incentives, and may help the CAB maintain a balance of work and fun. Activities outside of meetings may take the place of meetings or take place at a separate time. Below is a list of possible activities:

- Fitness classes;
- Holiday parties;
- Attending other CAB meetings;
- AIDS Walks;
- Going to the movies;
- Participating in local health fairs;
- Bowling;
- Going out for a meal together; and
- Museum trips.

**“Being a part of the CAB
makes me feel like I am helping
the cause.”**

- CAB Member