

e-HLbc Management Committee Meeting Minutes

Date: September 29, 2008

Time: 2:00 – 4:00pm

Place: BC Academic Health Council

Present: Anita Cocchia, Bob Foley, BJ Gdanski,

Nancy Levesque, Leigh Anne Palmer, Cathy

Rayment, Ruth Rochlin, Greg Rowell, Lea Starr

Absent: George Eisler

1. Introductions / Attendance

2. Ranking Survey and New Product Selection Process

The Administrative Centre gave an update on the new product selection process. The 2008 ranking survey was a success – eliciting a 100% response rate, with 34 institutions ranking resources and 1 institution declining to submit ranking preferences. The Negotiation Advisory Team (NAT) – consisting of Anita Cocchia, Lisa Gysel, Joy Kirchner, Karen MacDonell, Leigh Anne Palmer and another representative from the post-secondary sector (TBA) – will use this data, along with other inputs, to compile a report to submit to the Management Committee. Once resources are selected for trial the Administrative Centre will launch Licensing Resource web pages, offering resource information including a resource overview, subscription information, pricing, trial access, etc.

ACTION: Administrative Centre will provide an abbreviated Timeline for New Product Selection for Steering Committee meeting.

ACTION: Administrative Centre will prepare a proposal for subscribing to EBSCO link resolver.

3. Core Renewal

The Administrative Centre expects initial pricing quotes from EBSCO and Ovid within the next week.

ACTION: Administrative Centre will present pricing information to the Management Committee before the Fall Steering Committee meeting.

4. e-HLbc Financial Status

Subscription fees have been received. Because of smart financial planning and the exchange rate, e-HLbc has accumulated a contingency fund. In the coming months, the Management Committee will consider how to leverage those savings to serve end-users better and to support the e-HLbc organization.

ACTION: Administrative Centre will investigate the size of other consortial contingency funds.

5. Case for Renewal

Bruce has finished a draft of the Case for Renewal. That draft has been sent to the Management Committee for feedback. The draft does not include updated projected subscription costs and the modified cost-sharing formula for the health sector, derived from Ministry calculations and based on population served by the Health Authorities, recommended by the Operating Committee. Also, the draft does not include a separate budget line for administrative overhead (in the original business case, budgeting for administrative overhead was left ambiguous). Once the appropriate changes have been made, the Case for Renewal will be sent to the Steering Committee a week prior to the Steering Committee meeting.

ACTION: The Administrative Centre will provide renewal cost for the core resources in October.

ACTION: Management Committee members will send feedback on the Case for Renewal to Leigh Anne by October 8th; she will compile, send to Management Committee for approval, then will forward to Bruce.

ACTION: BJ will investigate budgeting for administrative overhead, travel, conference participation, etc., for the Management Committee to discuss.

6. End User Survey Update

The 2007/2008 e-HLbc End User Survey was a great success. The Evaluation Subcommittee has developed a substantive analysis of the results as well as a concise summary for distribution.

ACTION: Evaluation Subcommittee will present report to the Steering Committee.

ACTION: The Administrative Centre will promote results on the website.

7. Membership

There were three areas of discussion surrounding membership: 1.) Simon Fraser University notified BC Academic Health Council that they were ceasing their Council membership. George has initiated discussions with SFU Health Science Administration in order to remind them of the value of the BC Academic Health Council Membership but should SFU decide to cease their membership, their e-HLbc membership status would change. 2.) Currently, the language in e-HLbc's guidelines for affiliate membership does not reflect needs of post-secondary institutions. In light of interest expressed prospective post-secondary affiliate members, such as Nicola Valley Institute of Technology, membership criteria and costing need to be re-considered. 3.) Private post-secondary institutions continue to be a subject of discussion. Moving forward, e-HLbc should develop criteria to use to vet private post-secondary institutions interested in affiliate membership.

ACTION: Greg and Nancy will contact colleagues at Simon Fraser University to inform them of SFU membership status with BC Academic Health Council and urge them to discuss the value of membership with University Administrators.

ACTION: Bob will modify the membership bylaws to present to the Steering Committee for approval.

ACTION: Once Steering Committee approves changes to bylaws, Bob, Lea, and Anita will work on updated affiliate membership criteria document.

ACTION: Administrative Centre will develop a tiered approach to costing post-secondary institutions that are not part of BC Academic Health Council and establish a six-month pilot for Nicola Valley Institute of Technology.

8. Conference Participation

Due to time constraints, the Management Committee decided to discuss e-HLbc plans to participate in either the BC Library Association or the Canadian Health Library Association 2009 conferences electronically. Some options to consider include organizing a session, hosting a reception, giving a presentation, including an e-HLbc handout in conference packets, etc.

ACTION: Discuss conference participation via listserv.

9. Fall 2008 Steering Committee Meeting Agenda

Due to time constraints, the Management Committee decided to discuss Steering Committee meeting agenda items electronically.

ACTION: Discuss Steering Committee meeting agenda via listserv.