

Management Committee Meeting Date: March 30, 2011 Time: 1:30-3:30pm Location: Harbour Centre, Rm 3100	Participants: BJ Gdanski, April Haddad, Shannon Long, Grace Markarewicz (chair), Leigh Anne Palmer (recorder), Cathy Rayment, Ruth Rochlin, Lea Starr (alternate)  Absent: Anita Cocchia, Joy Kirchner
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#### **1. Welcome, Attendance (Grace)**

Grace welcomed the Management Committee to the meeting and introduced Lea Starr, who sat in for Joy Kirchner. Lea has a long history with e-HLbc, having sat on the Management Committee from 2006-2008.

#### **2. Adoption of Agenda (Grace)**

The meeting agenda was adopted.

#### **3. Adoption of Meeting Minutes (Grace)**

Minutes from the January 19, 2011 Management Committee meeting were approved.

**ACTION: The Administrative Centre will post the approved meeting minutes on the e-HLbc website.**

#### **4. Negotiation Advisory Team (NAT) Update and Recommendation (Leigh Anne)**

The New Product Ranking Survey completed in Winter 2010, and the NAT met multiple times in December through February to study the ranking results, research products and come to a recommendations for products to consider for consortial licensing. The NAT is composed of Karen MacDonell (College of Physicians and Surgeons), Joy Kirchner (University of British Columbia), and Lisa Gysel (Interior Health Authority).

The New Product Selection Process consists of a number of activities: it begins with the e-box, then moves to the ranking survey and ends with the NAT analysis. When reviewing the results of the survey, the NAT looks at the following factors:

- Level of Interest (within and across sectors)
- Resource Type (index, full text collection, point of care tool, etc.)
- Resource Quality (authority, breadth, currency, depth, overlap, etc.)
- Technical & Administrative Requirements (interoperability, statistics, etc.)
- Financial Considerations (availability of a consortial license, pricing, etc.)

Following the analysis of the 2010 Ranking Survey, the NAT recommended and the Management Committee approved two (2) resources for consortial licensing: Access Medicine and JAMA and the Archives Journals. In addition to these resources, the NAT also recommended that e-HLbc be flexible and occasionally seize opportunities for consortial licensing as they arise, if they meet the expressed needs of members.

The Management Committee thanked NAT members for their continued work, supporting the licensing efforts of the consortium.

It was announced that Heather Compeau retired from the NAT this fall. Her position will need to be filled.

**ACTION: The Administrative Centre will begin moving forward with investigations of resources approved for further investigation for boutique licensing.**

**ACTION: The Administrative Centre will put out a call for nominations for a NAT member from the post-secondary sector to replace Heather Compeau at the May Steering Committee or via email over the summer.**

## **5. BCAHC Governance**

### **5a. BCAHC Governance and Finance Update (Cathy)**

On March 15, 2011, the Management Committee met with Laureen Styles, the Executive Director of the BC Academic Health Council. The BCAHC has undergone extensive restructuring during the past year, and in September 2010 a new governance structure was put in place.

While some larger governance issues were talked about at the meeting, finance was the main topic of discussion.

In particular, the conversation focused on deferred revenue that had been accrued in 2006 through 2009 through exchange rate gain. While e-HLbc understood these monies to be restricted to e-HLbc, the BCAHC finance committee and accountant felt these funds could be brought into BCAHC operating funds. According to the Council, in total \$277,000 of the deferred revenues (exchange gains) accrued from e-HLbc payments were moved into general operating funds.

The BC Academic Health Council has proposed striking a working group composed of the BCAHC Board members and e-HLbc Steering Committee members to discuss the need for contingency funds, however, the Management Committee feels the Steering Committee must be engaged in a larger consultation process around these developments before proceeding on any path. The BCAHC representative said that the Board will strike a working group to discuss e-HLbc in June, with or without e-HLbc's formal participation.

A briefing of the March 15 meeting has been distributed to the Steering Committee. It is available for review: [http://ehlbc.ca/uploads/BCAHCBriefing\\_March15.pdf](http://ehlbc.ca/uploads/BCAHCBriefing_March15.pdf). Time will be allotted at the May Steering Committee meeting for discussion.

A conversation ensued about the optimal way to provide the Steering Committee with an opportunity to provide feedback prior to the Steering Committee meeting.

**ACTION: Working with the Co-Chairs, the Administrative Centre will draft a survey aimed at soliciting feedback from the Steering Committee about finance and governance issues that have arisen.**

#### **5b. e-HLbc Governance**

Work to update the e-HLbc Terms of Reference (TOR) documents has been underway for the past year. It was the intention of the Management Committee to present the draft documents to the Steering Committee for a vote at the May Steering Committee meeting. However, the BC Academic Health Council Office has reviewed the documents and requested that substantial changes be made to align the e-HLbc TOR documents with those of the newly revised Council TOR. The Management Committee feels that due to these changes and discussions around governance and finance that will occur at the next Steering Committee meeting, that the TOR can not be put to a vote at this time.

There was discussion around whether any e-HLbc governance documents, including the original TOR and Appropriate Use of Funds document, were approved by the BCAHC. While the Appropriate Use of Funds document was never passed by the BCAHC, the understanding was that the original TOR was passed by the BCAHC.

There was additional discussion about upcoming elections for the Management Committee. Whether using the original TOR or new TOR documents, a number of Management Committee members are due to move out of their positions. After some discussion about how and/or whether to proceed with elections, the Management Committee concluded that continuity in Management at this time would be beneficial and that they would recommend this course of action to the Steering Committee.

**ACTION: The Management Committee will bring forward a recommendation to the Steering Committee to push back the Management Committee representatives' election until next year.**

**ACTION: The BC Academic Health Council Office will verify that the original e-HLbc Terms of Reference document was passed by the BCAHC Operating Committee.**

#### **5c. e-HLbc Budget (Cathy)**

At the last Steering and Management Committee meetings, it was decided that the Management Committee would create a budget for e-HLbc. However, considering the current ambiguity around funds and governance, the Management Committee decided to table budget creation until some clarity has been obtained.

A discussion ensued about the monies remaining in the consortial coffer. There are two types of funds available for the use of e-HLbc: monies accumulated through affiliate membership dues and \$270,000 in additional restricted funds.

Regarding affiliate membership revenue, the BCAHC has assured the Management

Committee that these funds are restricted to e-HLbc.

There is a lack of clarity around from where the \$270,000 in additional restricted funds was derived. While the BC Academic Health Council believes the \$270,000 to be Ministry of Health monies given in 2005/6 to subsidize the costs of the health authorities for the first three years, health authority representatives have assured BCAHC that MOH monies were used since their costs were subsidized during those years. More clarity on these funds is needed to have a complete understanding of e-HLbc's financial position.

There was additional discussion about what to do with the remaining funds in e-HLbc's coffer.

**ACTION: In order to better understand from where the \$270,000 CAD were derived, the BC Academic Health Council will examine invoices and financial reports from the first three years and report findings to the Management Committee.**

**ACTION: Once clarity around funds is achieved, a small working group of e-HLbc members will be formed to identify options for use of e-HLbc restricted monies.**

## **6. Strategic Planning Next Steps (Leigh Anne)**

Following the February 23-24 in-person Strategic Planning session, evaluation forms were distributed to attendees to gauge the success of the event. Approximately 50% of attendees responded, and feedback was positive. A summary of evaluation responses is available here: <http://ehlbc.ca/uploads/2011StratPlanSessionEvalSummary.pdf>.

Session facilitator Marleen Morris has created a report detailing the proceedings of the in person Strategic Planning event. The full report is available for review here: [http://ehlbc.ca/uploads/Report\\_StratPlanSession\\_110309.pdf](http://ehlbc.ca/uploads/Report_StratPlanSession_110309.pdf).

**ACTION: As discussed at the Strategic Planning session, the Administrative Centre will email a call for volunteers to sit on a committee tasked to create draft consortial values and vision.**

**ACTION: The Administrative Centre will identify a process for synthesizing and working on strategic directions and submit to the Management Committee for review and decision.**

## **7. Spring Steering Committee Meeting / CVHL Discussion (Grace)**

At the May Steering Committee meeting, the Steering Committee will discuss the Canadian Virtual Health Library (CVHL). e-HLbc has been invited to become a network subscriber. In order to have a productive and informed discussion about CVHL, an update on CVHL will be sent to the Steering Committee with a survey requesting thoughts, questions, and feedback.

Considering changes in the governance structure of the BC Academic Health Council, it is no longer clear whether the Steering Committee has the authority to commit to this kind of relationship.

**ACTION:** The Administration Centre will draft an email update on the CVHL, attach the CVHL FAQ and Q&A from the January Management Committee meeting, and create a survey in order to ask what questions Steering Committee members have about the organization. The draft will be sent to the Co-Chairs for review.

**8. UpToDate Licensing (Ruth)**

**ACTION:** Due to time restraints, a presentation and discussion about UpToDate licensing in the province's health authorities will be tabled until the next Management Committee meeting.

**9. Website Update (Leigh Anne)**

**10. Progress Report (Leigh Anne)**

**ACTION:** Due to time restraints, the Administrative Centre will provide updates on the website and the operations of the e-HLbc Administrative Centre via email.