

Management Committee Meeting Date: July 20, 2011 Time: 10:00-12:30pm Location: SFU Harbour Centre	Participants: BJ Gdanski, April Haddad, Shannon Long, Grace Markarewicz (chair), Leigh Anne Palmer (recorder), Cathy Rayment, Ruth Rochlin (via teleconference) Absent: Shannon Long
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Meeting Minutes

1. Welcome and Attendance (Grace Markarewicz)

Members present and attending via teleconference were welcomed to the meeting.

2. Adoption of Agenda (Grace Markarewicz)

The meeting agenda was adopted.

3. Approval of March Meeting Minutes (Grace Markarewicz)

The minutes from the Spring Management Committee meeting were approved as distributed.

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

ITEMS FOR DECISION & DISCUSSION

4. e-HLbc Finance Update

*** Restriction of Funds (Cathy Rayment)**

Following the last Steering Committee meeting, the e-HLbc Co-Chairs submitted a request to the BCAHC Board of Directors that the approximate \$283,000 in funds accumulated through exchange rate gains be restricted to e-HLbc. This request has been approved.

To ensure e-HLbc's financial vitality and transparency, next steps discussed at the last Steering Committee meeting include the following:

- Revising e-HLbc's Appropriate Use of Funds policy
- Securing ratification of the policy by BCAHC Board of Directors (BOD)
- Moving forward with the e-HLbc strategic plan
 - Finalizing a draft Strategic Plan
 - Obtaining the endorsement of the Strategic Plan at the Steering Committee level

- Ratifying the Strategic Plan at the BC AHC Board of Directors.

With these pieces in place, the e-HLbc Steering and Management Committees will have autonomy while providing BCAHC will the information, policies, and structure they need to ensure good governance and due diligence.

ACTION: BJ will keep the BCAHC Office informed of the forthcoming documents related to finance and strategic planning so that preparations can be made to present them at the BCAHC Board of Directors meetings.

*** e-HLbc Financial Framework Policy (Anita Cocchia)**

As discussed at the Summer Steering Committee meeting, the Appropriate Use of Funds policy was revised. A draft revision was presented to the Committee for review. It has now been renamed the “e-HLbc Financial Framework Policy.”

Since the original policy was enthusiastically received by the Management and Steering Committees, most of the content from the Appropriate Use document remains. In addition to minor changes, critical additions include the following:

- More background information on e-HLbc’s financial revenues and expenditures has been included in order to educate stakeholders on e-HLbc’s financial structure.
- A new section on projects resulting from the Strategic Plan was added to the Expenditures section.

After discussion, the policy was approved by the Management Committee, with minor revisions. The e-HLbc Financial Framework Policy will go to the BOD for ratification at their September meeting.

ACTION: The Co-Chairs will send the approved policy to the BCAHC Board of Directors.

ACTION: As requested during the discussion, the Administrative Centre will provide the Co-Chairs with a memo to accompany the policy that will provide critical background including the intent of the policy.

5. e-HLbc Governance Update (Grace Markarewicz)

At the last Steering Committee meeting, striking two task groups was discussed:

- A governance task group, which would discuss and evaluate the best options and methods for e-HLbc to move forward effectively and efficiently.
- A communications task group, which would work with BCAHC Office and BOD representatives to improve communications and operations of e-HLbc.

The first group has been formed and is made up of Bob Foley (Vancouver Island

University), Virginia Adams (Vancouver Community College), Anne Allgaier (Northern Health Authority), and Shannon Long (Vancouver Coastal Health Authority).

After further discussion the Management Committee decided that a subgroup of the Management Committee would sit on the second task group, since it is the mandate of the Management Committee to oversee operations and communications within and between the BC Academic Health Council, the Steering Committee, and membership.

ACTION: The Co-Chairs will contact the Bob Foley to discuss the scope the work of the task group and create a timeline for providing the Management Committee with an update.

ACTION: BJ will inform the BCAHC Office that a subgroup of the Management Committee will sit as the e-HLbc representatives on the second task group. The Management Committee will await further communication from the BCAHC Office on how they plan to proceed.

6. Strategic Planning Update

At the last Management Committee meeting, an updated framework for drafting and finalizing a strategic plan was identified. Since that time, a small working group from the Steering Committee has created draft vision and values for the Management Committee's review, while the Administrative Centre has been working on draft strategic directions.

*** Vision / Values Update (Ruth Rochlin)**

Ruth Rochlin provided an update on the Vision and Values Working Group.

The Working Group consists of Anne Allgaier, Ana Rosa Blue, Trina Fyfe, Bodhi Haraldsson, Sybil Harrison, Nancy Levesque, and Ruth Rochlin (Chair).

Draft vision and values were presented to the Management Committee for review and feedback.

*** Strategic Directions Update (Leigh Anne Palmer)**

Leigh Anne Palmer provided an update on the synthesis of information gleaned at the in person session into Strategic Directions.

Draft strategic directions were presented to the Management Committee for review and feedback.

ACTION: Management Committee members will send feedback on the draft vision, values, and strategic directions to the Administrative Centre by July

29th.

ACTION: The Administrative Centre will work with Ruth Rochlin to finalize draft vision and value statements.

ACTION: The Administrative Centre will combine the vision, values, and strategic directions into one document and present them to the Management Committee for discussion, feedback, and approval. Submission to the Steering Committee for review and feedback will follow.

7. CVHL Membership Discussion (Leigh Anne Palmer)

*** CVHL Risk/ Benefit Analysis**

At the last Steering Committee meeting, it was decided that the e-HLbc Administrative Centre would draft a risk / benefit analysis on e-HLbc's potential membership with the Canadian Virtual Health Library (CVHL).

The Administrative Centre presented that Risk Benefit Analysis to the Management Committee. The full document is available for review here: http://ehlbcc.ca/uploads/CVHL_riskbenefit.pdf.

Based on that analysis and subsequent discussion, the Management Committee concluded that the benefits of e-HLbc's membership with the CVHL outweigh the risks, particularly if certain risk mitigation strategies are put into place to support and secure e-HLbc's independence and vitality.

ACTION: The Administrative Centre will draft a recommendation document based on the Risk Benefit Analysis and subsequent Management Committee Discussion.

ACTION: The Management Committee Recommendation will be distributed to the Steering Committee, along with an electronic ballot, in early September when the decision as to whether e-HLbc will join CVHL will be put to a vote.

ACTION: The Administrative Centre will share the Risk Benefit Analysis with Alberta's health consortium, the Health Knowledge Network, as discussed at the Management Committee meeting.

8. Management Committee Member Replacement (Grace Markarewicz)

Joy Kirchner, Management Committee representative from the post-secondary sector, has changed positions at UBC and no longer sits on the e-HLbc Steering

Committee nor on the Management Committee.

Since the current Terms of Reference do not offer guidance on replacing Management Committee representatives who step down during their term of office, the Management Committee discussed potential replacement strategies.

It was decided that the Management Committee would invite Dr. Kathryn Hornby (UBC's newly appointed Steering Committee representative) to sit on the Management Committee for the duration of Joy Kirchner's term (April 2012).

ACTION: The Management Committee Co-Chairs will contact Kathy Hornby with an invitation to sit on the Management Committee.

ITEMS FOR INFORMATION

9. Administrative Centre Update (Leigh Anne Palmer)

Leigh Anne Palmer provided an update on the website, core renewal process, and consortial staffing.

Website –

Over the past months, e-HLbc has been working with contractor Raised Eyebrow to develop e-HLbc's new website using a Drupal platform. The website is in alpha. Technical testing is underway. In the coming weeks, the Management Committee will be asked to test, review, and offer feedback on the site.

Core Renewal –

The core suite vendors EBSCO and Ovid have been engaged in the core renewal process. Relevant FTE and head count numbers, in addition to other information have been accumulated and sent to vendors. Initial renewal pricing is expected in late summer.

Staffing –

The maternity leave replacement position for the e-HLbc Coordinator has been posted. The deadline for applications is late July, and interviews will occur in late August. The aim is to have a replacement hired by late September.

10. UpToDate in BC (Ruth Rochlin)

Ruth Rochlin updated the Management Committee the current UpToDate licensing in the health authorities.

As of Spring 2011, all health authorities license UpToDate. Ruth has met with UpToDate representatives to discuss the potential benefits of building a licensing relations between UpToDate and eHLbc.

The Management Committee briefly discussed the potential benefits and challenges posed by engaging UpToDate in negotiations at this time.

ACTION: The Administrative Centre will check in with CVHL on their plans for point-of-care tool licensing.