

Management Committee Meeting Date: September 27, 2011 Time: 1pm-4pm Location: SFU Harbour Centre	Participants: Anita Cocchia, Megan Crouch, BJ Gdanski, April Haddad, Kathy Hornby, Shannon Long, Grace Markarewicz, Leigh Anne Palmer, Cathy Rayment (chair), Ruth Rochlin Guest: Bob Foley (VIU)
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Meeting Minutes

1. Welcome and Attendance (Cathy Rayment)

Members present were welcomed to the meeting. Megan Crouch, parental leave replacement, was introduced.

2. Adoption of Agenda (Cathy Rayment)

The meeting agenda was adopted.

3. Approval of March Meeting Minutes (Cathy Rayment)

The minutes from the July 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 Governance Working Group Update (Bob Foley)

Bob Foley presented work to date. The Committee expressed thanks and confirmed the group was on the right track.

ACTION: The Governance Working Group will continue their work. A report is forthcoming.

5. e-HLbc Core Renewal (Administrative Centre)

a. Action Plan

2012 Core Renewal Action Plan distributed

The document was reviewed by the Committee.

ACTION: The Administrative Centre will move forward as outlined.

b. Negotiation Outcomes

Core Renewal Pricing Analysis document distributed

MOTION: that the MC approve negotiated fees

MOVED: Ruth Rochlin

SECONDED: April Haddad

Motion Carried

c. Three Year Fee Plan

e-HLbc Core Renewal Cost Sharing Summary document distributed
BJ informed the Committee that the health authority cost sharing formula requires updating.

ACTION: BJ will communicate the updated health cost sharing model to the Administrative Centre ASAP.

It was discussed that the two organizations covered by the total VCH costs are VCH and PHC. The total costs are split 75% VCH and 25% PHC. It was suggested that this division be reflected in the Case for Renewal.

ACTION: The Administrative Centre will ensure that the Cost Sharing model reflects the 75%/25% split between VCH and PHC.

e-HLbc Affiliate Member Revenue document distributed
There was discussion over the total amount of Affiliate Member Revenue actually available.

ACTION: Co-chairs to confirm available money for Affiliate Member Contribution Subsidy ASAP.

In addition to the Administrative Centre Fees, the Case for Renewal 2008 reflects the BCAHC Administrative Cost of \$5,000. There was discussion as to whether this fee will continue, and at what amount.

ACTION: BJ to confirm ASAP.

6. Canadian Virtual Health Library Membership (Administrative Centre)

The Administrative Centre reported on the Steering Committee's vote. The recommendation to proceed with membership was accepted. Next steps were discussed.

ACTION: The Administrative Centre will draft an email for the Co-chairs to inform the SC.

ACTION: The Administrative Centre will draft an email for the Co-chairs to send to CVHL.

ACTION: The Administrative Centre will communicate the decision to HKN.

7. Co-chair Report (Cathy Rayment and Grace Markarewicz)

The Co-chairs informed the Committee they have had multiple meetings during the past three months with the BCAHC staff and/or BOD representatives regarding finances, Administration Centre services priorities for 2011-2012, and communication process issues. Additionally, e-HLbc presentations were made at the BCAHC Board of Directors meeting in August and to the BCAHC AGM in September.

A working group was struck, comprised of Management Committee Co-chairs Cathy Rayment and Grace Markarewicz, Laureen Styles (BCAHC), Howard Waldner (VIHA), and Barbara Herrer (Camosun College). This group will identify key challenges and concrete methods for improved communications and working relationships between the BCAHC and the e-HLbc Steering and Management Committees.

ACTION: The Co-chairs will keep the Management Committee informed of activities.

8. e-HLbc booth/poster at Research Days – Prince George (Cathy Rayment)

ACTION: Ruth Rochlin to follow up with Anne Allgaier to offer banner and any other existing promotional materials.

ITEMS FOR INFORMATION

9. Strategic Planning Update (Administrative Centre)

Draft of Strategic Plan Document was distributed

The Management Committee confirmed the Strategic Plan was ready to take to the Steering Committee.

ACTION: Administrative Centre will put Strategic Plan Document on the next SC agenda.

10. Administrative Centre Update (Administrative Centre)

Megan Crouch was hired as Leigh Anne Palmer's parental leave replacement. Megan will start work on October 11, 2011 and will be working 70%. Additional Staff will be hired by the administrative centre to support Megan.

The new e-HLbc website is ready for launch. Expect an announcement shortly.

11. Health Shared Services BC (Ruth Rochlin and Cathy Rayment)

Ruth Rochlin updated the Management Committee on her recent interactions with HSSBC. There was discussion around how BCAHC Board of Directors could assist with HSSBC issues. It was also discussed that since HSSBC is getting involved in licensing e-resources such as Nursing Skills (and possibly Up-to-Date) that we should set up a meeting with e-HLbc (Administrative Centre and Management Committee reps) and HSSBC Purchasing to discuss cooperative ventures in the future.