

Management Committee Meeting Date: March 19, 2012 Time: 1pm-4pm Location: SFU Harbour Centre	Participants: Anita Cocchia, Megan Crouch (recorder), BJ Gdanski, Kathy Hornby, Shannon Long, Grace Markarewicz, Cathy Rayment (chair), Ruth Rochlin Regrets: April Haddad
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Meeting Minutes

1. Welcome and Introductions (Cathy Rayment)

2. Adoption of agenda/minutes (Cathy Rayment)

The agenda was adopted without changes.

Minutes were previously approved via email, and posted to the e-HLbc website.

ITEMS FOR DECISION & DISCUSSION

3. Co-chair report (Cathy and Grace)

- Co-chairs presented the 2012 Case for Renewal and the Strategic Plan at the February 3rd BCAHC Board meeting.
 - BJ noted that the BCAHC board is currently reviewing licenses and is looking for institutions to sign a letter of agreement for the three-year core suite license. This letter of agreement is currently still with the BCAHC legal department. It will be sent to member libraries with their Core Suite invoice. All members are required to sign it. The letter will not include a specific dollar amount.
 - **ACTION: Admin Centre will alert the Steering Committee that this letter will be coming with their invoices for 2012-2013**

4. Terms of Reference (Cathy)

- The committee reviewed both the Consortium and Management Committee Terms of Reference Documents. Cathy and Grace will make all edits agreed to by the committee and will send to the Administrative Centre for final formatting.
 - **ACTION: Administrative Centre will format the final drafts of both Terms of Reference (ToR) documents.**
 - **ACTION: Administrative Centre will send the formatted documents to the Steering Committee, noting that it is recommended by the**

- Management Committee that they approve the ToR documents.
- **ACTION: Co-chairs will present ToR documents to the BCAHC Board Meeting on April 27th.**

5. Affiliate Fees (Admin Centre)

- After the Management Committee Meeting on 31 January 2012, it was decided that Affiliate Member Fees would remain at the status quo for 2012-2013. The Management Committee will use this year to thoughtfully review the current process and related philosophies around Affiliate Membership and will develop a new pricing model.
- Ideas for further discussion:
 - Important to discuss e-HLbc philosophy behind Affiliate Membership.
 - Motivation for recruiting/retaining Affiliate Members.
 - Ensuring that the Strategic Plan supports any new pricing structure.
 - Determine actual cost for the Administrative Centre to support Affiliate Members.
 - Many ways to cost share exist. This process should enable the committee to come up with a sustainable formula / metric that can be adapted to suit varying needs of members as well as one that can roll over from year to year.
- A separate meeting, specifically dedicated to the topic of Affiliate Membership will be scheduled to start this discussion and process.
- **ACTION: The Administrative Centre will prepare documentation to support this discussion, including spreadsheets with the current pricing model for both current and potential Affiliate Members.**
- **ACTION: The Administrative Centre will edit the circulated Affiliate Member Renewals 2012-2013 document to create separate columns for Licensing and Administrative Fees.**

6. Development Fund (Admin Centre)

- The Management Committee endorsed the Action Plan submitted by the Administrative Centre.
- **ACTION: The Administrative Centre will execute the Action Plan as distributed.**

7. e-HLbc Expenditure Plan for 2012-2013 (Shannon Long)

The Committee reviewed the most recent draft of the e-HLbc expenditure plan for 2012-2013.

The Administrative Centre submitted an invoice to the BCAHC for meeting charges incurred for the past year.

- **ACTION: Shannon will update numbers for draft #6, will put notes and**

comments below the spreadsheet for easier printing and readability. Draft #6 will also remove rows for Bank Interest and Bank Charges.

- **ACTION:** Shannon will send the updated Expenditure Plan to BJ, who will make it available to Edward.
- **ACTION:** BJ will move \$108,534 of the Development Fund to a US Bank Account ASAP.
- **ACTION:** BJ will send the banking confirmation/information to Shannon as soon as the funds are transferred.

8. Elections (Co-chairs)

Cathy let the Committee know that Michele Purdon (Fraser Health Authority) is willing to stand for nomination for the coming Health Sector vacancy on the Management Committee.

- **ACTION:** The Administrative Centre will send a timeline to the Management Committee.
- **ACTION:** The Administrative Centre will send out a call for nominations to the Steering Committee.

ITEMS FOR INFORMATION

9. CVHL (Cathy)

The CVHL created two new working groups:

- 1) The Transition Working Group which is primarily concerned with governance, and
- 2) The Business Model Working Group.

Cathy is a member of the Transition Working Group.

CVHL recently decided that Network Subscribers need to be on the Board. A balance between Independent Board Members and Network Subscribers is desired. All Network Subscribers received a message calling for three people to be on the CVHL Board. Cathy is considering standing for nomination as her term with the e-HLbc Management Committee is coming to a close.

10. e-HLbc Administrative Centre Service Delivery Highlights (Admin Centre)

The Administrative Centre presented the FY 2011-2012 Service Delivery Highlights document to the Committee.

BCAHC's contract with BC ELN as the Administrative Centre of e-HLbc was posted to BC Bid Online as a Notice of Intent (NOI). The NOI went unchallenged.

The BCAHC will have a teleconference with the Management Committee to determine the coming year's service priorities. These priorities will be reviewed with the Administrative Centre, and a new contract will be written. BJ noted that this may not be finished until May, but the Administrative Centre is to carry on as if the new contract is already in place.

11. Administrative Centre Update

- APA: Moving licenses for additional APA resources from BC ELN to e-HLbc was postponed until next year.
 - UpToDate: Anita met with UpToDate representatives. The vendor expressed that their current infrastructure could not adequately support consortium membership. The Management Committee feels that these system issues are not sufficiently insurmountable to end the conversation.
 - It was noted that this resource is not appealing to the consortium as a whole, but mainly to the Health Sector and UBC.
 - The renewal for e-CPS/e-Therapeutics+ has been posted.
 - Licenses for the Core Suite are nearly finalized
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- **ACTION: Anita will contact the UpToDate again to discuss.**
 - **ACTION: Megan will send final licenses to BJ once they are available.**

12. Next Meeting

There is a Steering Committee Meeting on May 14th from 1:30-4pm at SFU Harbour Centre.

- **ACTION: The Administrative Centre will send out a doodle for a Summer Management Committee meeting.**