Electronic Health Library of BC

e-HLbc

e-HLbc Management Committee Meeting
Date and Time: March 5, 2013 9:30 am – 12:00 pm
Location: SFU Harbour Centre, RM 3100, 515 West Hastings Street

e-HLbc Management Committee Meeting Minutes

Participants

In Person:

Anita Cocchia (BC ELN)   Shannon Long (VCHA)
BJ Gdanski (BCAHC)   Grace Makarewicz (Capilano, Chair)
Leah Hopton (BC ELN, Recorder)   Leigh Anne Palmer (e-HLbc Office)
Kathy Hornby (UBC)   Michelle Purdon (FHA)

Via Teleconference:

April Haddad (JIBC)   Ruth Rochlin (IHA)

1. Welcome and Attendance (Grace Makarewicz)
Grace Makarewicz welcomed in-person and telephone participants.

2. Adoption of Minutes and Agenda (Grace Makarewicz)
Minutes of the September 11, 2012 Management Committee meeting have been approved via email and posted to the e-HLbc website.

The agenda was adopted with one addition: an e-HLbc financial report.

ITEMS FOR DECISION & DISCUSSION

3. e-HLbc Transition from BC Academic Health Council (BCAHC)

- **BCAHC Update (BJ Gdanski)**

An update on BCAHC's dissolution activities was provided. A letter was circulated from Lorna Romilly, BCAHC Interim Executive Director, regarding BCAHC's efforts to transition its initiatives.

On February 21st 2013, the BCAHC Board of Directors met and approved transition of e-HLbc from BCAHC to Simon Fraser University (SFU). BCAHC has sent a Transition Agreement to SFU for signature. The transition from BCAHC to SFU has gone smoothly thus far; as of March 31st, all new e-HLbc business through BCAHC will cease.

- **Transition Activities Update (Leigh Anne Palmer)**

A summary of further work related to e-HLbc's transition to SFU was presented. Drafts of the Transition Agreement, Principles of Transition, and Letter of Assignment were submitted into record and are available for review:

- http://www.ehlbc.ca/sites/default/files/e_eHLbcTransitionAgreement-v3-final.pdf
- http://www.ehlbc.ca/sites/default/files/d_e-HLbc%20license%20assignment%20to%20SFU.pdf

A minor adjustment to the Transition Agreement was made by SFU prior to signature. Final signed documents will be archived by the e-HLbc Office.

The e-HLbc Office will work with BCAHC to send the Letter of Assignment to vendors to transition all licenses from BCAHC to SFU.

The e-HLbc Office has developed a FAQ for members about the transition; feedback from the Management Committee on these FAQs was requested.

A list of e-HLbc transition activities was shared with the Committee. Areas of high priority include: solidifying e-HLbc's new financial infrastructure and protocols, transitioning licenses to SFU, and updating of the consortium's Terms of Reference.

A working group was struck to complete the revision of the Terms of References. The members include Leigh Anne Palmer (Administrative Centre) Michelle Purdon (Health Sector), and April Haddad (Post-Secondary Sector).

ACTION: The Administrative Centre will follow up with the volunteer group to update Terms of Reference. Drafts will be reviewed by the Management Committee in the late Spring, with submission to the Steering Committee in June for approval.

4. e-HLbc Finance (Shannon Long)

The e-HLbc Expenditure Plan for 2012-2013 was shared and is available for review: http://www.ehlbc.ca/sites/default/files/eHLbc expenditure plan for 2012-2013 (December 31, 2012).xls.

It was noted that financial aspects of the BCAHC to SFU transfer documents that had been circulated were for business costs directly related to funding the actual transfer and therefore did not include the deferred revenue designated for e-HLbc's use in future years. The expenditure plan shows that $31,670.00 in affiliate member net revenue for 2012/2013 and approximately $80,000.00 deferred development fund revenue to be used to offset 2013-2014 and 2014-2015 license and administrative fees

would also have to be transferred. It was also noted that a portion of these funds are held in US funds and would have to be converted to CAD before they could be moved from BCAHC to SFU.

BJ Gdanski informed the Committee that at the close of the transfer affiliate member revenue, deferred revenue, and any unused money from the BCAHC administrative fee will be transferred to SFU. A binder containing financial documentation will be issued to e-HLbc with the transferred funds.

There was a discussion around new finance and invoicing procedures after the transition. Due to uncertainty around changes in the tax code and its effect on rebates, firm protocols cannot yet be established. The e-HLbc Office will produce a separate communiqué around finance for members when it learns more in the new fiscal year.

5. Affiliate Membership Update (Leigh Anne Palmer)
An update on e-HLbc business relating to affiliate membership was provided. The e-HLbc office contacted affiliate members to explain this new membership fee structure, which take effect on April 1st. All current affiliate members have chosen to renew their memberships, and all will continue licensing the EBSCO bundle of resources. Further dialogue around membership and opt-in licenses will continue with affiliate members in the coming weeks.

ITEMS FOR INFORMATION

6. Canadian Virtual Health Library (CVHL) Update (Anita Cocchia)
A brief update on the status of CVHL was provided. CVHL's attempt to engage a membership model in order to collect fees to maintain their infrastructure has been unsuccessful. More information on CVHL's future is forthcoming.

7. Administrative Centre Update (Leigh Anne Palmer)
An update on the Administrative Centre's activities was provided. A draft progress report was presented to the Committee and is available for review:
http://www.ehlbc.ca/sites/default/files/f_20130305_ACProgressReport_DRAFT.pdf.

A final draft will be shared with the e-HLbc Steering Committee in June.

8. Next Meeting (Grace Makarewicz)
It was decided that the Management Committee will conduct a brief business meeting following the Steering Committee meeting in June.

The Management Committee thanked the transition team, and in particular BJ Gdanski, for its work in guiding the transition from BCAHC to SFU. BJ was also thanked for her years of commitment to e-HLbc.