



## **e-HLbc Management Committee Meeting**

Date and Time: June 13, 2013 3:15 pm – 4:30 pm

Location: SFU Harbour Centre, RM 2520, 515 West Hastings Street

## **e-HLbc Management Committee Meeting Minutes**

### **Participants**

#### ***In Person:***

Anita Cocchia (BC ELN)

April Haddad (JIBC)

Leah Hopton (BC ELN, Recorder)

Kathy Hornby (UBC)

Shannon Long (VCHA)

Grace Makarewicz (Capilano, Co-Chair)

Leigh Anne Palmer (e-HLbc Office)

Michelle Purdon (FHA)

Ruth Rochlin (IHA, Co-Chair)

### **1. Welcome (Ruth Rochlin)**

- Ruth Rochlin welcomed participants and attendance was taken.
- The agenda was approved with no additions.
- Minutes of the March 5, 2013 Management Committee meeting have been approved via email and will be posted to the website.

**ACTION: The Administrative Centre will post the final minutes to the website.**

### **ITEMS FOR DECISION & DISCUSSION**

### **2. Terms of Reference Next Steps (Ruth Rochlin)**

The group discussed next steps to be taken with the draft revised Management Committee and Consortium Terms of Reference.

**ACTION: The Administrative Centre will incorporate feedback from the Management and Steering Committees into the Terms of Reference. Final drafts of the Terms of Reference will then be distributed to the Steering Committee for endorsement via electronic vote.**

### 3. Elections (Leigh Anne Palmer)

The Committee discussed the suggested process for holding Management Committee elections this year, taking into account the proposed change from the current Co-Chair leadership structure to a Chair/Vice-Chair structure and existing members' needs to transition off the Management Committee.

In the first year:

- The Health sector will have:
  - One member in the Chair position and
  - Two representatives on the Committee.
- The Post-Secondary sector will have:
  - One member in the Vice-Chair position and
  - Two representatives on the Committee (both newly elected).

In the second year:

- The Health sector will have:
  - One member in the Past-Chair position (the previous year's Chair);
  - One member in the Vice-Chair position; and
  - One representative on the Committee.
- The Post-Secondary sector will have:
  - One member in the Chair position (the previous year's Vice-Chair) and
  - Two representatives on the Committee.

In subsequent years Chair and Vice-Chair positions will alternate between the Health and Post-Secondary sectors, with the Vice-Chair always moving into the Chair position and the Chair always moving into the Past-Chair position.

The same year that a sector has a member in the Chair position it will also hold an election for two representatives. As a result, each sector will hold an election every two years.

The group considered strategies around implementing this new process for elections. Grace Makarewicz will step down from her Co-Chair position in the fall, due to her prolonged term on the Management Committee. For continuity's sake, Ruth Rochlin will be Chair (Health sector) and April Haddad will assume the Vice-Chair position (Post-Secondary sector). An election will take place for two Post-Secondary representatives, due to turnover on the Committee.

Nominations and elections for representatives will occur in September. Terms of these representatives *this year only* will last 2.5 years due to the circumstances around implementing the new process. Henceforth elections will occur before the June Management Committee meeting, for the sector which holds the Chair position, and terms will last 2 years.

#### **4. e-HLbc Finance Transition (Anita Cocchia)**

Anita Cocchia provided an update on e-HLbc's finance transition from the BC Academic Health Council (BCAHC) to Simon Fraser University (SFU).

- All remaining monies that the BCAHC had in reserve for e-HLbc have been transferred to SFU to be held for the consortium.
- Now that the transition is nearing completion, invoices will be issued to members in the coming weeks.

Moving forward, Simon Fraser University (SFU) will pay vendor invoices on behalf of the group, including taxes. In turn, e-HLbc will invoice libraries in Canadian dollars, including the unrecoverable portion of the GST for licensing costs. It is important that institutions do not self-assess and pay the taxes a second time; the invoice will clearly state the amount dedicated to unrecoverable GST. The GST paid will be set at the post-secondary GST rebate level, which is a necessity for SFU.

Anita confirmed for the group that upcoming invoices will be for the same amounts as outlined in the Core Suite Case for Renewal, only converted to Canadian funds.

#### **5. Membership Discussion (Leigh Anne Palmer)**

Leigh Anne Palmer updated the group on the work that has been done by the Administrative Centre to cultivate provincial affiliate members. Because e-HLbc is viewed as a trusted partner, there has also been some interest from national organizations in joining.

The Management Committee discussed the benefits and risks of forging national partnerships. The group concluded that building its provincial membership should be e-HLbc's primary activity. However, the Committee felt it would be beneficial to consider a more formal decision-making strategy to deal with national requests to join e-HLbc during the next round of strategic planning. In the meantime, e-HLbc will remain open to having informal conversations with interested national groups.

#### **6. New Business**

There was no new business.

#### **7. Next Meeting**

**ACTION: The Administrative Centre will identify optimal dates for the next Management Committee meeting.**

Grace Makarewicz was thanked for her service as Management Committee Co-Chair.