

eHLbc Management Committee Business Meeting Minutes

Date: Friday, November 15, 2019 (3:30-4:30pm)

Location: Hyatt Regency Vancouver, 655 Burrard St, Vancouver, BC V6C 2R7

In Attendance:

Brooke Ballantyne Scott (FHA)
Julie Creaser (NHA, Chair)
Aleteia Greenwood (UBC)
Mary Anne Guenther (NIC, Past Chair)
Carol MacFarlane (BCCNP)
Kenneth McFarlan (IHA)
Trish Rosseel (DC)

eHLbc Administrative Centre:

Anita Cocchia
Prubjot Gill (recorder)
Sunni Nishimura
Cristen Polley

Agenda Items:

1. Welcome and Adoption of the Agenda

A. Cocchia requested a name change to agenda item 4 from Spring Election to Vice-Chair Selection.

The Committee approved the change and the agenda was adopted as tabled.

2. Governance Review Debrief

A. Cocchia recapped the outcomes of the morning's eHLbc All Member Meeting Governance Review. Through facilitated sessions, all members:

- Agreed to change the name of the Steering Committee to All Member Group
- Identified key information on consortium operations to add to the eHLbc website
- Shared ideas for how to effectively engage all members in regular meetings moving forward
- Discussed the structure of the Management Committee Terms of Reference, including membership

ACTION: The Administrative Centre will gather ideas and suggestions shared during the All Member meeting and move forward with the Governance Review outcomes, including:

- Formally changing the name of the Steering Committee to the All Member Group and updating the eHLbc website to reflect this change
- Updating the website to reflect key information about the consortium

- Compiling information for review on how the All Member Group meetings should be held in future; information gathered will be brought to the Management Committee for discussion
- Providing next steps for discussion on the Management Committee Terms of Reference

3. General Meeting Debrief

Committee members agreed that the All Member meeting went well and that there were high levels of member engagement and skilled facilitation throughout the day.

4. Vice-Chair Selection

M. Guenther clarified the Chair and Vice-Chair positions: J. Creaser is the current Chair and M. Guenther is Past Chair. Due to an accidental oversight, M. Guenther chaired the November 15th meeting and thanked J. Creaser for understanding.

M. Guenther reminded the Committee of the Vice-Chair selection protocols:

- As stated in the Terms of Reference, the Chair and Vice-Chair must come from different sectors (Post-secondary, Health) and alternate annually
- The current Chair, J. Creaser, is from the health sector, so the next Vice-Chair will come from the post-secondary sector
- The Vice-Chair is selected from among the committee representatives by consensus

T. Rosseel agreed to put her name forward for the Vice-Chair role. There were no objections from the Committee, and T. Rosseel was acclaimed Vice-Chair.

ACTION: The Administrative Centre will announce T. Rosseel as the new Vice-Chair to the members.

5. Staffing Update

A. Cocchia provided an eHLbc staffing update. Since the Management Committee last convened in May 2019, there have been a few staffing changes:

- Leigh Anne Palmer left her role as Manager at BC ELN to become the Manager of Digital Services at Vancouver Public Library
- A position to support both the BC ELN and eHLbc licensing programs is posted internally and externally
- Caroline Daniels from Kwantlen Polytechnic University is serving as temporary licensing program support until the position has been filled
- Jennifer Bancroft will be back from parental leave in January 2020
- S. Nishimura will be on study leave from February 1, 2020 to January 31, 2021
- C. Polley will be taking on eHLbc membership support

6. New Business

There was no new business.

7. Next Meeting

The next meeting may be in-person. The Administrative Centre will send out a Doodle poll to determine a date for the next meeting.