

eHLbc Management Committee Meeting Minutes

Date: Wednesday, October 28, 2020 (10:30am-12:00pm)

Location: Virtual meeting via Zoom

In Attendance:

Julie Creaser (NHA, Health, Past-Chair)
April Haddad (JIBC, Post-Secondary)
Carol MacFarlane (BCCNM, Affiliate)
Kenneth McFarlan (IHA, Health)
Trish Rosseel (DC, Post-Secondary, Chair)
Debbie Schachter (CapU, Post-Secondary)
Brooke Scott (FHA, Health)

eHLbc Administrative Centre:

Jennifer Bancroft (recorder)
Anita Cocchia
Leah Hopton

Agenda Items:

1. Welcome & Adoption of Agenda

The agenda was adopted without change.

2. Update on eHLbc Activities

A. Haddad and D. Schachter were elected by acclamation as the Post-Secondary representatives on the Management Committee. They started their two-year terms on October 1. T. Rosseel began a one-year term as Chair on October 1.

The Fall issue of eHLbc's [Vital Signs newsletter](#) was released in October. A detailed account of eHLbc's activities can be found in the latest [Progress Report](#), covering the period from January to June 2020.

The Administrative Centre adopted the use of dashboards (a customized overview of eHLbc services and benefits) for new member orientations. The dashboards were recently used during orientations with the new library directors from North Island College and Yukon University.

3. Vice-Chair Selection

The Committee selected K. McFarlan to be the new Vice-Chair. As T. Rosseel, the current Chair, comes from the Post-Secondary sector, the Vice-Chair must be selected from the Health sector. K. McFarlan will assume the Chair position in 2021.

4. Update on Terms of Reference

L. Hopton led the Committee in a discussion about All Member Group feedback on the redline version of the Terms of Reference.

In response to feedback pertaining to the proposed Section 5 “Executive Committee,” the Management Committee decided to further clarify the operational nature of meetings between the Chair, Vice-Chair, and eHLbc Administrative Staff by removing the term “Executive Committee” and moving the meeting description to Section 4 (Chair and Vice-Chair) of the Terms of Reference.

After discussing feedback on Section 6 “Individual Committee Member Responsibilities,” the Committee agreed that members will consult with their sectors as items of importance arise rather than at specific or scheduled times of the year. The Committee strengthened this language in Section 6 by clearly stating that members are consulted on pertinent agenda items.

MOTION: To approve the revised Terms of Reference with the incorporated changes.

Moved: D. Schachter

Seconded: K. McFarlan

Motion carried unanimously.

The Terms of Reference with the incorporated changes will be posted on the eHLbc website and shared with the All Member Group.

5. All Member Group Meetings

L. Hopton led a discussion to follow up on a previous session brainstorming changes to the structure and frequency of the All Member Group meetings and to finalize a purpose statement for the All Member Group.

After finalizing the purpose statement, the Committee agreed that the All Member Group should meet once every two years to plan and strategize as a consortium, with the potential of holding other meetings in between, as important issues arise.

In addition to the scheduled All Member Group meetings for the 51 representatives of the consortium, eHLbc will hold broader learning or networking meetings for all staff of eHLbc’s member organizations. Topics for these meetings may include vendor training, peer training, or communicating the value of consortia training.

The Administrative Centre will post the All Member Group Meeting Purpose Statement on the website, and survey eHLbc members for ideas for an informal meeting to be held in Spring 2021 for all the staff of eHLbc member organizations.

6. New Business

There was no new business.

7. Next Meeting

The next meeting will be held in the Spring of 2021. A Doodle poll will be used to determine the best date.