

## **eHLbc Management Committee Meeting Minutes**

**Date:** Thursday, November 3, 2022 (10:00 AM – 11:30 AM PST)

**Location:** Virtual Meeting via Zoom

### **In Attendance:**

Chantalle Jack (PHSA, Health, Vice-Chair)  
Carol MacFarlane (BCCNM, Affiliate)  
Brenda Mathenia (COTR, Post-Secondary)  
Kenneth McFarlan (IHA, Health, Past Chair)  
Debbie Schachter (LC, Post-Secondary, Chair)

### **eHLbc Office:**

Anita Cocchia  
Laura Moberg (Recorder)  
Sunni Nishimura (Moderator)

### **Regrets:**

Todd Mundle (KPU, Post-Secondary)  
Brooke Scott (FHA, Health)

### **Agenda Items:**

#### **1. Welcome & Adoption of Agenda**

D. Schachter provided welcoming remarks including a territorial acknowledgement and introduced B. Mathenia and T. Mundle as the two new Post-Secondary Representatives.

Agenda was adopted as approved.

#### **2. Vice-Chair Selection**

D. Schachter reminded the Committee about the Vice-Chair selection protocols as per the Terms of Reference:

- Chair and Vice-Chair must hail from different sectors and alternate annually
- Current Chair, D. Schachter, is from the Post-Secondary sector; the Vice-Chair will come from the Health sector
- A Vice-Chair is selected by consensus from among the committee representatives

C. Jack was elected by acclamation to the Vice-Chair role.

#### **3. Strategic Planning 2023**

S. Nishimura presented the eHLbc Strategic Framework 2023 Action Plan, which overviews the goals of the strategic planning process, a proposed timeline of activities, and an estimated budget.

Background: Within the proposed Strategic Framework, long-term and overarching strategic directions would be paired with shorter-term operational goals set every 2-3 years. This flexible approach would ensure that eHLbc remains responsive to the shifting needs and priorities of member organisations. A Strategic Framework approach is in keeping with current strategic planning best practices and aligns with other consortia who are engaged in strategic planning.

Committee members agreed that the proposed Strategic Framework is clear and well-structured, and approved of the proposed action plan. In a discussion around who would facilitate the strategic planning session, committee members unanimously supported the continued use of eHLbc's in-house facilitator.

Next steps:

- A poll will be sent out to the Management Committee to determine availability for the strategic planning session.
- Once a date has been determined, a Save the Date message will be sent to the All Member Group.
- A survey to gather feedback on the current strategic plan and its successes and gaps will be sent to members in Spring 2023.

#### **4. eHLbc Activities Update**

S. Nishimura provided updates on eHLbc Learning Opportunities and Affiliate Member letters of agreement. A. Cocchia provided updates on licensing infrastructure, the terms and conditions refresh, and the change in approach for using Affiliate Member Core Suite Licensing fees.

##### *Learning Opportunities*

In keeping with eHLbc's strategic goal of providing professional development opportunities for members, eHLbc continues to offer regular Learning Opportunities to members. Three Learning Opportunities were offered in 2022: a session in April on Ovid's Evidence-Based Medicine Reviews (EBMR), and two sessions in October on EBSCOhost and using the PICO search model in EBSCO Core Suite resources.

Learning Opportunities have been well-attended from across eHLbc membership; the latest session on the PICO search model had 41 registrants and 27 attendees. There has been great engagement across all Learning Opportunities; staff from 78% of eHLbc member organisations have attended sessions, totaling over 170 registrants. Feedback from the sessions has been overwhelmingly positive.

All sessions are recorded and available for later viewing on the Learning Opportunities page on the eHLbc website, under Training & Support.

Committee members expressed appreciation that the Learning Opportunities continue to be well-attended and that they provide staff members with relevant information so they can better serve their users and stay abreast of interface updates.

Future Learning Opportunities may include sessions on searching with Medical Subject Headings (MeSH) in Ovid MEDLINE and using EBSCO products on the floor at the patients' bedsides. A survey will be sent to gauge interest from all eHLbc members.

#### *Affiliate Member Letters of Agreement*

S. Nishimura provided an overview of the Affiliate Member letters of agreement project.

Due to the increasing volume of work required to handle membership requests, the Office is moving to a more holistic approach by consolidating information from the eHLbc website and informal emails into a more formal letter of agreement.

Letters of agreement will include:

- Requirements of membership
- Member obligations
- Language about the member or eHLbc giving notice if they need to withdraw from the agreement

S. Nishimura noted benefits of this approach, including centralising information to assist with knowledge transfer within Affiliate Member organisations and a more streamlined process. A. Cocchia noted that this project has also provided an opportunity to review and refresh membership pages on the website to ensure they are up to date.

A message about the Affiliate Member letters of agreement will be sent in the new year, timed to align with the Core Suite renewal in April.

#### *Licensing Update*

A. Cocchia provided an update on eHLbc licensing infrastructure.

Since its launch in June 2022, ConsortiaManager has been operating smoothly. eHLbc staff continue to adapt existing processes to create greater efficiencies for members. To date, eHLbc members have shared only positive feedback.

eHLbc and BC ELN staff recently organized a Consortia Canada meeting to discuss ConsortiaManager implementation experiences. There are six consortia actively engaged in implementing ConsortiaManager, with two more consortia considering the platform. At the Consortia Canada meeting, fellow ConsortiaManager users shared experiences, collaborated on best practices, and worked to develop solutions to potential roadblocks. The Administrative Centre is hoping to continue correspondence with this user group and further improve eHLbc licensing processes.

In the Spring, eHLbc will begin using ConsortiaManager not only as the infrastructure for e-resource invoices, but also as the platform for issuing administrative fee invoices. This change is again expected to create efficiencies for both the Administrative Centre and member organisations.

Committee members commented that efficiencies have been realized with the move to ConsortiaManager and they are looking forward to having administrative fee invoices issued through the platform as well.

#### *Updating Terms and Conditions*

A. Cocchia outlined an upcoming project to update eHLbc's model license.

As a full review of license agreements was last completed in 2018, there is a need to ensure that all agreements are up to date and in alignment with the updated model license. An individual with strong expertise in this area will be jointly hired by eHLbc and BC ELN. The project is estimated to finish in late Spring 2023.

Committee members commented that this work is worthwhile because staff at their organisations reference these documents. Committee members also expressed appreciation that the model license will be made available for eHLbc members to make use of in their own licensing work.

#### *Update on the use of Affiliate Member Core Suite Licensing Fees*

A. Cocchia reported back on the new approach in place for collecting and using Affiliate Member Core Suite licensing fees.

In the past, Affiliate Member Core Suite licensing fees were collected over a period of four years and held as carry forward to be used as subsidies for the next Core Suite cycle. This approach was simplified at the last Management Committee meeting; starting in 2022/23, Affiliate Member Core Suite licensing fees are used as a subsidy in the same year they are collected.

A. Cocchia reported that the new approach has worked smoothly and will be used in future Core Suite renewals. Committee members expressed appreciation for this simpler approach and agreed that it is easier to manage and administer.

### **5. New Business**

There was no new business.

### **6. Next Meeting**

The next Management Committee meeting will take place in Spring.