Electronic Health Library of BC

e-HL*bc*

e-HLbc Management Committee Meeting Agenda
Date and Time: January 19, 2011, 1:30-4:30pm
Location: BC Academic Health Council, 201-1847 West Broadway

Participants: Anita Cocchia, BJ Gdanski, April Haddad, Joy Kirchner, Grace Markarewicz, Shannon Long, Leigh Anne Palmer, Cathy Rayment, Ruth Rochlin

Invited Participants: Jennifer Bayne, Patrick Ellis, Vivian Stieda (CVHL)

1. Welcome, Attendance

2. Minutes

The minutes from the September 20th Management Committee were approved as distributed.

ACTION: The Administrative Centre will post the minutes to the e-HLbc website.

3. Items for Decision

A. Website Hosting and Maintenance Proposal (Leigh Anne)

The Management Committee approved the Administrative Centre's recommendation that e-HLbc engage Raised Eyebrow (RE) to provide hosting and basic maintenance for the newly developed e-HLbc website for a fee of approximately $100.00 a month.

Engaging the services of RE on an ongoing basis will enable e-HLbc to nurture the investment it's made in its technical infrastructure by having dedicated technical experts regularly maintain the consortium's instance of the Drupal Content Management System (CMS).

ACTION: The Administrative Centre will follow up with Raised Eyebrow and the BC Academic Health Council regarding a contract for maintenance and hosting services.

B. Existing Provincial Licensing for EMBASE (Leigh Anne)

The Management Committee approved UBC's request that e-HLbc take responsibility for the existing provincial licensing of EMBASE.

UBC began negotiating this license for themselves and a few health authorities prior to e-HLbc's inception. Since e-HLbc's mandate is the provincial licensing of health resources and there is now a mechanism for the consortium to negotiate licenses outside of the core suite, e-HLbc will assume responsibility for negotiating this license and extending it as a boutique license to members.

ACTION: The Administrative Centre will follow up with UBC regarding details on the current EMBASE license with Ovid and move forward with negotiations before the renewal in December 2011.

4. Items for Discussion:

A. Canadian Virtual Health Library (CVHL) Discussion (Cathy)

The Management Committee identified a list of questions to ask representatives of the CVHL when they joined the meeting later that afternoon.

B. Strategic Planning Update and Discussion (Leigh Anne)

Planning is on target for the e-HLbc Strategic Planning project. The majority of the key informant interviews have been held and all peer interviews have been performed. Based on the information gleaned from the interviews, a rough agenda for the 1.5 day session has been created. Activities will focus on formulating a vision statement, identifying the consortium's core values, and establishing strategic directions.

ACTION: The Management Committee will engage in a discussion via email about which additional stakeholders they would like invited to participate in the in-person session.

5. Items for Information:

A. BC Academic Health Council Update (BJ)

The BC Academic Health Council provided an update on changes that have occurred at the organization since the governance review. The following documents were reviewed:

- BC AHC Board of Directors
  http://bcahc.ca/index.php?option=com_content&view=article&id=56&Itemid=127
- BC AHC Bylaws
  http://bcahc.ca/index.php?option=com_content&view=article&id=57&Itemid=134

- BC AHC Spending Authority Policy
  http://ehlbc.ca/uploads/BCAHC_SPENDINGAUTHORITY.doc
- BC AHC Purchase of Goods or Services Policy
  http://ehlbc.ca/uploads/BCAHC_PURCHASEofGOODSorSERVICES.doc
- BC AHC Payment Authority Policy
  http://ehlbc.ca/uploads/BCAHC_PAYMENTAUTHORITY.doc
- e-HLbc Linkages & Responsibilities in Alignment with BCAHC
  Governance
  http://ehlbc.ca/uploads/ehlbc%20linkages%20and%20responsiblities%20in%20alignment%20with%20bcahc%20governance.pdf
- e-HLbc Administrative Centre Contract Services Deliverables
  http://ehlbc.ca/uploads/Contract%20Service%20Deliverables.pdf

ACTION: The Management Committee will review the BC Academic Health Council policy changes and contact BJ with any questions.

ACTION: In order to educate members, BJ will create a 1 page brief on the BC Academic Health Council and submit it to members with the annual e-HLbc bill.

B. Financial Update (BJ)

The following financial statement was presented by BJ:
http://ehlbc.ca/uploads/eHLbc%20funds%20available%20on%20Jan%204%202011.pdf

Due to the teleconference with the CVHL group, the statement was not discussed at length. Questions may be submitted electronically.

C. Annual Administrative Service Discussion (Anita)

The Administrative Centre provided the Management Committee with the Service Delivery Highlight document. The document outlines the e-HLbc Administrative Centre's support activities correlating to the service delivery priorities established in Winter 2010 for FY2010/2011. The document is available on the e-HLbc website and is linked here:
http://ehlbc.ca/uploads/FY1011AdminCentreServiceHighlightsFINAL.pdf

As stipulated in the 2009 service contract, the Management Committee will meet in the coming month and brainstorm service delivery priorities for the upcoming fiscal year. The Co-Chairs and the BC Academic Health Council will meet with the Administrative Centre to discuss the past and upcoming year.

ACTION: The Administrative Centre will send out a call for availability for a Management Committee teleconference to discuss service delivery priorities, to occur before February 4th.

D. Website Update (Leigh Anne)
E. Licensing / NAT Update (Leigh Anne)

ACTION: Due to the lack of time, updates on the website and licensing will provided via email by the Administrative Centre.

6. CVHL Presentation and Discussion

CVHL invitees joined the meeting for a presentation and discussion.

CVHL representatives provided a brief overview of the project. Highlights of the overview include:

- CVHL is in the project phase
- CVHL has been awarded a 3-year $800,000 grant from the Canadian Institute of Health Research; with those funds, staff has been hired
- CVHL is currently in the process of incorporating as a not-for-profit
- Board members have been identified
- CVHL will be a network of networks
- Network subscribers = an existing consortium
- The aim is to leverage existing consortial infrastructure to consolidate licenses across the country
- CVHL is looking to consortia for their experience and knowledge
- The infrastructure of CVHL will remain lean
- CVHL does not intend to disrupt existing consortial business models
- Network subscribers will not subsidize other network subscribers
- CVHL is now developing a content acquisition strategy
- At this time there are 8 network subscribers
- Aim is to make CVHL sustainable
- No membership fees
- In the first few years after the CIHR grant, CVHL will fundraise to be able to sustain the organization
- Ultimately, administrative overhead will be derived from a percent of savings on licensing

A question and answer session followed. The Management Committee posed the following questions and CVHL representatives responded:

1. Is there a Board in place? How is it comprised? How will people be selected to be on the board?

- The CVHL Board includes representatives from a number of sectors – government, international health libraries, professional associations.
- The CVHL task force identified the sectors they wanted represented and reviewed the candidates that would fit the category.
- In addition, there are 2 Canadian Health Library Association representatives appointed to the Board (they were identified by application).
- Terms vary.
- 10 board members.

2. Do you foresee network subscribers having a place on the board?

- The Board will ultimately decide.
- Issue is open for discussion.
- Network subscribers representation on the Board has been discussed. There are some who feel that having network subscribers sit on the Board poses a conflict of interest.
- There will be a number of other mechanisms for network subscribers to participate and offer advice.
- Recommendations will come to the Board.

3. Who has signed on at this point?

- Newfoundland and Labrador Health Knowledge Information Network (NLHKIN)
- New Brunswick Hospital Consortium
- Ontario (3 consortia including The Consortium of Ontario Academic Health Libraries and the Health Science Information Consortium of Toronto)
- University of Manitoba
- Electronic Resources Consortium of the RUISUM (Quebec) has agreed in principle

4. How will transparency of process be insured? In other words, how will your communicate around issues of expenditures, resource selection, governance issues?

- Vendors are asked to sign non-disclosure agreements.
- Website will be the main mechanism for communication.
- Committees will determine processes and procedures to ensure transparency and communication.

5. How are decisions being made?

- Depends on the issue.
- The Board will make overarching policy decisions – finance,

governance, oversight. They will not be involved in content or in how network subscribers will work together. They will have input, however, and may choose to provide direction and feedback.

6. What exactly would accepting the invitation to be a CVHL Network Subscriber be committing e-HLbc to?

- Network subscribers at this point are agreeing
  - o To sit on at least one of the committees.
  - o To consider renewing some of the consortium's existing content through CVHL.
- CVHL is also seeking an agreement in principle.

7. Where is your negotiation expertise coming from? A) What would a typical negotiation look like for a resource we currently license? What does it look like for one we don't?

- A licensing framework has not been identified.
- Processes and procedures for national licensing have not been determined.
- A committee will be struck to determine the varying components.

8. How is the Administrative Office Funded?

- To keep costs low, the administrative team will remain virtual, until the CVHL is self-sustaining.
- In the first few years after the grant, CVHL will be fund raising to cover administrative costs.
- Ultimately, administrative overhead will be derived from a percent of savings on licensing.

9. Tell us more about the web portal and authentication? Are we required to go through your portal? Can individual consortia members decided what is made available through their access to the portal? Will individual institutions be able to retrieve their own statistics?

- Plans for the portal have been superseded by the need and desire to work on a website.
- Plans to develop a portal have been put on hold for the time being.

The Management Committee thanked representatives from the CVHL for their presentation and explained that discussions on the CVHL will continue among e-HLbc members. The Steering Committee will be consulted and make a formal decision on joining the CVHL as network subscribers in the coming months.