



e-HLbc Steering Committee Meeting
Date and Time: May 17, 2011, 1:30-4:00 pm
Location: SFU Harbour Centre, Rm. 2290, 515 West Hastings Street

Minutes

Participants

Telephone:

Susan Bruchet, Kwantlen Polytechnic University
Trina Fyfe, University of Northern BC
Sybil Harrison, Camosun College
Antje Helmuth, Ministry of Health Services
Nancy Levesque, Thompson Rivers University
Grace Makarewicz, Langara College
Shahida Rashid, College of the Rockies
Rebecca Raworth, University of Victoria
Ross Tyner, Okanagan College
Rahel Umpherson, Ministry of Advanced Education

In Person:

Virginia Adams, Vancouver Community College
Anne Allgaier, Northern Health Authority
Gwen Bird, Simon Fraser University
Anita Cocchia, BC Electronic Library Network
Heather Compeau, University of the Fraser Valley
Carole Compton-Smith, Douglas College
Bob Foley, Vancouver Island University
BJ Gdanski, BC Academic Health Council
Mary Anne Guenther, North Island College
April Haddad, Justice Institute of BC
Kathy Hornby, University of BC
Joy Kirchner, University of BC
Shannon Long, Vancouver Coastal Health Authority
Karen MacDonell, College of Physicians and Surgeons of BC
Leigh Anne Palmer, e-HLbc Administrative Centre (Recorder)
Cathy Rayment, Provincial Health Services Authority (Meeting Chair)
Ruth Rochlin, Interior Health Authority
Laureen Styles, BC Academic Health Council

1. Welcome and Attendance

Cathy Rayment welcomed in-person and telephone participants. Attendance was taken and introductions were made.

2. Adoption of Agenda

The agenda was adopted with modifications from the draft agenda circulated prior to the meeting.

The Financial Report was struck from the agenda. In its place, the Steering Committee brainstormed how best to respond to the BC Academic Health Council (BCAHC) Office's invitation to submit to the BCAHC Board applications to access unrestricted funds accrued through e-HLbc member fee exchange rate gains.

3. Approval of November 2010 Meeting Minutes

The Minutes were approved as circulated, with no changes.

ITEMS FOR DISCUSSION

4. Strategic Planning (Ruth Rochlin)

Ruth Rochlin provided an update on work associated with the Strategic Planning process. Highlights included:

The majority of e-HLbc full and affiliate members attended the in-person strategic planning session in late February. Attendees were uniformly enthusiastic and positive about the session.

A full report on the proceedings of the in-person session has been created by facilitator Marleen Morris and is been made available on the e-HLbc website at the following:

http://ehlbc.ca/uploads/Report_StratPlanSession_110309.pdf

In terms of next steps, an updated Strategic Planning Framework has been created and is available at <http://ehlbc.ca/uploads/StrategicPlanFrameworkUpdate.pdf>. This document details the process for synthesizing the information accumulated during the interviews and in-person session in order to draft a strategic plan.

A timeline for further strategic planning activities has also been created and is detailed on the second page of the updated Framework document. All drafts of the Strategic Plan will be submitted to the Management and Steering Committees for review, feedback, and approval.

5. e-HLbc Governance and Finance (Cathy Rayment)

Cathy Rayment provided an overview of communications related to information on e-HLbc governance and finance over the past months.

Those communications have included an initial briefing document distributed by the Co-Chairs in March; a communiqué submitted to the Steering Committee by the BCAHC Office in April, and a survey distributed by the Management Committee to the membership in order to gather questions and comments related to e-HLbc's governance and finances in May. Responses to the survey were posted on the e-HLbc website and are available at the following:

http://ehlbc.ca/uploads/GovernanceFinanceSurvey_Responses.pdf.

Laureen Styles provided an overview of the history of e-HLbc's governance within the BCAHC structure and changes to the BCAHC governance structure over the past year.

Discussion ensued. Issues addressed included lack of transparency on behalf of the BCAHC, gaps in communications at a structural level, irregular and incomplete financial reporting, and where the appropriate provision of direction lies for a consortium that relies on library expertise.

ACTION: Task group consisting of Steering Committee, BCAHC Board, and BCAHC Office representatives will be struck to identify key challenges and concrete methods for improving communications and working relationships between the BCAHC and the e-HLbc Steering and Management Committees.

ACTION: Anita Cocchia will share an example of BC ELN's expenditure reports with the

BCAHC Office.

ACTION: BCAHC Office will provide a financial report based on the discussed needs of e-HLbc member institutions.

ACTION: The BCAHC Office will circulate the FY 2011/12 BC Academic Health Council Office priorities to the e-HLbc Steering Committee.

ACTION: The Steering Committee will strike a task group consisting of Committee representatives to examine how e-HLbc can work and move forward most effectively.

6. Terms of Reference Review (Cathy Rayment)

Over the past year, e-HLbc has gone through the process of revising its Terms of Reference. However, due to the lack of clarity around current governance discussions, final work on the Terms of Reference has been placed on hold.

Under both the new and the old Terms of Reference documents, elections for Management Committee members should occur at this time. It is the current Management Committee's belief that continuity in management would be beneficial at this time. Consequently, the Management Committee recommended and the Steering Committee approved that elections be postponed until we have more clarity around governance and finance.

ACTION: Committee elections will be postponed at this time.

7. Canadian Virtual Health Library (Leigh Anne Palmer)

The Administrative Centre provided an update on developments and conversations with the Canadian Virtual Health Library (CVHL) since the last Steering Committee meeting. For information on CVHL see <http://ehlbc.ca/committees/steering-committee/canadian-virtual-health-library/>. Highlights of the update included the following:

- CIHR awarded the task group a grant of \$800,000 to start the CVHL
- CVHL hired 4 staff to grow membership, license content, develop infrastructure, etc.
- e-HLbc was invited to become a network subscriber in the CVHL In the fall
- A number of regional consortia have joined CVHL
- Infrastructure, including a website, has been built
- The e-HLbc Management Committee met with CVHL staff via teleconference in January to gather further information
- A Q&A was distributed after the session
- Further information about CVHL was gathered this Spring
- The Q&A was updated and distributed to the Steering Committee

At this time, CVHL is seeking e-HLbc's response to their membership invitation.

The Steering Committee discussed questions, risks, and benefits associated with becoming a CVHL network subscriber. No decision on membership was made, but a process and timeline for moving towards a decision was finalized.

ACTION: The Administrative Centre will perform further research on the CVHL and develop a risk / benefit analysis document. The document will be submitted to the Management Committee this summer.

ACTION: After analyzing the risk / benefit analysis and having further discussions, the Management Committee will bring a recommendation on e-HLbc's potential CVHL membership to the e-HLbc Steering Committee for a vote.

8. Unrestricted Funds Brainstorm (All Participants)

\$283,000.00 CAD in unrestricted revenue is available. These monies were accrued through exchange rate gains associated with e-HLbc member fees between 2006 and 2009.

The Steering Committee discussed the BCAHC Office's invitation that e-HLbc prepare and submit to the BCAHC Board a list of priorities on which funds could be used. The Board would expect e-HLbc to submit detailed proposals for projects (with funding requests) in August or October. This invitation was included in Laureen Style's communiqué to the Steering Committee in April.

Taking into consideration discussions, the results of the governance and finance survey, and the fact that e-HLbc is in the process of identifying strategic priorities, the Steering Committee felt that it was premature to identify specific projects on which to spend available monies at this time.

The Committee agreed that during the course of the summer and fall, e-HLbc will identify strategic directions based on member-driven needs, as part of drafting its strategic plan. The Steering Committee will approve and the BCAHC Board will ratify that strategic plan. Using those ratified directions, projects will be identified and planned. The Committee agreed that using e-HLbc's strategic plan as the foundation for planning is a responsible method of prioritizing projects and spending funds.

The Committee believes that revising and submitting the Appropriate Use of Funds document to the BCAHC Board for ratification would enable the Board to review activities and projects that the e-HLbc Steering Committee has pre-approved as appropriate. This would ensure that the Board is able to fulfill its fiduciary role, while offering e-HLbc maximum flexibility to move forward with projects falling under the purview of the approved strategic plan.

While the strategic plan is being drafted, the Steering Committee agreed that a formal request restricting funds accrued through exchange rate gains be sent to the BCAHC Board.

ACTION: In May, the e-HLbc Co-Chairs will send a formal request to the BC Academic Health Council Board of Directors that the \$283,000.00 of unrestricted funds accrued through exchange rate gains stemming from e-HLbc member fees be restricted to e-HLbc.

ACTION: The Administrative Centre will research best practices for maintaining a reserve fund (previously referred to as contingency) by Canadian consortia and report back to the Management Committee.

ACTION: The Appropriate Use of Funds document will be updated and submitted to the BC Academic Health Council Board of Directors for ratification.

ITEMS FOR INFORMATION

9. e-HLbc Administration Centre Reports (Leigh Anne Palmer)

- **Update on the new product selection process.**

Having completed the New Product Ranking Process in early Winter 2010, the Negotiation Advisory Team (NAT) met in December, January, and February to analyze the ranking results, research the products ranked and come to recommendations on products to consider for consortial licensing.

The NAT is comprised of Karen MacDonell, Joy Kirchner, and Lisa Gysel. Heather Compeau retired from the Committee mid-process. Her position needs to be filled.

The NAT recommendation document, detailing the New Product Ranking Survey results and the NAT's analysis and recommendation, was drafted and presented to the Management Committee at their March 30th meeting. The full document is available on the e-HLbc website at <http://ehlbc.ca/uploads/NATRecommendations.pdf>.

The NAT has recommended and the Management Committee approved AccessMedicine (McGraw-Hill) and JAMA and the Archives Journals (American Medical Association) for further investigation for consortial licensing.

ACTION: The Administrative Centre will distribute a call for nominations for a post-secondary NAT representative before the next Steering Committee meeting.

- **Administrative Centre Progress Update**

Leigh Anne Palmer reported on the activities of the Administration Centre. In addition to work coordinating the strategic planning process and Canadian Virtual Health Library communications, highlights include:

Licensing –

The Administrative Centre has begun coordinating the core suite renewal. Preliminary discussions have begun with the vendors and numbers of post-secondary FTEs and total health practitioners in the province are being gathered.

In addition to working on the core, the CPhA license for e-CPS and e-Therapeutics+ have been renewed. Working with health authority librarians and Health Shared Services BC, the Administrative Centre transitioned individual health authority subscribers to the e-HLbc license. This work resulted in a higher number of subscribers on the e-HLbc license, which in turn led to an additional 10% discount off of CPhA resources for all subscribing members.

Website –

Development of the e-HLbc website is progressing. During this process Raised Eyebrow (the firm selected to develop the website) has proven itself to be a skilled development firm with responsive project managers.

While work on the website had to take a backseat to strategic planning early in the year, since early March development has been kicked into high gear and the alpha site is close to completion. At that point, Administrative Centre staff will run initial tests of the site's functionality to ensure that it meets the functional specifications. Once the initial bugs are fixed and basic content is loaded, the Administrative Centre will identify e-HLbc users from member institutions to test the alpha. A launch plan will be determined to ensure minimal interruptions to members.

ACTION: The Administrative Centre will post a full progress report on the e-HLbc website and distribute it via the listserv in the coming weeks.

10. Date of Next Meeting

The next meeting is anticipated to be late October or early November.

ACTION: The Administrative Centre will canvass for potential meeting dates.