



**e-HLbc Steering Committee Meeting**

Date and Time: November 22, 2012 9:30 am – 12:00 pm

Location: SFU Harbour Centre, Rm 2050, 515 West Hastings Street

**Minutes**

**Participants**

***In Person:***

Virginia Adams (VCC)  
Dawne Bohme (BINM)  
Anita Cocchia (BC ELN)  
Alison Curtis (Langara)  
Linda Epps (NVIT)  
Mary Anne Guenther (NIC)  
April Haddad (JIBC)  
Leah Hopton (BC ELN, Recorder)  
Shannon Long (VCHA)

Karen MacDonell (CPSBC)  
Grace Makarewicz (Capilano)  
Deb Monkman (PABC)  
Todd Mundle (Kwantlen)  
Leigh Anne Palmer (BC ELN)  
Michelle Purdon (FHA)  
Cathy Rayment (PHSA)  
Ruth Rochlin (IHA, Chair)  
Sandra Wong (SFU)

***Via Teleconference:***

Anne Allgaier (NHA)  
Jean Blackburn (VIU)  
Ana Rosa Blue (WorkSafeBC)  
Ken Cooley (UVic)  
Cliff Cornish (VIHA)  
Anne Cossentine (Okanagan College)  
Greg Currie (Selkirk)

Antje Helmuth (MOH)  
Katherine Plett (CNC)  
Rebecca Raworth (UVic)  
Debbie Schachter (Douglas)  
Rob Sutherland (Yukon College)  
Melanie Wilke (NWCC)

***Regrets:***

Zoe Ayrton (YHSS)  
Janet Beavers (NLC)  
Janet Campbell (BCASLPA)  
Heather Compeau (UFV)  
Rosie Croft (RRU)  
Gail DiBernardo (PHC)  
Ana Maria Ferrinho (BCIT)  
Susan Firbank (HEABC)  
Trina Fyfe (UNBC)

Kathy Gaynor (TRU)  
BJ Gdanski (BCAHC)  
Ted Goshulak (TWU)  
Bodhi Haraldsson (MTABC)  
Sybil Harrison (Camosun)  
Kathy Hornby (UBC)  
Shahida Rashid (COTR)  
Martin Young (MAED)

## 1. Welcome and Attendance (Ruth Rochlin)

1.1 Ruth Rochlin welcomed in-person and telephone participants.

1.2 The agenda was adopted with two minor revisions.

1.3 The May 14, 2012 Steering Committee minutes were approved as circulated, with no changes.

**MOTION:** To approve the May 14, 2012 Steering Committee minutes.

**Moved:** Karen MacDonell

**Seconded:** Grace Makarewicz

*Unanimously Passed.*

**ACTION:** The Administrative Centre will remove the draft designation of the May Steering Committee minutes and post them to the e-HLbc website.

Action items from May 14, 2012 Steering Committee meeting were reviewed:

Section 1: Co-Chairs will check with the BC Academic Health Council (BCAHC) that Terms of Reference for the BCAHC include an accountability statement at BCAHC Board of Directors (BOD) meeting in June.

— Since the BCAHC is going through a time of transition, the Terms of Reference will be reviewed when a clear direction has been set for the future of BCAHC.

Section 4: Anne Allgaier, Karen MacDonell, and Ruth Rochlin will create a preliminary report of possible risks to e-HLbc's Governance for presentation to the Steering Committee.

— A report has been included in the agenda package and will be presented later in the meeting for information and discussion.

Section 5: The 2011-2012 Expenditure summary with audited financial statements and year-end package to be sent out by BJ Gdanski to the Steering Committee.

— The Administrative Centre will follow up with BJ Gdanski to ensure the relevant information is distributed to the Steering Committee.

## 2. Co-Chair Report (Ruth Rochlin)

An update on the work of the Management Committee was provided. Highlights include:

Outcome of e-HLbc Elections –

After many years of service, Cathy Rayment (Provincial Health Services Authority) has stepped down as health sector co-chair of the Steering Committee and a

member of the Management Committee. Michelle Purdon (Fraser Health Authority) has taken her place on the Management Committee, and Ruth Rochlin (Interior Health Authority) has been selected as health sector co-chair. The Committee thanked Cathy for her dedication to the consortium.

#### BCAHC / Simon Fraser University (SFU) Service Agreement –

The service agreement between BCAHC and SFU (the home of the BC Electronic Library Network [BC ELN]), which acts as the e-HLbc Administrative Centre, has been signed. The agreement will be in effect for three years.

#### June BC Academic Health Council Board Meeting –

The following e-HLbc documents were presented to the BCAHC BOD at their June 8<sup>th</sup> meeting:

- Management Committee Terms of Reference (approved)
- Steering Committee Terms of Reference (approved)
- 2012-13 Operating Budget (approved, provided that use of the Development Fund was planned by September 30<sup>th</sup>)
- e-HLbc Governance Report (now on public record)

#### BC Academic Health Council Update –

The BCAHC is currently planning its future direction based on options developed by Lorna Romilly, Interim Executive Director, and a review conducted by Pam Steward, a legal consultant hired by the Ministry of Advanced Education and the Ministry of Health. Both restructuring and dissolution have been discussed.

The e-HLbc Management Committee has provided input via discussions with Lorna Romilly, as well as in the form of a memo.

The BCAHC BOD is holding a meeting November 22, 2012. At that meeting, the Board is tasked with identifying an option for moving forward that will be presented to the BCAHC membership for a vote on at the AGM on December 3<sup>rd</sup>.

The Steering Committee discussed the possible restructuring or dissolution of the BCAHC and the need to create a transition plan once a decision on the BCAHC's future has been made.

**ACTION: The Management Committee will communicate decisions regarding the future direction of the BCAHC as they are received.**

**ACTION: Once a decision has been communicated, work will begin on developing a transition plan for e-HLbc if required.**

### **3. Risk Assessment Group Report (Karen MacDonell)**

The Risk Assessment Group presented its report to the Steering Committee. The Group found that two institutions pose a potential risk to the well being of e-HLbc: BC ELN and BCAHC. BCAHC presented concerns, so a review of this organization was conducted.

While the financial status of BCAHC was deemed currently stable, concerns were raised around the absence of an agreement, such as a Memorandum of Understanding, outlining the relationship between e-HLbc and BCAHC. In light of these findings and the fact that BCAHC is currently undergoing restructuring, the Risk Assessment Group indicated that (at a minimum) the relationship between e-HLbc and BCAHC should be clarified via documentation and also suggested that the development of a contingency plan be considered.

The Steering Committee discussed the report and how decisions made at the BCAHC AGM may affect e-HLbc. There was reassurance that the operational business of e-HLbc would be able to continue without disruption regardless of outcome.

It was agreed that concrete work on a transition plan and consideration of a contingency plan would wait until a decision has been made at the BCAHC AGM.

The Risk Assessment Group was thanked for their work.

### **4. Financial Report (Shannon Long)**

The report shows e-HLbc to be in a healthy financial position as it moves forward.

### **5. Strategic Plan Update (e-HLbc Administrative Centre)**

#### **5.1 Licensing**

##### **Core Suite Licenses –**

The Administrative Centre is in the last stages of finalizing the Ovid terms and conditions document. The terms and conditions document for EBSCO has been signed and will be posted on the e-HLbc website shortly.

##### **Boutique Licenses –**

A trial was made available for Dynamed (via CVHL) and Alexander Street Press health videos. Renewal pricing was made available for the Canadian Health Research Collection. A number of resource renewals for January and April first are also underway.

## **5.2 Partnerships**

### **5.2a. Membership**

With EBSCO and Ovid core license agreements close to completion, the Administrative Centre will turn its attention towards a membership drive in the coming months.

### **5.2b. Collaborations**

CVHL Collaborations –

Through CVHL, e-HLbc members received pricing for Dynamed; four institutions have accepted the offer at this time. CVHL has also negotiated pricing for AccessMedicine. While the content is valuable, results from e-HLbc's recent survey show that members have a low interest in participating in the AccessMedicine license at this time due to its high cost.

The Administrative Centre has been actively working with the CVHL Content Team for the past year. Working with CVHL has brought benefits to both consortia. The Administrative Centre has given valuable advice to CVHL on pricing, pricing models, and model licenses. Being on the CVHL Content Team has in turn brought opportunities for e-HLbc to network with sister consortia across Canada.

Western Consortia Collaborations –

e-HLbc is also investigating a number of ways to collaborate with other Western consortia, including BC ELN, the Council of Prairie and Pacific University Libraries (COPPUL), the Health Knowledge Network (HKN), and The Alberta Library (TAL).

The Committee expressed excitement about the collaborative work that e-HLbc is doing with other groups.

## **5.3 Infrastructure**

Leigh Anne Palmer has returned from parental leave and Megan Crouch has returned to her position at SFU. In addition, Sarah Gleeson Noyes has left the Administrative Centre for a full time position with Fraser Health Authority. The Committee thanked Sarah and Megan for their hard work.

## **6. Canadian Virtual Health Library (Cathy Rayment)**

Cathy Rayment, e-HLbc representative on the CVHL board, provided an update to Steering Committee members.

CVHL has six months of funding remaining on their three-year, \$800,000 Canadian Institute of Health Research (CIHR) grant.

The original business plan of CVHL envisioned monies secured through an administrative fee added to database licensing costs covering the organization's administrative overhead. Since licensing efforts have not been as successful as they had hoped, alternate methods to fund CVHL's ongoing operations are necessary.

CVHL is actively working on identifying licenses and services that may be of interest to members. In addition they are engaged in fundraising activities including but not limited to seeking funding from government and identifying beneficiary members. The CVHL Board is considering methods for how and if to continue operations after CIHR funding has ended.

The Committee had a fulsome discussion on the history of CVHL and challenges associate with national licensing initiatives. They were assured that e-HLbc members would not be directly impacted should CVHL dissolve.

## **7. Next Meeting**

**ACTION: The Administrative Centre will identify an optimal date and location for the Spring Steering Committee meeting.**