

# **e-HLbc Management Committee Meeting Minutes**

*Date:* 27 January 2009  
*Time:* 10:30am – 12:00pm  
*Place:* Teleconference

*Present:* Anita Cocchia, Heather Compeau [guest], Bob Foley, Lisa Gysel [guest], Nancy Levesque, Leigh Anne Palmer, Cathy Rayment, Ruth Rochlin, Greg Rowell

*Absent:* George Eisler, BJ Gdanski

## **1. Introductions / Attendance**

## **2. Update on Business Case and Renewals (Leigh Anne)**

The *Case for Renewal* was distributed to the e-HLbc Steering Committee on 18 December 2008. e-HLbc requested individual members confirm their institution's commitment to the consortium by 26 January 2009.

Since that time, the Administrative Centre has fielded questions from member institutions and has received commitments from the vast majority of members. All responses have been positive. Four post-secondary institutions and two health authorities have yet to respond. The Administrative Centre has emailed and called the Steering Committee representatives from these institutions.

**ACTION: The Administrative Centre will continue communicating with members that have not confirmed commitment and update the Management Committee when responses have been received.**

## **3. Negotiation Advisory Team (Negotiation Advisory Team)**

Since initially convening in November, the Negotiation Advisory Team (NAT) has been busy and productive. Taking into consideration the articulated priorities of members (submitted via the Electronic Suggestion Box and Ranking Survey) and financial considerations (including inadvantageous exchange rates, tight library budgets, and the consortial licensing market), the NAT recommended further pursuing the following six resources for boutique licensing:

- *e-Therapeutics+*
- *JAMA and the Archives Journals*
- *New England Journal of Medicine*
- *STAT!Ref*
- *Nursing Consult*
- *MD Consult*

The Management Committee approved the NAT recommendation. See [insert link] for further details on the NAT's recommendation.

**ACTION: e-HLbc will move forward with pursuing boutique licenses.**

#### **4. e-HLbc Governance – Management Team Elections (Bob)**

The three-year term for members of the e-HLbc Management Committee ends on 31 March 2009. The Administrative Centre is in the process of confirming the Steering Committee roster so that elections can be held for three post-secondary sector and three health sector representatives; two of the six will be elected co-chairs

**ACTION: The Administrative Centre will confirm the Steering Committee roster.**

**ACTION: The Management Committee will send a call for Management Committee nominations to the Steering Committee.**

**ACTION: e-HLbc will hold Management Committee elections.**

#### **5. Affiliate Membership Fee Structure (Bob)**

In December, the Membership Subcommittee proposed updates to the Affiliate Member Fee Structure. The Management Committee agreed to those updates including the following:

*Health sector affiliate members* - The annual content fee for the three-year period beginning 1 April 2009 will be \$6 per FTE, or \$500, whichever is greater. The administrative fee structure will go unchanged.

At a previous Management Committee meeting, it was determined that the Affiliate Member fee structure would vary for post-secondary and health sector members.

During affiliate member fees discussions, questions arose regarding how affiliate member fees and other contingency monies will be used. Ideas included projects benefiting the consortium, travel for Management Committee members, miscellaneous operating expenses, and member rebates.

**ACTION: Leigh Anne will work with BJ to develop a policy document to present to the Management Committee addressing how funds (including affiliate member fees and monies acquired from 2006 to 2009 from advantageous exchange rates) should be utilized to protect the consortium, benefit members, and grow e-HLbc. This will be the seed of a document to be presented to the Steering Committee.**

**ACTION: Bob will draft a clause allowing the Management Committee to make decisions regarding affiliate membership fee structures to present to the Steering Committee for ratification.**

#### **6. EBSCO LinkSource Proposal (Leigh Anne)**

With the aim of facilitating better integration of e-HLbc resources and providing more streamlined access to end-users the Administrative Centre proposed licensing EBSCO's link resolver, *LinkSource*. Implementing LinkSource will largely benefit the Health Sector and will create a better discovery and delivery environment for end-users. See [insert

link] for further details on LinkSource and the benefits of implementation. The Management Committee endorsed the proposal and instructed the Administrative Centre to move forward with licensing and implementation.

**ACTION: The Administrative Centre will move forward with the licensing and implementation process.**

## **7. e-HLbc SubCommittee Budget Proposal (SubCommittee Chairs)**

The Evaluation, Marketing, and Training SubCommittees Chairs proposed operating budgets. Additional funds for special projects may be requested over the course of the year by subcommittee chairs and the Administrative Center. The Management Committee approved the proposal. See [insert link] for further details on the subcommittee budget.

**ACTION: The Marketing Committee will work with Anita on an e-HLbc reception for the BC Library conference.**

## **8. Next Meeting(s)**

**ACTION: Leigh Anne will investigate optimal dates for a Management Committee meeting in mid-March.**

**ACTION: Leigh Anne will investigate optimal dates for a Steering Committee meeting during the first two weeks of April.**