



e-HLbc Steering Committee Meeting

Date and Time: June 13, 2013, 1:00 pm – 3:00 pm

Location: SFU Harbour Centre, Rm 2520, 515 West Hastings Street

Minutes

Participants

In Person:

Anne Allgaier (NHA)
Dawne Bohme (BINM)
Anita Cocchia (BC ELN)
Alison Curtis (Langara)
Mary Anne Guenther (NIC)
Christian Guillou (Douglas)
April Haddad (JIBC)
Leah Hopton (e-HLbc Administrative
Centre, Recorder)
Kathy Hornby (UBC)

Theresa Lee (UBC)
Shannon Long (VCHA)
Karen MacDonell (CPSBC)
Grace Makarewicz (Capilano, Co-Chair)
Todd Mundle (Kwantlen)
Kristina Oldenburg (MTABC)
Leigh Anne Palmer (e-HLbc
Administrative Centre)
Michelle Purdon (FHA)
Ruth Rochlin (IHA, Co-Chair)

Via Teleconference:

Ana Rosa Blue (WorkSafeBC)
Cliff Cornish (VIHA)
Anne Cossentine (Okanagan College)
Greg Currie (Selkirk)
Bob Foley (VIU)
Trina Fyfe (UNBC)
Patty Gallilee (SFU)
Kathy Gaynor (TRU)

Antje Helmuth (MOH)
Deb Monkman (PABC)
Katherine Plett (CNC)
Shahida Rashid (COTR)
Rebecca Raworth (UVic)
Rob Sutherland (Yukon College)
Dawna Turcotte (NLC)
Melanie Wilke (NWCC)

Regrets:

Tim Atkinson (VCC)
Janet Campbell (BCASLPA)
Heather Compeau (UFV)
Ken Cooley (UVic)
Rosie Croft (RRU)
Gail DiBernardo (PHC)
Linda Epps (NVIT)

Ana Maria Ferrinho (BCIT)
Susan Firbank (HEABC)
Ted Goshulak (TWU)
Sybil Harrison (Camosun)
Cathy Rayment (PHSA)
Martin Young (MAED)

1. Welcome and Attendance (Grace Makarewicz)

1.1 Grace Makarewicz welcomed in-person and telephone participants. Attendance was taken.

1.2 The agenda was approved.

1.3 The November 22, 2012 Steering Committee minutes have been approved via email.

ACTION: The Administrative Centre will post the final version of the meeting minutes on the e-HLbc website.

2. e-HLbc Transition from BC Academic Health Council Update (Ruth Rochlin)

An update on the e-HLbc transition from the BC Academic Health Council (BCAHC) to Simon Fraser University (SFU) was provided. Highlights of the report include:

BCAHC announced on December 3, 2012 that it would dissolve, resulting in the need for e-HLbc to find a new host institution by April 2013.

SFU library was chosen to be the host of e-HLbc based on a recommendation by the Management Committee.

Moving forward, SFU will handle the financial and legal business of e-HLbc. SFU will not hold any additional responsibilities within e-HLbc's governance structure.

To transition to SFU, the Management Committee, BCAHC, and Administrative Centre worked on a number of legal and operational documents, including:

- The Transition Agreement (between SFU and BCAHC)
- Letters of Assignment (between SFU, BCAHC, and each vendor reassigning the licenses to SFU)

All documents have been signed and monies remaining in BCAHC accounts dedicated to e-HLbc have been transferred to SFU. These funds remain dedicated to e-HLbc. e-HLbc is now officially hosted by SFU.

Grace Makarewicz, Co-Chair of the Steering Committee, thanked Leigh Anne Palmer and the Administrative Centre for excellent communication through the transition.

3. Terms of Reference Working Group (Michelle Purdon)

On behalf of the Terms of Reference Working Group, Michelle Purdon presented recommendations for revisions to the Consortial and Management Committee Terms of

Reference (TOR). The TOR were revised to reflect the post-transition changes in governance, and additional suggestions were made to improve Management Committee structure and elections.

Revisions to both Consortial and Management Committee TOR include:

- All mention of BCAHC has been struck;
- A section on Key Relationships has been added, outlining the role of SFU and BC ELN as the host and administrative bodies, respectively.

Changes to the Management Committee TOR include:

- The addition of one non-voting affiliate member representative on the Management Committee;
- Shift from a Co-Chair structure to a Chair / Vice-Chair structure;
- Making Management Committee representatives terms last 2 years rather than 3 years and removing Chair and Vice-Chair from the election cycle for their years on the executive.

Additional changes were made to clarify length of terms (e.g. representatives will have two-year terms, Chair and Vice-Chair positions will last one year) and to outline procedures around elections.

Discussion around Management Committee term lengths and complexities of health and post-secondary balance on the Committee was discussed.

ACTION: The Administrative Centre will amend TOR wording for affiliate members on the Steering Committee, as recommended at the meeting.

ACTION: The Administrative Centre will distribute final drafts of the Consortial and Management Committee TOR to the Steering Committee for endorsement via electronic vote.

ACTION: The Management Committee discuss elections and provide the Steering Committee with an update on how elections will proceed.

ACTION: The Administrative Centre will document the election procedure for future record.

4. Financial Report (Shannon Long)

Shannon Long presented the e-HLbc Expenditure Plan report for 2012-2013, which was developed based on numbers provided by BCAHC. All monies reserved for e-HLbc have been transferred from BCAHC to SFU. The Financial transfer is complete.

The group discussed invoicing. The Administrative Centre confirmed that invoices will be issued soon, and amounts will be in Canadian dollars.

ACTION: A new expenditure plan for 2013-2014 will be drafted and submitted to the Steering Committee at the Fall meeting.

5. Progress Report & Year in Review (e-HLbc Administrative Centre)

The Year in Review and Progress reports were presented to the committee. Highlights from the progress report include:

Licensing

- The Administrative Centre is beginning to plan for the 2015 core suite renewal. e-HLbc members will be consulted as the process around renewals unfolds.
- Ovid Terms and Conditions documents are in process.
- A number of boutique licenses have been renewed and a McGraw-Hill eBook Library license has been trialed.
- A new product selection process will be underway shortly.

Partnerships

- A new affiliate member, Quest University Canada, has joined the consortium, bringing the membership roster to 45 members.
- There have also been discussions with the Occupational Therapists Association of BC and the First Nations Health Authority.

Brand

- e-HLbc marketing materials will be reviewed to expunge mention of BCAHC and to evaluate if the materials are continuing to meet the consortium's needs.

Infrastructure

- The Administrative Centre has been actively involved in the transition to SFU.
- The Administrative Centre is also currently in the process of hiring an additional librarian.

6. Canadian Virtual Health Library Update (e-HLbc Administrative Centre)

The Canadian Virtual Health Library (CVHL) held a stakeholder forum in April. CVHL has not thus far been able to find a funding model that will sustain its activities; active efforts in cooperative licensing and membership recruitment have not been as successful as hoped.

At this forum the organizing committee that originally assembled CVHL under the Canadian Institutes of Health Research (CIHR) grant shared lessons learned. The

group also discussed possible next steps, given that sustainable funding has not been generated.

How CVHL will proceed is still unclear. e-HLbc continues to be a network subscriber. e-HLbc may be asked to assume the Dynamed license for which it is the only participating consortium, should CVHL's licensing efforts end.

ACTION: The Administrative Centre will continue to monitor CVHL's activities.

7. Next Meeting (Grace Markarewicz)

ACTION: The Administrative Centre will identify an optimal date and location for an October or November 2013 Steering Committee meeting.