

**Steering Committee Meeting
May 5, 2009**

Telephone:

Heather Comeau , University of the Fraser Valley
Cliff Cornish, Interior Health Authority
Judy Deon, Selkirk College
Bob Foley, Vancouver Island University
BJ Gdanski, BC Academic Health Council
Ted Goshulak, Trinity Western University
Kim Isaac, University of the Fraser Valley
Heather-Ann Laird, Ministry of Health Services
Karen MacDonell, College of Physicians and Surgeons of BC
Laura Neame, Okanagan College
Michele Purdon, Fraser Health Authority
Rebecca Raworth, University of Victoria
Kevin Wilson, Ministry of Advanced Education and Labour Market Development

In Person:

Jean Blackburn, Vancouver Island University
Anita Cocchia, BC ELN
Gordon Coleman, BC ELN (Meeting Recorder)
Carole Compton-Smith, Douglas College
Ana-Maria Ferrihno, BC Institute of Technology
Joy Kirchner, University of British Columbia
Nancy Levesque, Thompson Rivers University
Grace Makarewicz, Langara College
Leigh Anne Palmer, e-HLbc Administrative Centre
Cathy Rayment, Provincial Health Services Authority
Ruth Rochlin, Interior Health Authority
Greg Rowell, University of British Columbia (Meeting Chair)

1. Welcome and Introductions

Greg Rowell welcomed members present and those participating via phone.

2. Adoption of Agenda

The agenda was approved as circulated.

3. Approval of November 2008 Meeting Minutes

Minutes from November 2008 meeting were approved and are available at
http://ehlbc.ca/uploads/Minutes_SC_20081118.pdf

4. Management Committee Report

4.1 Semiannual Report:

The Management Committee presented its semi-annual report, detailing the Committee's activities since the November meeting. For the full report, see

http://ehlbc.ca/uploads/ManagementCommitteeReport_0509.pdf. Highlights include:

Administration – The Administrative Centre's contract has been renewed three years and service delivery priorities (included below) have been established for 2009-2010:

- Strategic Planning
- Licensing
- Membership Development
- Sub-Committees Support
- Infrastructure Development and Support
- Help Desk Administration
- Communications

ACTION: The Administrative Centre will distribute the annual Administrative Centre Service Delivery Priorities via the e-HLbc website.

4.2 Officer Election Results:

Officer elections are complete and results have been announced via listserv and website.

The composition of new Management Committee follows :

Health Sector

Cathy Rayment, Provincial Health Services Authority (Co-Chair)

Karen MacDonnell, College of Physicians and Surgeons of BC (Representative)

Ruth Rochlin, Interior Health Authority (Representative)

Post-Secondary Sector

Nancy Levesque, Thompson Rivers University (Co-Chair, continuing)

Joy Kirchner, University of British Columbia (Representative)

Grace Makarewicz, Langara College (Representative)

Thanks were expressed to outgoing members of the Management Committee, Greg Rowell (formerly Fraser Health Authority, now University of British Columbia), Bob Foley (Vancouver Island University), and Lea Starr (University of British Columbia), for their hard work on behalf of the consortium.

5. Sub-Committee Reports

5.1 Marketing and Communications Subcommittee:

Marketing and Communication activities are ongoing. For the full report please see

<http://ehlbc.ca/uploads/MarCommMay2009.pdf>. Existing e-HLbc communications channels include:

e-Wire Magazine –

Two newsletters have been published since November's meeting:

- http://ehlbcc.ca/uploads/e-HLbc_Winter08-09_Newsletter.pdf
- http://ehlbcc.ca/uploads/e-HLbc_News_spring09.pdf

Promotional Materials –

e-HLbc's promotional materials are in the process of being updated. An up-to-date factsheet has been posted on the website. Factsheets, postcards, floor display, and other materials are available for distribution. To obtain e-HLbc promotional materials for an event, contact the BC Academic Health Council at 607-739-3910.

e-HLbc Website –

The consortium website is also a continuing source for communications. It is updated frequently and equipped with RSS feed. Go to <http://ehlbcc.ca/feed/> to subscribe to the Feed. If assistance is needed with signing up for the e-HLbc news RSS feed, contact the Administrative Centre at info@ehlbcc.ca.

Conferences –

- The e-HLbc and HLABC reception, "Illuminating Healthy Partnerships", at the BC Libraries Conference, was a wild success. e-HLbc thanks its members and co-sponsors HLABC, Ovid, and EBSCO for supporting an evening where members, partners, and advocates could celebrate another year of success.
- e-HLbc will exhibit at the upcoming Rural Health Workforce Symposium in Prince George. Steering Committee members from College of New Caledonia, UNBC and Northern Health Authority will be at a booth, promoting e-HLbc and assisting attendees with accessing e-HLbc resources and Co-Chair Nancy Levesque will be attending workshops.

5.2 Training:

The Training Subcommittee has been busy since November. See Report for full details: http://ehlbcc.ca/uploads/TrainingSubcommitteeReport_Spring09.pdf.

Completed activities include:

- Joint e-HLbc/AskAway brownbag on Evidence Based Medicine Reviews (EMBR), presented by Administrative Centre staff, Niki Baumann.
- "Top Ten Things to Know about EBSCO and Ovid" series, developed by Administrative Centre staff, Niki Baumann, and posted on the website.

Planned activities include:

- Working with the Administrative Centre on technical ways to share training materials via the e-HLbc website
- Planning an e-HLbc "Tips & Ticks" session in conjunction with HLABC's AGM and Continuing Education Day, June 19th. Details are forthcoming.

5.3 Evaluation:

The Evaluation Subcommittee continues to use the evaluation matrix to plan activities. Going forward, the Subcommittee will build on the 2008 End-User Survey, as well as look at measurements such as cost effectiveness, and whether e-HLbc contributes towards improving access to evidence-based medicine in evaluating the consortium's impact.

5.4 Membership:

A number of new affiliate members will join e-HLbc in the coming months:

- WorkSafeBC
- Down Syndrome Research Foundation
- Yukon Health and Social Services

In addition, the BC Coroners Service and BC Association of Kinesiologists have expressed strong interest. The Administrative Centre in consultation with the Membership Committee will continue discussions with these organizations.

In light of the fact that growing membership will continue to be a priority, the Membership Subcommittee will be formalized in the coming year and Terms of Reference will be developed.

ACTION: The Management Committee will move forward with the formalization of a Membership Subcommittee. A Terms of Reference document will be created, and a call for volunteers will be advertised.

6. e-HLbc Administration Centre Reports

The Administrative Centre presented a Semi-Annual Update to the Steering Committee and submitted a Progress Report. The Progress Report provides an in depth accounting of Administrative Centre activities in a format tied directly to the service delivery priorities established by the Management Committee. Both documents are available at:

- http://ehlbc.ca/uploads/SemiAnnualUpdate_Spring2009.pdf
- http://ehlbc.ca/uploads/AdminCentreProgressReport_Spring2009.pdf

Highlights from the Semi-Annual Update include:

- 100% of members (full and affiliate) renewed their commitment to e-HLbc;
- Licenses for the core resource suite have been renewed and additional cost savings of \$154,000 USD, above consortial pricing, were realized;
- Health Sector members now enjoy free access to EBSCO's link resolver; and
- Members now have access to more than 500 additional full text journals in the core suite of resources, via Medline with Full Text.

In the fall and winter of 08/09, the Negotiation Advisory Team (NAT) analyzed the results of the new product ranking survey and recommended that six resources be approved for investigation for possible licensing:

- STAT!Ref
- e-CPS & e-Therapeutics
- New England Journal of Medicine
- JAMA and Archives Journals,
- Nursing Consult
- MD Consult

The Management Committee approved the NAT's recommendation. Conversations have been initiated with vendors of STAT!Ref, e-CPS/e-Therapeutics+, and the New England Journal of Medicine. Details on those conversations follow. Once the discussions are finalized with these vendors, e-HLbc will initiate conversations with vendors of JAMA and Archives Journals, Nursing Consult, and MD Consult.

STAT!Ref - e-HLbc is excited to report that the consortium will collaborate with the Health Knowledge Network (HKN) consortium in Alberta to offer a boutique license for this product. Expect trial and pricing information soon.

e-CPS / e-Therapeutics+ - Due to a number of circumstances, including existing joint purchasing in the province and changes to pricing model that translated to drastic price increases, e-HLbc is moving forward by slowly building a relationship with the vendor, and educating them on our consortium. These products remain a high priority, and e-HLbc will continue to work toward offering a boutique license in the near future.

New England Journal of Medicine - Unaccustomed to working with consortia, the New England Journal of Medicine has not offered discount levels needed to make their product inviting for a consortial license. Negotiations continue.

7. Financial Report

The BC Academic Health Council is waiting to receive payment from members. Once those have been received, EBSCO and Ovid invoices will be processed.

8. Other Business

8.1 Bylaw Change

From time to time, the Management Committee is faced with decisions that are urgent or time sensitive and cannot be held for decision until the next Steering Committee meeting. These decisions must be within the vision of the e-HLbc project and subject to certain spending guidelines.

Consequently, the Management Committee recommended and the Steering Committee unanimously approved that Article 31 be amended to include:

31(b) The Management Committee may be required to make significant financial decisions in a timely manner to advance the mission and purpose of the e-HLbc. These decisions will be presented at the next Steering Committee for ratification.

ACTION: Article 31 of the e-HLbc Terms of Reference will be amended as approved.

8.2 Use of Funds Policy

To guide the Management and Steering Committees in their decision-making process, a “Use of e-HLbc Funds” policy has been developed. This document provides an operating framework to facilitate effective stewardship of funds for which e-HLbc has fiduciary responsibility.

ACTION: The Conference Section will be amended to limit geographic scope to Canada and to include a mechanism for reporting back on the activities and outcomes of conference attendance to the consortium.

8.3 Travel Policy

A Travel Policy has been created to provide direction to individuals who are required to travel in the performance of their responsibilities on behalf of e-HLbc, and to provide clear guidance regarding appropriate expenses.

ACTION: The Travel Policy and accompanying forms will be posted on the website.

8.4 BC Academic Health Council Updates

George Eisler has stepped down as CEO of the BC Academic Health Council. BJ Gdanski is the Acting CEO.

Membership

Two e-HLbc participants, Simon Fraser University and Royal Roads University, are not currently members of the BC Academic Health Council. Accordingly, these organizations are considered affiliates and no longer sit on the e-HLbc Steering Committee (see e-HLbc Terms of Reference for e-HLbc membership requirements). Both institutions will continue to pay fees as outlined in the Business Case for Renewal.

Governance Review

The BC Academic Health Council is in the process of a governance review. The Council will communicate outcomes of the review when they are available.

8.5 National Network of Health Libraries Discussion

The BC Research Libraries Group has requested that e-HLbc be engaged with the National Network of Health Libraries (NNHL). At present, the NNHL has had limited communications with existing provincial health consortia and has little western Canadian representation.

ACTION: The Management Committee will discuss optimal ways for engagement with the NNHL.

11. Date of Next Meeting

ACTION: The Management Committee will identify a date for the next meeting (in approximately six month's time).