

**e-HLbc Steering Committee Meeting
November 3, 2009**

Telephone:

Anne Allgaier, Northern Health Authority
Gwen Bird, Simon Fraser University
Heather Compeau, University of the Fraser Valley
Judy Deon, Selkirk College
Gail Dibernardo, Providence Health Care
Trina Fife, University of Northern British Columbia
Bob Foley, Vancouver Island University
Ted Goshulak, Trinity Western University
Kim Isaac, University of the Fraser Valley
Antje Helmuth, Ministry of Health Services
Tim McDonald, Northwest Community College
Karen MacDonell, College of Physicians and Surgeons of BC
Laura Neame, Okanagan College
Kathy Plett, College of New Caledonia
Michele Purdon, Fraser Health Authority
Ruth Rochlin, Interior Health Authority

In Person:

Anita Cocchia, BC ELN
Gordon Coleman, BC ELN (Meeting Recorder)
Ana-Maria Ferrihno, BC Institute of Technology
BJ Gdanski, BC Academic Health Council
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 (Meeting Chair)
Julie Solar, BC Academic Health Council

1. Welcome and Introductions (Cathy Rayment)

Cathy Rayment welcomed members present and those participating via phone.

2. Adoption of Agenda

The agenda was approved as circulated.

3. Approval of May 2009 Meeting Minutes

Minutes from May 2009 meeting were approved and are available at
http://ehlbc.ca/uploads/SteeringCommitteeMeeting_Minutes0509.pdf.

4. Management Committee Report

4.1 Semiannual Report (Nancy Levesque):

The Management Committee presented its semi-annual report, detailing the Committee's activities since the May meeting. For the full report, see <http://ehlbc.ca/uploads/MCReport20091030.doc>. Highlights include:

- New Chairs for Membership, Evaluation, and Marketing and Communication Committees
- Management Committee orientation and planning day
- Meeting with the National Network of Libraries for Health
- Sponsorship, attendance, and participation at the Rural Health Workforce Symposium.

There was discussion about the marketing materials that are available through e-HLbc. Glossy print brochures, fact sheets, and post-cards are available for free upon request. PDF copies are available for download on the e-HLbc website. The large e-HLbc banner is also available by request for events; BCAHC will courier banner and materials to member location. To request materials, send a completed online form to the BC Academic Health Council.

ACTION: The Administrative Centre will post the online form for requesting marketing material on the Documents Page on the e-HLbc website, under "forms."

5. Sub-Committee Reports

5.1 Marketing and Communications Subcommittee (Grace Makarewicz):

Current Marketing and Communication Committee members include Anne Allgaier, Antje Helmuth, and Grace Makarewicz (chair). The Committee is actively seeking a third member from the post-secondary sector. Interested volunteers are invited to contact the e-HLbc Administrative Centre.

Upcoming Marketing and Communications activities include the following:

- Further developing email distribution lists
- Surveying members' marketing and communication needs
- Gathering more user testimonials
- Creating a brief, business case-style document aimed at funders and administrators to supply the necessary information to ensure continuing support for e-HLbc.

The Committee is also discussing how to partner with public libraries on consumer health education and writing an article on e-HLbc to be published in a public health journal.

5.2 Training (Ruth Rochlin):

The Training Committee presented its report, detailing the Committee's activities since May. To see the report: http://ehlbc.ca/uploads/TrainingSubcommitteeReport_20091102.doc. Highlights include:

- Membership – Members of the Training Committee include Shannon Long and Ruth Rochlin (chair). Richard Baer has joined as an adjunct member. The Committee is actively seeking an additional member from the post-secondary sector. Interested volunteers are invited to contact the e-HLbc Administrative Centre.

- Training Contest – In order to build a repository of member-created learning objects, e-*HLbc* is holding a contest. Members are invited to submit their screencast, handouts, factsheets, etc, to e-*HLbc* for a chance to win Chapters gift certificates. Interested participants are asked to complete the submission form on the e-*HLbc* website: <http://ehlbca.ca/training/training-materials-contest/>.
- e-*HLbc* Tips & Tricks Session at HLABC AGM – e-*HLbc* sponsored a Tips & Tricks session at the HLABC AGM this Summer. Presentation handouts and materials are available on the Training pages of the e-*HLbc* website: <http://ehlbca.ca/training/>.

5.3 Evaluation (Karen MacDonell):

Committee members include Joy Kirchner, Nancy Levesque, Rebecca Raworth, Leigh Anne Palmer (ex officio) and Karen MacDonell (chair) and provided a report of its activities. To see the report: http://ehlbca.ca/uploads/EvaluationCommitteeReport_20091103.pdf.

Highlights include:

- The Committee continues to use the Logic Model as a framework to plan activities.
- The Evaluation Committee, with guidance from the Management Committee has developed evaluation initiative priorities, with the top priority being determining the cost effectiveness of e-*HLbc* from a business and governance model. In the new year, evaluation information based on this priority will be accumulated by the e-*HLbc* Administrative Centre.

In addition, the Committee is particularly interested in learning from members what kinds of evaluation approaches are useful and desirable.

5.4 Membership (Cathy Rayment):

The Committee is actively seeking an additional member from the post-secondary sector. Interested volunteers are invited to contact the e-*HLbc* Administrative Centre.

A number of new full and affiliate members have joined e-*HLbc*:

- Nicola Valley Institute of Technology (full)
- BC Association of Kinesiologists (affiliate)
- Yukon Health and Social Services (affiliate)

e-*HLbc* continues to promote expanding membership. To stream-line the invitation process, the Administrative Centre is creating an invitation package to distribute to prospective member organizations and a new e-*HLbc* Administrator instruction guide to train new (often non-librarian) administrators.

The BC Academic Health Council has announced that Trinity Western University (TWU) is not a member of the Council, and as such will not have a voting seat on the e-*HLbc* Steering Committee. TWU will continue on as an affiliate member and pay licensing and administrative fees as outlined in the 2009 Business Case for Renewal.

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

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_Fall2009.pdf
- http://ehlbc.ca/uploads/AdminCentreProgressReport_Fall2009.pdf

Highlights include:

Membership

Since May, one new member and two new affiliate members have been fully implemented – Nicola Valley Institute of Technology joined the BC Academic Health Council as well as e-HLbc as full members. The BC Association of Kinesiologists and Yukon Health and Social Services joined as affiliate members.

Newsletter

The e-HLbc newsletter has migrated to a new online format. The Fall newsletter is available at <http://ehlbcnews.bcahc.ca/>

Staffing

The Administrative Centre continues to work with Jeff Davis, an outside contractor, to provide in depth IT support for the e-HLbc website, authentication and access troubleshooting, etc. In addition, two part-time librarians have been hired to assist in the work of the Administrative Centre for 7 hours a week on e-HLbc projects.

New Products

The Negotiation Advisory Team (NAT) has been investigating recommended products, solidifying details, and negotiating pricing for two products in particular – STAT!Ref and e-CPS/ e-Therapeutics+.

STAT!Ref

It was agreed that e-HLbc would work collaboratively with HKN to provide a boutique (or opt-in/opt-out) license to STAT!Ref. In the past months we've transitioned from investigations to negotiations. e-HLbc has been disappointed in the level of flexibility the vendor has shown around regularized and expected price increases, and their attitude towards working with consortia in general. During negotiations, e-HLbc and HKN have vociferously argued that holding increases at a reasonable pre-established rate would help quell the fiscal concerns of libraries, offering them the security they need to sign on and adopt a STAT!Ref boutique license.

Taking into account the price and projected price increases, e-HLbc is hesitant to move forward on a STAT!Ref license without a clear mandate from member libraries. Consequently, e-HLbc distributed a survey to solicit feedback as to whether to proceed with the license, under the current pricing.

e-CPS / e-Therapeutics+

We've also moved into the negotiation phase with Login Canada and the Canadian Pharmaceutical Association (the publisher of e-CPS and e-Therapeutics+). During these negotiations it has become clear that the publisher has never really worked with consortia and is struggling to identify a pricing model that works for their organization and libraries. To further inform our negotiations, the Administrative Centre sent out an expenditure survey to get a better idea of what CPhA products they

subscribe to and what their expenditures are. We will use this data in our negotiations and we hope to have pricing to give to members in the coming months.

7. Financial Report (BJ Gdanski)

The BC Academic Health Council presented a brief financial report and confirmed that they have received payments from all members. To review the full report, see

<http://ehlbc.ca/uploads/eHLbc20090401-20091102FINANCES.pdf>

8. Other Business (Cathy Rayment)

Call for Nominations for Management Committee Member, Health Sector - Karen MacDonell will step down from the Management Committee. e-HLbc thanks Karen for the work she's done in the past few months, as well as for all of her contributions during the development of e-HLbc.

ACTION: The Administrative Centre will distribute a call for nominations for a new health sector representative. If there is more than one nomination, then an election will take place. The Administrative Centre will also send an email request for volunteers regarding vacancies on the other committees.

9. Date of Next Meeting

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