

E-HLBC MANAGEMENT COMMITTEE MEETING MINUTES

Date: May 5, 2016 (1:00 pm – 2:00 pm)

Location: Teleconference

In attendance:

Fiona Chiu (PABC)
Cliff Cornish (IHA)
April Haddad (JIBC)
Antje Helmuth (MoH/MCFD)
Karen MacDonell (CPSBC, Chair)
Todd Mundle (KPU, Vice-Chair)
Debbie Schachter (Douglas)

e-HLbc Administrative Centre:
Jennifer Bancroft (Recorder)
Anita Cocchia
Leigh Anne Palmer

Agenda Items:

1. Welcome and Adoption of Agenda (Karen MacDonell) 1:00 – 1:05pm

Members were welcomed and reminded that the Fall Management Committee meeting minutes were approved via email, and posted to the e-HLbc website:

http://ehlbc.ca/sites/default/files/eHLbc_MCBusinessMinutes20151119.pdf

2. Management Committee Elections

2.1) New Chair and Vice-Chair (Karen MacDonell) 1:05 – 1:10pm

It was announced that this was K. MacDonell's last Management Committee meeting as Chair. T. Mundle will assume the position of Chair and K. MacDonell will stay on the Committee as Past Chair. A. Helmuth volunteered and was accepted as the next Vice-Chair, according to procedures outlined in the Terms of Reference. They will assume their new positions following the June 7, 2016 Steering Committee meeting.

ACTION: The Chair will announce A. Helmuth as the new Vice-Chair at the June 7, 2016 Steering Committee meeting.

2.2) Election for Post-Secondary Representatives (Jennifer Bancroft) 1:05 – 1:10pm

The current Post-Secondary sector representatives on the Management Committee will end their terms in office following the June 7, 2016 Steering Committee meeting.

As Vice-Chair, T. Mundle's position is excluded from the election cycle. D. Schachter has agreed to remain on the Committee for a second consecutive term. A. Haddad has served for more than two consecutive terms in office and will be stepping down from the Management Committee. Therefore, there will be one empty Post-Secondary sector representative position following the June 7, 2016 Steering Committee meeting.

A. Haddad was thanked for her dedication as long-serving Committee member and past Chair.

ACTION: The Administrative Centre will put out a call for nominations for one Post-Secondary sector representative and organize an election via electronic ballot.

3. Expenditure Plan (Anita Cocchia)

1:10 – 2:20pm

A. Cocchia presented the Expenditure Plan for 2016-2017.

As shown in the Expenditure Plan, the consortium's revenue from Affiliate Member Fees increased due to two new organizations joining e-HLbc over the past year. e-HLbc's Miscellaneous Revenue also increased with additional subscribers to the e-HLbc PsycARTICLES license.

With the additional revenue, the Management Committee plans to put some of the funds towards e-HLbc's upcoming strategic planning session and ten-year anniversary celebration.

The expenditure plan reflects higher payments to vendors due to annual increase and the acquisition of Elsevier's *Clinical Skills* for the health sector.

ACTION: The finalized Expenditure Plan will be presented at the June 7th Steering Committee meeting.

4. Management Committee Meeting Schedules (Leigh Anne Palmer)

2:20 – 2:30pm

L. Palmer led the Management Committee in a discussion about optimal future Management Committee meetings, including their locations and lengths.

It was agreed that (1) meetings have become briefer and more informational over the years; (2) traveling to Vancouver for Committee meetings can cause hardship for those residing outside of the Lower Mainland; (3) recruiting new members to the Committee can also be difficult due to the time and travel commitment required.

Based on these considerations, Management Committee agreed to hold two meetings a year. One of the two meetings will be held by teleconference. The length of the meetings should be shortened to one hour or so depending on the meeting agenda.

If additional meetings are needed, they can be scheduled on an ad hoc basis.

5. Affiliate Membership Update (Leigh Anne Palmer)

2:30 – 2:40pm

The Administrative Centre was contacted by several organizations interested in joining the consortium.

The Michael Smith Foundation for Health Research (MSFHR) is an agency funded by the BC government to promote health research in BC. MSFHR submitted an application to join e-HLbc as an affiliate member. As it meets the requirements of membership (see <http://ehlbc.ca/membership/how-become-member#requirements>), the Administrative Centre recommends that the Management Committee accept MSFHR's application.

The Management Committee had no concerns with MSFHR joining e-HLbc and agreed to approve its application for e-HLbc affiliate membership.

Both the Association of Registered Nurses of BC (ARNBC) and the College of Registered Nurses of BC (CRNBC) have approached e-HLbc to inquire about e-HLbc affiliate membership. More discussions are expected to follow.

ACTION: The Administrative Centre will move forward to admit MSFHR into e-HLbc.

6. Administrative Centre Update (Jennifer Bancroft)

2:40 – 2:45pm

J. Bancroft highlighted the main activities of the Administrative Centre since the Fall 2015 Management Committee meeting. These include:

Clinical Skills

e-HLbc acquired a new boutique license, Elsevier's *Clinical Skills*. At present, the product is only available to the health authorities, although the Administrative Centre is negotiating with the vendor for acceptable pricing for the post-secondary sector.

New Affiliate Member

The Canadian Association of Occupational Therapists – BC Chapter (CAOT-BC) joined e-HLbc on February 1, 2016. The Administrative Centre provided CAOT-BC with training on administering and providing access to e-HLbc licensed resources. CAOT-BC has promoted e-HLbc resources to their members and is getting use.

Year in Review 2015

The Administrative Centre staff is working on a draft of the Year in Review, e-HLbc's annual report. The report will be shared with the Management Committee for review and the finalized report will be released in the summer.

7. New Business (Leigh Anne Palmer & Anita Cocchia)

2:45 – 2:55pm

Strategic Planning and Ten-Year Anniversary Celebration

L. Palmer led a discussion about the upcoming strategic planning process. e-HLbc has reached the end of its current five-year strategic plan and will engage in a new round of strategic planning. The goals of the process will include:

- Confirming e-HLbc's mission, vision, and values
- Identifying goals for the consortium for the coming years

The Administrative Centre presented a draft Strategic Planning Action Plan:

http://ehlbc.ca/sites/default/files/eHLbcStratPlan_2016_ActionPlan.pdf

An in person Strategic Planning and Ten-Year Anniversary meeting will be held in Fall of 2016. The estimated budget for the entire process, including the celebration, is \$15,000.

The Committee confirmed the action plan and discussed inviting key people involved with e-HLbc's launch to the Fall 2016 anniversary celebration.

ACTION: The Administrative Centre will request strategic planning and anniversary celebration ideas from Committee members via email.

Staffing Update

It was announced that J. Bancroft will be taking a leave from e-HLbc from August through December 2016. Existing Administrative Centre staff will assume her responsibilities while she is away.

8. Next Meeting (Karen MacDonell)

2:55 – 3:00pm

The Management Committee will hold a brief meeting after the June 7th Steering Committee meeting, and the next meeting will be scheduled for the Fall of 2016.

ACTION: The Administrative Centre will identify optimal dates for the next Management Committee meeting.