

E-HLBC MANAGEMENT COMMITTEE MEETING MINUTES

Date: October 26, 2016 (10:00 am – 11:00 am)

Location: Teleconference

In attendance:

Cliff Cornish (IHA)
Antje Helmuth (MoH/MCFD, Vice-Chair)
Karen MacDonell (CPSBC)
Mary Anne Guenther (North Island College)
Todd Mundle (KPU, Chair)
Debbie Schachter (Douglas)

e-HLbc Administrative Centre:
Leigh Anne Palmer
Myfanwy Postgate (Recorder)

Regrets: Fiona Chiu (PABC)

Agenda Items:

1. Adoption of Agenda (Todd Mundle)

Members were welcomed, attendance taken, and agenda adopted.

2. Strategic Planning & Anniversary Celebration Update

Leigh Anne provided the Management Committee with an update on preparations for e-HLbc's anniversary celebration and strategic planning event on December 5, 2016:

- Nicki Kahnamoui has been hired to facilitate the upcoming meeting.
- The Sheraton Vancouver Airport, in Richmond, has been booked for the event.
- A preliminary agenda for the day has been developed.
- A survey to gather Member feedback on e-HLbc and its services was created and distributed.

Travel and accommodation subsidies for Steering Committee members and attendees from outside the lower mainland were discussed.

It was decided that both travel and one-night accommodations will be approved for all current Steering Committee members residing outside of the lower mainland whose institutions are unable to support attendance. A total travel subsidy budget of \$10,000

CDN was approved by the Management Committee. Should the Administrative Centre believe subsidies will exceed that figure, they will notify the Management Committee.

Non-Steering Committee guests who are invited to the anniversary celebration will not be offered travel/accommodation subsidies.

ACTION: The Administrative Centre will create a list of “founders” to invite to the anniversary celebration portion of the meeting. Management Committee members are asked to send ideas of potential guests to the Administrative Centre.

ACTION: Management Committee members will send ideas on creative ways to celebrate e-HLbc’s anniversary or “birthday” to the Administrative Centre.

3. Next Meeting

The Management Committee will hold a brief meeting after the December 5th meeting.

ACTION: The Administrative Centre will identify an optimal time for the next meeting and notify the Management Committee so travel arrangements can be accommodated.