

E-HLBC MANAGEMENT COMMITTEE MEETING MINUTES

Date: October 23, 2017 (2:00 pm – 3:00 pm)

Location: Teleconference

In attendance:

Dawn Bohme (BINM)

Julie Creaser (NHA)

Mary Anne Guenther (NIC, Vice Chair)

Antje Helumth (MoH/MCFD, Chair)

Todd Mundle (KPU)

Cathy Rayment / PHSA

Debbie Schachter (CapU)

e-HLbc Administrative Centre:

Anita Cocchia

Sunni Nishimura (recorder)

Leigh Anne Palmer

Agenda Items:

1. Adoption of the Agenda

The agenda was adopted as tabled.

2. Strategic Plan Actions - Draft

S. Nishimura reviewed the draft Strategic Plan Actions document. Actions have been developed based on the Strategic Directions and Goals approved at the June 15 Steering Committee meeting.

No changes to the draft document were proposed. Progress on the Actions will be reported as part of the biannual Administrative Centre reports available on the eHLbc website.

3. Core Suite Renewal Pricing Update

L. Palmer provided an update on Core Suite negotiations with EBSCO and Ovid.

Core Suite pricing proposals and analysis will be brought to the November 14th Management Committee teleconference for discussion and decision-making.

4. Membership Renewal

4.1 Health Authorities' Cost Sharing Model

L. Palmer reported on the review of the Health Authorities' Cost Sharing Model undertaken by Steering Committee health representatives. After detailed discussions, it was decided that eHLbc will continue using the current cost sharing model.

The possibility of moving to a modified cost sharing model was explored. However, after working through what a shift would mean in terms of pricing change and determining it might create challenges at the point of renewal for organizations assuming a greater percentage than borne in the past, the group consensus was that using the existing ratio would allow for greater stability.

The health authorities' cost sharing model will be reviewed again preceding the next Core Suite renewal.

4.2 Membership Pledge - Draft

A. Cocchia presented a draft of the 2018-2021 Membership Pledge document for feedback, and an Administrative Centre proposal for an approach to the corresponding Membership Fee. She reminded the Committee that the subscription term of the Core Suite and the term of the Membership Pledge are aligned, so any changes to the subscription term will be reflected in the final Membership Pledge document.

As discussed at the June 15th Steering Committee meeting, A. Cocchia reported that the Administrative Fee will see an increase as a result of a new SFU collective agreement which covers eHLbc Administrative Centre staff; the eHLbc Administrative Fee has not seen an increase in 6 years.

In order to mitigate the impact of the increase, the Administrative Centre proposed the following approach to 2018-2021 Membership Fees:

- staggering the increase over multiple years: 5% in year 1, 4% in year 2, and 3% in year 3, etc.;
- for full members, increasing the minimum fee from \$575 to \$650, and increasing the maximum fee from \$10,000 to \$11,000;
- for affiliate members, increasing the minimum fee from \$575 to \$650, and maintaining the maximum at \$1,000.

MOTION: For the 2018 - 2021 membership period, to raise the minimum fee to \$650 and the maximum fee to \$11,000 for post-secondary members, and to raise the minimum fee to \$650 and the maximum fee to \$1,000 for affiliate members.

Moved by M. Guenther
Seconded by D. Schachter
The motion was carried.

T. Mundle suggested that in future consistent small annual increases to the Admin Fee would be preferable to periodic large increases. There was agreement that this was preferable.

5. New Business

There was no new business.

6. Next Meeting

The next Management Committee meeting will take place virtually on November 14th; it will be a single agenda item meeting to discuss the Core Suite cost analysis.