

e-HLbc STEERING COMMITTEE MEETING MINUTES

Date: Thursday, June 15, 2017 (10:00 am – 11:00 am)

Location: Teleconference

In attendance:

Aggie Black (PHC) – Alternate
Dawne Bohme (BINM)
Shauna Bryce (QUC) – Alternate
Janet Campbell (BCSLPA)
Heather Compeau (UFV)
Cliff Cornish (IHA)
Julie Creaser (NHA)
Gregg Currie (SC)
Alison Curtis (LC)
Eva Engman (OC) – Alternate
Linda Epps (NVIT)
Trina Fyfe (UNBC)
Mary Anne Guenther (NIC)
April Haddad (JIBC)
Antje Helmuth (MoH/MCFD) – Vice-Chair
Maryann Kempthorne (CapU)
Shannon Long (VCHA)
Deena Lorette (FNHA)
Karen MacDonell (CPSBC)
Carol MacFarlane (CRNBC)
Scott Marsden (AC)
Dana McFarland (VIU) – Alternate
Todd Mundle (KPU) – Chair
Kristina Oldenburg (VCC/RMTBC)
Lisa Petrachenko (UVic)
Katherine Plett (CNC)
Shahida Rashid (COTR)
Cathy Rayment (PHSA)
Sarah Slocombe (CAOT-BC) – Alternate
Cass Strong (FNHA)
Dawna Turcotte (NLC)

Regrets:

Donna Angus (MSFHR)
Jean Blackburn (VIU)
Giovanna Boniface (CAOT-BC)
David Burke (YC)
Fiona Chiu (PABC)
Rosie Croft (RRU)
Megan Crouch (SFU)
Ana Maria Ferrinho (BCIT)
Susan Firbank (HEABC)
Marci Gibson (WorkSafe) – Alternate
Ted Goshulak (TWU)
Aleteia Greenwood (UBC)
Daphne Hamilton-Nagorsen (WorkSafe)
Jennifer Lee (PHC)
Brenda Mathenia (TRU)
Eileen Melnychuk (YHSS)
Michelle Purdon (FHA)
Daryl Reynolds (BCAK)
Ruth Rochlin (IHA)
Debbie Schachter (DC)
Patricia Scott (CC)
Ross Tyner (OC)
Venessa Wallsten (QUC)
Melanie Wilke (NWCC)

e-HLbc Administrative Centre:

Jennifer Bancroft (Recorder)
Anita Cocchia
Sunni Nishimura

Meeting Minutes:

1. Welcome and Adoption of the Agenda

Members were welcomed, attendance taken, and the agenda was adopted as presented. New representatives, M. Kempthorne and S. Marsden, were welcomed to the committee.

2. Governance Update

T. Mundle provided an update on changes to the Management Committee. A. Helmuth will be the new Chair and M.A. Guenther the new Vice-Chair after the meeting. T. Mundle will remain on the committee for one year as Past Chair.

The health and affiliate sector representatives, K. MacDonell, C. Cornish, and F. Chiu, finished their term on the Management Committee. T. Mundle thanked the outgoing members for their time and commitment to e-HLbc.

The committee is seeking nominations for two new health sector representatives and one affiliate sector representative, who will begin their term after elections following the meeting.

3. Strategic Plan

S. Nishimura presented the finalized Strategic Plan for 2017 to 2022:

http://ehlbc.ca/sites/default/files/eHLbcStratPlan_FINAL_1.pdf

The Plan incorporated ideas from the strategic planning session held last December and from responses to the survey circulated before the meeting. No further changes were suggested when the draft Plan was circulated to the Steering Committee for review.

With the endorsement of the Steering Committee, the Management Committee will develop action steps to meet the Plan's strategic goals.

T. Mundle brought forward the following motion:

To approve and move forward with implementing the finalised Strategic Plan for 2017 to 2022.

Moved by C. Rayment.

Seconded by D. Lorette.

The motion was carried.

ACTION: The finalised Strategic Plan will be posted to the e-HLbc website.

4. Expenditure Plan 2017/18

A. Cocchia presented the 2017/18 Expenditure Plan.

Operations: Revenue

A significant portion of the carryforward is made up of prepayments from members. Since the prepayments include membership fees, the full member fees revenue was decreased.

The affiliate member fees have increased as a result of having two new affiliate members join the consortium.

The miscellaneous revenue includes revenue received from BC ELN, non-e-HLbc partner libraries to license PsycARTICLES, an e-HLbc subscription.

Operations: Expenditures

As SFU employees, BC ELN staff benefit from an increase in salary following the negotiation of a new collective agreement. Service support fees, which covers staff salaries, have increased. Some increase to membership fees will be necessary at the next Membership Pledge renewal. There has been no increase to member fees in six years.

The plan includes a \$30,000 expenditure for the website migration; the actual cost may be lowered by leveraging in-house expertise.

Licensing Initiatives

The core suite and boutique resource payments to vendors are cost recovery. The affiliate member core cost contributions is used as subsidy funding to offset the cost of the core suite license fees.

e-HLbc is in the last year of using the core suite subsidy set aside for the 2015-2018 license term. The current carryforward includes three years of subsidies for 2018-2021.

T. Mundle brought forward the following motion:

To approve the 2017/18 Expenditure Plan.

Moved by S. Rashid.

Seconded by A. Helmuth.

The motion was carried.

5. Administrative Centre Update

J. Bancroft provided an overview of the Administrative Centre's activities since the fall meetings in 2016. The Progress Report is available at:

http://ehlbc.ca/sites/default/files/eHLbc_AdminCentre_ProgressReport_Dec2016-Apr2017_1.pdf

Ranking Survey

The 2017 Ranking Survey was distributed to members on June 9th. Member institutions have until July 7th to complete the survey.

Core Suite Renewal

In preparation for the core suite renewal, current numbers of post-secondary students, health care professionals, and ministry employees were gathered. Pricing negotiations for the core suite renewal will take place in the summer and fall.

Membership Pledge

The Membership Pledge, the report outlining the benefits, responsibilities, and costs of e-HLbc membership, will be released to the Steering Committee in early 2018.

Partnerships

In 2017, e-HLbc acquired two new affiliate members: the College of Registered Nurses of BC and Alexander College. e-HLbc currently has fifty full and affiliate members.

Year in Review 2016

e-HLbc's annual report, the Year in Review for 2016, will be released in late June.

New Website

e-HLbc will undergo a refresh and upgrade of its six-year old website, starting in the summer. The benefits of the upgrade include improved site security, additional modules, and improved overall functionality.

Infrastructure

Last year e-HLbc launched a new invoicing system and started allowing members to pay through direct deposit. Eleven members are now paying this way. The new invoicing system has made the process of paying invoices more efficient and transparent for members. Further improvements to the invoicing system are planned for the next fiscal year.

6. New Business

There was no new business.

7. Next Meeting

Draft minutes from the meeting will be sent to Steering Committee representatives for approval via email. The next Steering Committee meeting will be scheduled for Fall 2017.