

eHLbc STEERING COMMITTEE MEETING
Monday, 16 April 2007

Minutes of Meeting of the eHLbc Steering Committee held at the BC Academic Health Offices, #402 – 1770 West 7th Ave, Vancouver, B.C., commencing at 2:00 p.m.

ATTENDANCE

Present: Nancy Levesque (Co-Chair), Greg Rowell (Co-Chair)
Liz Ball, Gwen Bird, Kate Cotie, George Eisler, Bob Foley, Lila Heilbrunn, Colleen Kennedy, Joy Kirchner for Lea Starr, Sherry Lipp, Cathy Rayment, Greg Rowell

Participating by Teleconference: Anne Allgaier, Richard Baer, Cliff Cornish, Trina Fyfe, Antje Helmuth, Lynn Hughes for Barb Janzen, Kim Isaac, Brigitte Peter-Cherneff, Karen MacDonnell, Dana McFarland, Katherine Plett, Rebecca Raworth, Pat Semeniuk

Regrets: Patti Barnes, Janet Beavers, Carole Compton-Smith, Ted Goshulak, Mary Anne Guenther, April Haddad, Liza Hutchison, Barb Janzen, Cathy MacDonald, Laura Neame, Maureen Witney

Guest: Anita Cocchia

1. Welcome and Introductions

Co-Chair, Greg Rowell welcomed members present and dialing into the meeting.

2. Adoption of Agenda

The agenda was approved as circulated.

3. Approval of Minutes from 30 October 2006 meeting (attached)

The minutes from the meeting of October 30, 2006 were approved as circulated.

4. Management Committee Report, G. Rowell

a) The contract with the E.L.N. has been finalized.

b) The Working Groups have been reconstituted.

c) A process for adding new members has been developed.

- d) A process for adding new products/content will be drafted.
- e) Conference presentations: Greg and Nancy at the BCLA April Conference; Greg and Cathy at the CHLA May Conference.
- f) eHLbc will be nominated for the Excellence in Healthcare Award of the HEABC.

5. Sub-Committee Reports

a) Marketing/Communications, C. Rayment

The major task has been the work on the new eHLbc website which was launched February 2007. The sub-committees worked with Jeff Davis of ELN to design the website. There is a members-only section. C. Rayment highlighted sections and features of the website. Still in development is a members-only list-serve that will be available for Steering Committee members' use. Members are asked to review the site and ensure their contact information, etc. is correct. ELN will update accordingly. Thanks and congratulations go to Cathy and the committee A. Helmuth, A. Allgaier, R. Baer, and ELN staff.

b) Training, C. Kennedy

Colleen distributed an update report on training activities (attached). A needs assessment survey will be done in June using an open-source tool (UCCAS). The ELN office continues to coordinate training with vendors and member libraries. More training has been scheduled with details sent out to Steering Committee members and their libraries. The Committee is hoping that libraries will share training materials, guides, resources that they have developed, with other member libraries. Thanks to Colleen and the committee: L. Heilbrunn, P. Semeniuk, A. Cocchia.

c) Evaluation, N. Levesque

The Committee is now called Evaluation. Sustainability is more the responsibility of the Management Committee and the whole Steering Committee. The Evaluation Committee is developing a logic model to use in evaluating the project. The model is based on the vision, goals and objectives of the project. The assessment reviews and measures the effectiveness and efficiencies of the project: inputs, outputs, outcomes, processes. The

Evaluation Committee will work with the other committees to set up methods to evaluate committee structure and work; usage of databases; effectiveness of the administrative centre (ELN contract) and other aspects of the project. The Evaluation Committee (and Management Committee) believe it is important for the Steering Committee to know the strengths of the project, as well as our institutions, the BCAHC, our ministries, plus future members. The Evaluation Committee hopes to distribute a draft document to members for review this summer. Thanks to N. Levesque, R. Raworth, K. MacDonnell, C. Cornish.

d) New members

Lea and Bob are the lead for this Committee with involvement from the rest of the Management Committee. The challenge is how to add the B.C. health organizations and their members (listed in the eHLbc Business Plan). Some of the organizations have a librarian and an administrative infrastructure, while others do not. The Committee proposed a pilot study that would add two new member groups. During the proposed six-month pilot, the Committee will assess the impact of adding new members: the workload on the Management Committee and the ELN for support, technical, training and other related issues. The Committee will devise a fair pricing model to establish a tiered-fee structure for membership. The expectation is that the project will not realize huge revenues from the addition of new members. As a criteria for membership, organizations will be expected/required to have a technical and administrative infrastructure. The Committee recommends that the Physiotherapist Association be invited to participate in the pilot. This group has a resident librarian. Another pilot participant will be selected from an organization that does not have a librarian.

There was discussion among Steering Committee members of the impact on content and new product selection of new members; the increased use of the databases; the possible needs for more simultaneous user numbers; and the need for evaluating the usage resulting from the addition of new members.

It was moved by B. Foley, seconded by N. Levesque that the recommendation and proposal for a pilot project to add new members be accepted. Carried.

6. ELN Report, C. Cocchia

Anita distributed a progress report (attached). Highlights from the administrative centre, ELN report:

- The eHLbc Coordinator (one-year contract) is close to being hired/finalized.
- Licencing. Year-two invoices have been sent to Steering Committee libraries by the eHLbc office.
- The eHLbc website has been a major focus these past months. An eHLbc list serve will soon be set up for the use of Steering Committee members.
- ELN continues to coordinate training opportunities for member libraries with vendors.

Our thanks to Anita and staff for support to the eHLbc project.

7. Financial Report, S. Lipp

Sherry reports a balanced budget with expenditures matching revenues (licence fees from participating libraries). An audit will be done in June, along with all BCAHC units and Committees.

8. Date of Next Meeting

The next meeting is scheduled 29 October 2007, 2:00 p.m. – 4:00 p.m. at the BCAHC Office, Vancouver.

Nancy and George thanked Steering Committee members for their commitment to the eHLbc project and their good work. George stated that this is a “flagship operation” and the BCAHC appreciates everyone’s efforts, including the ELN office.

There being no further business, the meeting was adjourned.

Nancy Levesque, Co-Chair
Recorder

23 April 2007