

Management Committee Meeting Date: January 31, 2012 Time: 1pm-4pm Location: SFU Harbour Centre	Participants: Anita Cocchia, Megan Crouch, BJ Gdanski, April Haddad, Kathy Hornby, Shannon Long, Grace Markarewicz (chair), Cathy Rayment, Ruth Rochlin Recorder: Leah Hopton (BC ELN)
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Meeting Minutes

1. Welcome and Introductions (Grace Markarewicz)

Members present were welcomed. Leah Hopton, limited term librarian from BC ELN, was introduced. One of Leah's areas of focus will be assisting with e-HLbc projects.

2. Approval of September Meeting Minutes (Grace Markarewicz)

The minutes from the September 27, 2011 Management Committee meeting were approved as distributed.

Management Committee discussed and agreed to henceforth conduct approval of minutes via email, with action items to be reviewed at meetings.

ITEMS FOR DECISION & DISCUSSION

3. e-HLbc Core Renewal (Administrative Centre)

Launch of Case for Renewal 2012

The Administration Centre reported on the launch of the three-year Case for Renewal 2012. Next steps include finalization of license contracts and aspects of implementation. It was confirmed that the contractor hired to work on the Case for Renewal 2012 is to contact the BCAHC regarding invoicing. The Co-chairs will present the Case For Renewal 2012 to the BCAHC Board of Directors for their information on February 3rd 2012.

Core Suite Affiliate Members

Discussion took place around a new fee proposal for Core Suite affiliate members. Emphasis was placed on the importance of being transparent and consistent with fees. It was noted that affiliate fees may be renewed each year, rather than on a three year basis. Focus for the upcoming year will be on developing clearer affiliate member parameters.

Proposal document:

<http://ehlbc.ca/sites/default/files/AMCoreFeeProposal2012.pdf>

REVISED Proposal document:

ACTION: Affiliate member pricing structure to be set according to the revised 2012 Affiliate Member Core Suite Fee Proposal

4. Suggested approach to recruit new affiliate members (Administrative Centre)

The Administrative Centre outlined a suggested approach to recruiting new affiliate members to e-*HLbc*:

- Conduct a review of non-member associations
- Prioritize potential members, with factors to include interest shown, relationship established, and headcount figures
- Send email invitation with link to website
- Follow up with phone call

In order to make recruiting members a primary focus for e-*HLbc*, it was noted that dedicated staff would be required, which is currently above and beyond the capabilities of the Administrative Centre. The Management Committee gave its approval to the Administrative Centre to move forward.

ACTION: Administrative Centre will begin the process of recruiting new e-*HLbc* affiliate members.

5. Development Fund (Grace Markarewicz)

At the last Steering Committee, the Management Committee was charged with developing a strategy for gathering feedback and ideas on how to use our development fund. Discussion was held around what process will be used to solicit input from membership, and how the final decision will be made.

Process Agreed Upon

Management Committee to create an electronic suggestion box that is pre-populated with ideas that fit the e-*HLbc* strategic plan; membership can add and comment on ideas. After a certain amount of time the ideas are collected, vetted

by the Management Committee, and then posted for the membership to vote on. The top votes become a shortlist for the Management Committee to evaluate. Preamble to include messaging that all ideas are welcome but those chosen must benefit entire consortium.

ACTION: Administrative Centre will create an action plan for the process of soliciting ideas from membership on use of the Development Fund.

6. UpToDate (Ruth Rochlin)

Ruth Rochlin reported that Health Authorities have shown interest in UpToDate. UBC has echoed some interest. Ruth indicated that the vendor is also saying that it is now willing to license to consortia. Concern was expressed that smaller post-secondary institutions would not have great interest in this product. It was further noted that there has to date been no contact between the vendor and the Administrative Centre.

ACTION: Ruth to provide contact information for UpToDate to Anita.

ACTION: Anita to contact the vendor to gauge interest in working with e-HLbc, and will report back to the Management Committee at the next meeting.

7. Co-chair Report (Grace Markarewicz)

Management Committee elections will need to be held soon; Cathy Rayment will not be eligible to continue as co-chair or on the committee as she has served two terms (six years).

ACTION: Co-chairs to verify election process and notify the Management Committee.

ACTION: Once the process is confirmed, the Administrative Centre will begin the process of nomination and election.

8. Financial Update (Co-chairs)

At the last Steering Committee it was decided that the Management Committee will develop a budget and expenditure plan for 2012/13. This plan will be used to track expenses throughout the year. It will be presented to the Steering Committee and BCAHC.

The Administrative Centre, with Shannon as a representative of the Management Committee, will work on a draft template that will be shared with the Management Committee. Additional input received from the Steering Committee will be incorporated.

ACTION: 2012/13 Budget/expenditure plan will be drafted for Management Committee review. Additional input will be incorporated from Steering Committee members who put their names forward.

With respect to the 2011/12 expenditure summary, feedback from the May Steering Committee will be brought forward to the BCAHC. This principally deals with the use of US/CAN fees.

ACTION: Administrative Centre will itemize requested changes and submit to BCAHC.

Some discussion took place around invoice presentation. It was also noted that BCAHC does not have the capacity to do pre-payments.

ACTION: Changes will be made to the next set of invoices so that they include an itemized list of resources.

9. e-HLbc access for health authority contractors (Megan Crouch)

In the interest of time, this item was deferred.

10. e-HLbc Administrative Centre Contract (Co-chairs)

The e-HLbc Administrative Centre Contract expires at the end of March. The Contract for Renewal will be presented to the BCAHC BOD at the end of the week, with follow-up meetings to take place. Laureen will contact the Administrative Centre as soon as possible.

11. Sharing Governance Task Group Report with BCAHC BOD (Co-chairs)

The Governance Task Group Report will be presented to the BCAHC BOD in its entirety, likely with a cover memo.

ACTION: The Co-chairs will present the report to the BCAHC BOD at the March 5th meeting.

ITEMS FOR INFORMATION

12. Administrative Centre Update (Administrative Centre)

An update was presented on communications and licensing.

Communications: The latest e-wire newsletter was posted on December 6th. The newly launched website is going well; some minor fixes have taken place. Improvements are ongoing.

Licensing: CHRC was renewed January 1st, with 100 percent renewal. Invoices

are going out now. e-*HLbc* took on Embase license from UBC. Three members were renewed and UBC was upgraded to from 4 to 6 simultaneous users. The vendor was unwilling to negotiate reasonable pricing for the remainder of the consortium. Discussion took place around offering licenses for 3-4 additional APA products. These could be made available as boutique licenses. As these products are currently offered by BC ELN, e-*HLbc* would need to ensure that no BC ELN/non e-*HLbc* members were orphaned if the licenses are to be moved to e-*HLbc*. eCPS / e-Therapeutics renewals will be coming up soon.

The Administrative Centre is continuing with research on consortia reserve funds.

13. Next Meeting

19 March 2012, 1-4pm** SFU Harbour Centre Room 3100

**Ruth proposed that allotted meeting times be extended by one hour to avoid rushing through the agenda. Everyone was in agreement. Beginning in March 2012, allotted meeting times will be three hours.