Electronic Health Library of BC

e-HLbc

Management Committee Meeting Date: September 11, 2012 Time: 9:30 am-12:30 pm Location: SFU Harbour Centre	Participants: Anita Cocchia, Megan Crouch, Sarah Gleeson Noyes (Recorder), April Haddad, Kathy Hornby, Shannon Long, Grace Markarewicz, Michelle Purdon, Ruth Rochlin (Chair), BJ Skladanowski

Meeting Minutes

1. Welcome and Introductions (Ruth Rochlin)

2. Adoption of agenda/minutes (Ruth Rochlin)

The agenda was adopted without changes.

Minutes were previously approved via email, and posted to the e-HLbc website.

ITEMS FOR DECISION & DISCUSSION

3. Co-chair report (Ruth Rochlin & Grace Markarewicz)

- The BCAHC Board Meeting was held on June 8th, 2012. Cathy Rayment presented on behalf of the e-HLbc Co-chairs, and outlined the context for the revised Ovid Terms of Reference, as well as the e-HLbc Governance Report and the discontent that precipitated it. The e-HLbc Operating Budget for 2012-13 was presented by BCAHC members; it was approved pending a plan for spending the Development Funds, to be submitted by September 30th.
- The group that was tasked at the May 2012 Steering Committee meeting to create a preliminary report of possible risks to e-HLbc's Governance, specifically the relationship with the BCAHC, has met twice by teleconference. The CPSBC lawyers will be reviewing the e-HLbc Terms of Reference and other documents. The CPSBC accountant will also reviewing financial statements from 2010-2012. The group recommends that a full contingency plan be developed for e-HLbc.
- Extensive in-camera discussion also occurred.

4. Administrative Centre Priority Planning (Ruth Rochlin)

- The Management Committee has typically held a teleconference early in the year to discuss the priorities for the Administrative Centre in the upcoming year. As the e-HLbc Strategic Plan already directs the actions of the Administrative Centre, this process was deemed as not necessary. The Administrative Centre will change the format of the progress report to outline the activities that are being done for specific strategic directions. Management Committee members will continue to meet by teleconference early in the year; however, if they agree there are no issues for discussion, the meeting will be cancelled. This same process will be used for the meeting with the Co-chairs, BCAHC representative and

Administrative Centre.

5. e-HLbc Website Collaboration – Drupal Code Sharing (Anita Cocchia)
- Now that the e-HLbc website has been operating for a year and has reached stability, we are ready to make the code base available to other consortia. By sharing the code, it becomes available for other consortia to build and improve on. Improvements are then shared back to e-HL*bc*, at no cost.

6. Affiliate Membership (All)
To begin discussion, the Administrative Centre presented the Management Committee with two possible options for the Affiliate Membership:
1. Mandatory participation model
2. Membership fee model

The committee discussed how the two scenarios would affect current Affiliate Members, recruitment of potential applicants, and revenue. While many members expressed interest in the membership fee model, the Management Committee requested to see more developed scenarios, including a membership fee based on FTE.

ACTION ITEM: Administrative Centre to send out a document with more developed scenarios for the options presented.

7. Administrative Centre Update (Anita Cocchia & Megan Crouch)
- Two BC ELN members have expressed interest in the APA products that are part of the Core Suite. This will provide additional revenue for e-HLbc.
- The Ovid license Terms of Reference is still being negotiated. The license agreements for the JBI e-books and Primal Pictures will be based on the license currently being negotiated.
- CVHL has presented the Administrative Centre with four new titles to potentially put forward to the membership. They are currently on hold as the Administrative Centre waits for a respond to questions and feedback regarding the offers.

8. Next Meeting

There is a Steering Committee Meeting on November 22nd from 9:30am-12pm at SFU Harbour Centre.

ACTION ITEM: The Administrative Centre will send out a doodle for a Winter Management Committee meeting.