

## e-HLbc STEERING COMMITTEE MEETING MINUTES

**Date:** Tuesday, November 7, 2017 (10:00 am – 11:00 am)

**Location:** Teleconference

***In attendance:***

Aggie Black	PHC	Ross Tyner	OC
Jean Blackburn	VIU	Venessa Wallsten	QUC
Dawne Bohme	BINM	Melanie Wilke	NWCC
Heather Compeau	UFV	<b><i>eHLbc Administrative Centre:</i></b>	
Julie Creaser	NHA	Anita Cocchia	
Linda Epps	NVIT	Sunni Nishimura (Recorder)	
Ana Maria Ferrinho	BCIT	Leigh Anne Palmer	
Marci Gibson	WorkSafe		
Ted Goshulak	TWU		
Aleteia Greenwood	UBC	<b><i>Regrets:</i></b>	
Mary-Anne Guenther (Vice Chair)	NIC	Donna Angus	MSFHR
April Haddad	JIBC	David Burke	YC
Antje Helmuth (Chair)	MoH/MCFD	Fiona Chu	PABC
Emma Lawson	LC	Rosie Croft	RRU
Jennifer Lee	PHC	Megan Crouch	SFU
Shannon Long	VCHA	Susan Firbank	HEABC
Deena Lorette	FNHA	Brenda Mathenia	TRU
Karen MacDonell	CPSBC	Eileen Melnychuk	YHSS
Carol MacFarlane	CRNBC	Kathy Plett	CNC
Scott Marsden	AC	Daryl Reynolds	BCAK
Todd Mundle	KPU	Patricia Scott	CC
Lisa Petrachenko	UVic		
Michelle Purdon	FHA		
Shahida Rashid	COTR		
Cathy Rayment	PHSA		
Ruth Rochlin	IHA		
Debbie Schachter	CapU		
Sarah Slocombe	CAOT-BC		
Dawna Turcotte	NLC		

## **Meeting Minutes:**

### **1. Welcome and Adoption of the Agenda**

Members were welcomed, attendance taken, and the agenda was adopted as presented.

### **2. Management Committee Update**

A. Helmuth provided an update on changes to Management Committee membership.

The Committee was reminded that there are 2 governance groups in the eHLbc consortium:

- Steering Committee, consisting of one representative from each member organisation, meets twice a year, usually by teleconference; this body sets the strategic direction of the consortium at the system level, and delegates consortium operations to the Management Committee.
- Management Committee, a smaller group providing direct oversight of consortium operations, ensuring that the strategic objectives identified by the Steering Committee are met. This body meets 4 times a year, and consists of:
  - 3 Health sector representatives;
  - 3 Post-secondary representatives;
  - 1 non-voting Affiliate Member representative.

A. Helmuth reported that three positions on the Management Committee came up for election over the summer. J. Crease (NH) and C. Rayment (PHSA) were elected by acclamation to two health sector positions, and D. Bohme (BINM) was elected by acclamation to the affiliate member position.

### **3. Core Suite Renewal Pricing Update**

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

Pricing proposals have been received from all vendors. While not final, for budgeting purposes the Administrative Centre expects no more than a 5% increase aggregated across the Core Suite bundle.

In addition to a proposal for 3 year pricing, the Administrative Centre has also received a proposal for 4 year pricing at a reduced rate of increase. Choosing to move forward with a 4 year agreement would not commit eHLbc to a 4 year commitment in the future.

A continued point of negotiation with EBSCO is the loss of Wiley content from the EBSCO aggregated databases. The Administrative Centre will be seeking input from members on the impact of this loss to inform vendor negotiations.

The Management Committee will be considering the proposals at their next meeting. Once pricing has been finalised, the Case for Renewal will be released to members early in the New Year.

J. Blackburn asked if the Administrative Centre analyzes usage as part of Core Suite renewal planning and negotiations, noting that analysis of local usage at VIU shows very little usage of Biomedical Reference Collection (BRC) in terms of full text article retrievals. L. Palmer responded that Administrative Centre staff do track usage at the consortium level. She clarified that BRC contains a large amount of content that is duplicated in other products such as CINAHL; the license was negotiated so that eHLbc is only charged for the unique content in BRC rather than the entire collection.

#### **4. Membership Pledge Update**

A. Cocchia presented an update on the Membership Pledge, reminding the Committee that the Pledge represents the costs, obligations and benefits of membership in the eHLbc consortium for the duration of the Core Suite license period.

The Committee was reminded that administrative costs are split evenly between the post-secondary and health sectors. As discussed during the June 15 Steering Committee approval of the 2017/18 Expenditure Plan, there will be an increase to the Administrative Fee. The Administrative Fee has not increased in 6 years; this increase is a result of the new SFU collective agreement which covers BC ELN staff.

At the October 23 Management Committee meeting an approach to stagger the increase across multiple years was approved.

- Fee increases will be: 5% in year 1, 4% in year 2, and 3% in year 3;
- Minimum and maximum membership fees will also increase.

The Management Committee also indicated that in future gradual annual increases are preferred to periodic large increases.

As the term of the Membership Pledge and the Core Suite licensing term are necessarily aligned, once the Core Suite licensing term has been determined, the Membership Pledge will be finalised and released to members early in the New Year. Members will have approximately one month to review the pledge and ask questions.

The Administrative Centre confirmed that a high-level summary of expected Core Suite and Membership cost increases would be sent out to members to assist with budget preparations currently underway.

## **5. Administrative Centre Update**

A. Cocchia and S. Nishimura provided an update on Administrative Centre activities, focusing on the eHLbc website redesign and the Strategic Plan Actions.

A. Cocchia reported that work on the eHLbc website redesign is progressing quickly and on budget. A logo refresh is underway and the Administrative Centre will be sharing more information soon. The new website is expected to launch in Spring 2018.

S. Nishimura walked through the Strategic Plan Actions approved by the Management Committee at the October 23 meeting.

eHLbc Strategic Plan Actions:

[http://ehlbc.ca/sites/default/files/eHLbc\\_Strategic\\_Directions\\_Goals\\_Actions\\_2017-2022.pdf](http://ehlbc.ca/sites/default/files/eHLbc_Strategic_Directions_Goals_Actions_2017-2022.pdf)

The Strategic Plan Actions will form the basis of the Administrative Centre Progress reports, published twice a year on the eHLbc website.

## **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 Spring 2018.