

eHLbc Management Committee Business Meeting Minutes

Date: Monday, October 1, 2018 (1:45 – 2:30 pm)

Location: Hamber Foundation Boardroom, 580 West Hastings Street, Vancouver, BC

In attendance:

Dawne Bohme (BINM)
Julie Creaser (NHA)
Aleteia Greenwood (UBC)
Mary Anne Guenther (NIC, Chair)
Ruth Rochlin (IHA)
Trish Rosseel (DC)

eHLbc Administrative Centre:

Jennifer Bancroft (recorder)
Anita Cocchia
Sunni Nishimura
Leigh Anne Palmer

Regrets:

Cathy Rayment (PHSA)

Agenda Items:

1. Adoption of the Agenda

The agenda was adopted as tabled.

2. Vice-Chair and New Health Representative

2.1 Vice-Chair Selection

As stated in the eHLbc Terms of Reference, the Chair and Vice-Chair must hail from different sectors and alternate annually. As the current Chair is from the Post-Secondary sector, the next Vice-Chair must come from the Health sector. The Management Committee selects a Vice-Chair by consensus from among the committee representatives.

J. Creaser's name was put forward to be the next Vice-Chair and the committee unanimously agreed.

2.2 New Health Representative

The Management Committee has an unexpected health vacancy as Antje Helmuth moved on to a new position at the Ministry of Health, resulting in an imbalance of Health and Post-Secondary representatives on the committee.

Ken McFarlan (Island Health Authority) and Brooke Scott (Fraser Health Authority) have both expressed their willingness to complete Antje's term on the committee, ending in June 2019. The committee decided to ask Ken to fill the vacancy until the June 2019 election, as he has greater eHLbc experience.

ACTION: J. Creaser will communicate the Management Committee's decision to Ken and Brooke.

3. Future Meetings and Procedures

A. Cocchia raised the question of revising the framework for eHLbc's Steering Committee meetings. The original framework of holding in-person meetings twice a year was initiated by the BC Academic Health Council. Since transitioning to Simon Fraser University and adopting the BC Electronic Library Network as its Administrative Centre, eHLbc has achieved a high degree of stability and has moved to holding semi-annual virtual, rather than in-person, meetings. For the last few years, the agenda has typically been informational,

and the meetings have been difficult to manage with 50 representatives on the call. The Admin Centre has received requests from members to revisit the approach to the meetings.

The Management Committee brainstormed alternative frameworks for Steering Committee meetings. The committee discussed different options, such as:

- using web meeting software rather than teleconferencing;
- holding annual virtual informational meetings on specific issues, open to any staff at member organisations;
- every other year holding in-person meetings.

Discussion included the need to provide a space for member feedback, and affirmed that business meetings would continue to be called when required.

ACTION: The Administrative Centre will prepare a Steering Committee meeting framework revision proposal for the Management Committee to review.

4. eHLbc Administrative Centre Update

S. Nishimura and L. Palmer provided updates on the Administrative Centre's recent activities.

Member Services Review

S. Nishimura reminded the committee that after completing the Core Suite renewal and the related Case for Renewal and Membership Pledge reports, the Administrative Centre released the Year in Review 2017 and migrated the eHLbc website to updated Drupal architecture.

Over the summer, the Administrative Centre also initiated the Member Services Review, which involves:

- tracking all questions answered by Administrative Centre staff;
- constructing an inventory of the services provided by the eHLbc website;
- preparing a survey for members to gauge the effectiveness of communicating eHLbc services;
- conducting an environmental scan of the approach to member services, communications, and knowledge exchange strategies taken by other consortia.

The goal of the review is to ensure member services are aligned with member needs.

Licensing

L. Palmer provided an overview of the Administrative Centre's licensing activities. Through its partnership with Consortia Canada, eHLbc has put out a new offer for the Joanna Briggs Institute (JBI) Evidence-Based Practice (EBP) Database, Journal, and Tools Package. Several eHLbc member institutions have already expressed interest in joining the license.

The Administrative Centre continues to pursue reasonable pricing for eHLbc's post-secondary institutions to license Elsevier's Clinical Skills. This is challenging as Elsevier promotes a different product for post-secondary institutions.

The Board of Directors of the Canadian Pharmacists Association (CPhA) has not responded to eHLbc's second letter regarding renewing the CPhA license with eHLbc. The Administrative Centre will check back with CPhA in January 2019 on willingness to revisit.

5. New Business

There was no new business.

6. Next Meeting

The next Management Committee meeting will be scheduled for May 2019.