

eHLbc Management Committee Meeting Minutes

Date: Friday, June 17, 2022 (10:30am – 12:00pm PST)

Location: Virtual Meeting via Zoom

In Attendance:

April Haddad (JIBC, Post-Secondary)
Chantalle Jack (PHSA, Health)
Carol MacFarlane (BCCNM, Affiliate)
Kenneth McFarlan (IHA, Health, Chair)
Trish Rosseel (DC, Past Chair)
Debbie Schachter (LC, Post-Secondary, Vice-Chair)
Brooke Scott (FHA, Health)

eHLbc Office:

Anita Cocchia
Reba Ouimet (Moderator)
Cristen Polley (Recorder)

1. Welcome & Adoption of Agenda

K. McFarlan provided welcoming remarks including a territorial acknowledgement.

Agenda was adopted as approved.

2. Core Suite and Membership Renewal Wrap-up

A. Cocchia provided an update on the Core Suite renewal wrap-up and membership changes:

- 50 Full and Affiliate Member organizations reaffirmed their membership in eHLbc and support of the 2022-26 Core Suite, which renewed on April 1st
- Royal Roads University (RRU) left the consortium and cancelled their participation in the Core Suite
- One new member, the Work Wellness Institute (WWi), joined as an Affiliate Member and Core Suite participant in April
- Shortly after the April Core Suite renewal, all members were sent a renewal announcement to thank them for their participation and a survey to provide feedback on the renewal process
 - Survey respondents strongly agreed that they received sufficient information about the renewal and had sufficient opportunity to provide

input; a summary of the survey responses will be shared with the membership shortly

- In the Fall, the EBSCO and Ovid Terms and Conditions documents will be updated as part of a larger project to review all eHLbc Terms and Conditions

A. Cocchia noted two related product upgrades:

- Medline Complete upgrade pricing has been provided to members, and three organizations took advantage of the offer
- In the Fall, pricing for a CINAHL Ultimate upgrade will be provided to members, and at least five organizations have already expressed interest

In response to a question, A. Cocchia shared that RRU withdrew from eHLbc and the Core Suite as they felt the resource collection no longer met their program needs.

In response to a question about the timing of CINAHL Ultimate pricing and organization budget planning, A. Cocchia clarified that interested members would be invited to contact eHLbc for approximate pricing as soon as it was available.

T. Rosseel shared that during a quality assurance review at Douglas College, the external reviewers were familiar with eHLbc resources specifically and their value to the program.

3. Expenditure Plan 2022/23

A. Cocchia presented the 2022/23 Expenditure Plan. As part of the Expenditure Plan, A. Cocchia presented a new process for the Core Suite subsidies and a proposal for covering the Core Suite gap in light of RRU's withdrawal from eHLbc.

Full Member Core Suite Subsidies: New Approach

A. Cocchia presented a new approach for applying Full Member Core Suite subsidies.

Background:

During the 2022-26 Core Suite renewal, the Core Suite Team was able to take a closer look at the current approach for collecting subsidies and determined that the current process often creates confusion for eHLbc members as well as any new staff working on the Core Suite. Additionally, SFU Finance often asks questions about the size of eHLbc's carry forward, which is a result of the subsidy. Overall, the Team found the current approach has no known benefits and creates confusion and inefficiencies.

Current Approach:

Currently, Affiliate Member Core Suite licensing fees have been collected as a carry forward over the term of a Core Suite license (e.g., 2018-22) and then evenly divided as a Full Member Core Suite subsidy for the next four-year term of the Core Suite license (e.g., 2022-26). Concurrently, Affiliate Member Core Suite licensing fees are collected

over the term of a current Core Suite license (e.g., 2022-26) to subsidize the following Core Suite license (e.g., 2026-30). This approach results in an ongoing annual carry forward that is currently approximately \$130,000.

New approach:

Affiliate Member Core Suite licensing fees that are collected in a given year (e.g., 2022-23) are used as a Full Member subsidy in the same year they are collected (e.g., 2022-23). Consequently, there is no carry forward from year to year.

Committee members enthusiastically supported the new approach and agreed that it is easier to manage and administrate if Affiliate Member Core Suite fees are collected and expended as Full Member subsidies year to year.

Core Suite Gap Coverage

A. Cocchia presented a proposal for covering the Core Suite gap due to RRU's departure.

Background:

RRU provided notice of their departure the day before the Core Suite renewal deadline. With this short notice, eHLbc approached the vendors to negotiate a reduction in costs: EBSCO reduced the overall cost of their portion but Ovid did not reduce the cost. Over the next four years, eHLbc will need to cover a gap in the Core Suite of \$113,296 CAD, with \$21,295 in Year One and approximately \$92,000 in Years Two to Four.

Proposal for Gap Coverage:

The Core Suite gap can be covered using the approximate \$130,000 in collected Affiliate Member Core Suite licensing fees 2018-22, with some remaining carry forward for special projects.

This approach meets eHLbc's goal of mitigating RRU's departure without increasing fees to members.

Committee members agreed that the approach for gap coverage is a flexible and pragmatic approach. They expressed appreciation that members will not be negatively impacted, can proceed with their budgets as planned, and will continue to benefit from subsidies in future years.

Expenditure Plan 2022/23 Highlights: Operations

- Started the year with a carry forward of \$18,073
- Revenue from Full Member Fees is expected to be \$127,099
- Coordination and Staffing expenditures are estimated to be \$139,026, which is slightly reduced from last year as there were additional staff members supporting the Core Suite renewal
- Licensing Infrastructure cost is \$12,000 for the implementation of ConsortiaManager

- This year's estimate includes room for custom work if needed and in future, the cost will be closer to \$10,000
- The operational costs for governance and administration are set slightly higher than last year with the expectation of an in-person meeting

Expenditure Plan 2022/23 Highlights: Licensing Programme

- The carry forward is \$239,358 and includes 2021/22 prepayments and approximately \$130,000 in Affiliate Member Core Suite Licensing Fees
- The Affiliate Member Core Cost Contributions are \$36,569 and will be used for the 2022/23 subsidy
- The Core Suite Gap Coverage for Year One, \$21,295, is the gap amount from RRU's departure in 2022-23
- The Targeted Carryforward Core Suite Gap for Years Two to Four, \$92,001, is where the monies to cover the remaining shortfall is held
- The remaining carry forward of approximately \$25,000 can be used for project work such as migrating the eHLbc website to Drupal 9

MOTION: To approve the 2022/23 Expenditure Plan as presented.

Moved: T. Rosseel

Seconded: A. Haddad

Motion carried unanimously.

4. eHLbc Activities Update

R. Ouimet provided an update on eHLbc learning opportunities and licensing infrastructure changes.

Learning Opportunities

eHLbc continues to offer regular Learning Opportunities to members. Based on member requests for topics on Core Suite products, eHLbc offered a fourth session in April on Ovid's Evidence-Based Medicine Reviews (EBMR). Registration was full, and Kathi Grainger from Ovid highlighted features of the EBMR suite of resources, offered advanced tips, and answered attendee questions. All sessions are recorded and available for later viewing on the eHLbc website Training & Support page.

Committee members expressed appreciation that the Learning Opportunities continue to be well-attended and that they provide staff members with relevant information about the resources they currently subscribe to so they can better serve their population.

Licensing Infrastructure

The transition to eHLbc's new licensing management system, ConsortiaManager, is well underway. eHLbc and BC ELN member training for ConsortiaManager has been scheduled for June 20th and 22nd. All collections staff handling licensing work are expected to attend one of these sessions. They are an hour in length and will be

recorded for later viewing. Training covers how to use the member interface including how to join and cancel subscriptions, how to receive invoices, and more. eHLbc Office staff will be available for any questions or concerns that members have after the training and follow-up FAQ sessions for members with the vendor and eHLbc staff are also being scheduled. Additionally, there will be live training sessions for members available again in the fall for those who are unable to attend in June.

Following training, eHLbc and BC ELN will officially launch the ConsortiaManager system. Renewals for August 1st and beyond will be sent out to members through the new system.

Committee members expressed appreciation for the training and support available to guide members through the upcoming transition.

5. New Business

There was no new business.

6. Next Meeting

The next Management Committee meeting will take place in Fall.