

eHLbc Management Committee Meeting Minutes

Date: Monday, September 25, 2023 (10:30 AM – 12:00 PM PDT)

Location: Virtual Meeting via Zoom

In Attendance:

Megan Crouch (SFU, Post-Secondary)
Chantalle Jack (PHSA, Health, Vice-Chair)
Carol MacFarlane (BCCNM, Affiliate)
Kenneth McFarlan (IHA, Health, Past Chair)
Todd Mundle (KPU, Post-Secondary)
Debbie Schachter (LC, Post-Secondary, Chair)

Brooke Scott (FHA, Health)

eHLbc Office:

Leah Hopton
Laura Moberg (Recorder)
Sunni Nishimura

Agenda Items:

1. Welcome & Adoption of Agenda

D. Schachter provided welcoming remarks including territorial acknowledgements. She congratulated S. Nishimura on her new position as BC ELN Executive Director and confirmed eHLbc Administrative Centre support continuity.

The agenda was adopted as approved.

2. Management Committee Turnover

D. Schachter reminded the Committee of the process for the October 1 Management Committee turnover as per the Terms of Reference:

- Committee members serve for a two-year term, beginning October 1
- Committee representatives may be extended for one additional consecutive term
- Health Sector and Affiliate Member representatives' terms begin and end in alternate years to Post-Secondary Sector terms in order to maintain continuity.

This year, the Health Sector representatives (K. McFarlan and B. Scott) are coming to the end of their terms, as is the Affiliate Member representative (C. MacFarlane). In order to provide continuity, B. Scott has agreed to extend her term for an additional year, so the Committee is seeking one Health Sector representative and one Affiliate Member representative.

The eHLbc Office received two nominations:

- C. Bolding (Interior Health Authority) for the Health Sector representative position
- R. Bradshaw (Physiotherapy Association of British Columbia) for the Affiliate Member representative position.

No other nominations were put forward. C. Bolding and R. Bradshaw were elected by acclamation. They will begin their two-year terms on October 1, 2023.

Next steps:

- The eHLbc Office will reach out to C. Bolding and R. Bradshaw to confirm their acceptance of the nomination.
- An announcement will be made to membership.

Thanks was given to C. MacFarlane and K. McFarlan for their many years of service on the Management Committee.

3. Draft Strategic Framework – Review and Approval

D. Schachter reminded the Committee of the Strategic Framework process to date:

- June 9th All Member Group Strategic Framework Event
 - Reviewed membership survey results
 - Expanded eHLbc’s core values (collaborative, proactive, responsive, equitable, accountable, sustainable) to include “drivers”: equity, diversity, inclusion, accessibility, indigenization, and decolonization
 - Affirmed four directions for the Strategic Framework
 - Support eHLbc Members
 - Optimize Professional Development
 - Grow Collection of Opt-In Resources
 - Maintain a Core Suite of Resources
 - Brainstormed potential goals that would advance these directions and voted on priorities.
- June 26th Management Committee Meeting
 - Reviewed activities suggested at the Strategic Framework Event and refined priorities for the next 2-3 years.

The result of this process is the draft eHLbc Strategic Framework 2024-2028. The Strategic Framework offers a flexible approach that connects overarching strategic directions with goals set on shorter timelines (2-3 years). These shorter-term goals will be evaluated periodically to ensure they continue to meet members’ needs.

D. Schachter led attendees in a review and approval of the draft eHLbc Strategic Framework 2024-2028. Committee members expressed their approval of the draft. One change was suggested: that the term “stakeholders” be replaced due to its colonial connotations. The Committee agreed to this change.

MOTION: To approve the eHLbc Strategic Framework with the incorporated change.

Moved: T. Mundle

Seconded: B. Scott

Motion carried.

4. Strategic Framework Next Steps and Reporting Back

L. Hopton facilitated a discussion about the Committee’s preferences and expectations for reporting back on Strategic Framework progress. Committee members expressed that they would prefer to receive strategic updates at times that coincide with Management Committee meetings and in a concise format that takes into consideration the large volume of information they are currently receiving. The Committee discussed various progress reporting models used at their organisations, including traffic light and percentage-based models.

L. Hopton suggested a new approach for reporting progress on Strategic Framework goals. eHLbc will shift from progress reports which include everything that occurred in a specific period, to status reports which indicate what specific activities will be implemented to advance Strategic Framework goals, when they are expected to occur, and their completion status. The Committee expressed their approval of the new progress reporting approach.

Next steps:

- The eHLbc Office will create a Work Plan of activities that support advancement on Strategic Framework goals.
- The draft Work Plan will be shared with the Management Committee for input at the November 3rd meeting.
- The Work Plan will be shared publicly once it has been approved by the Management Committee.

5. New Business

There was no new business.

6. Next Meeting

The next Management Committee meeting will be held virtually on November 3, 2023.