

e-HLbc Steering Committee Meeting

Date and Time: November 28, 2011, 9:00am – 12:00pm

Location: SFU Harbour Centre, Rm. 2290, 515 West Hastings Street

Minutes

Participants

In Person:

Virgina Adams
Anne Allgaier
Jean Blackburn
Anita Cocchia
Heather Compeau
Ken Cooley
Megan Crouch (recorder)
BJ Gdanski
April Haddad

Kathy Hornby
Nancy Levesque
Shannon Long
Karen MacDonnell
Grace Makarewicz (Chair)
Cathy Rayment
Ruth Rochlin
Laureen Styles
Sandra Wong (SFU)

Via Teleconference:

Cliff Cornish
Trina Fyfe
Mary Anne Gunther
Sybil Harrison
Antje Helmuth
Cathy McDonald

Katherine Plett
Michelle Purdon
Shahida Rashid
Rebecca Raworth
Ross Tyner
Melanie Wilke

Regrets:

Janet Beavers
Greg Currie
Gail Dibernardo

Ana Maria Ferrinho
Warren Weir
Baharak Yousefi

1. Welcome and Attendance

Grace Makarewicz welcomed in-person and telephone participants. Attendance was taken and introductions were made.

2. Adoption of Agenda

The agenda was adopted with the modification that Item #6, Howard Waldner presentation, be moved to the end of meeting.

3. Approval of May 2011 Meeting Minutes

The Minutes were approved as circulated.

Three outstanding Action Items from the May meeting were reviewed:

- a) The Administrative Centre will research best practices for maintaining a reserve fund (previously referred to as contingency) by Canadian consortia and report back to the Management Committee
 - A. Cocchia: This will be done before the next MC meeting.
- b) The Administrative Centre will distribute a call for nominations for a post-secondary NAT representative before the next Steering Committee meeting
 - A. Cocchia: Current focus is on Core Renewal. An invitation will be sent in the new year.
- c) The BCAHC office will circulate the FY 2011/12 BC Academic Health Council Office priorities to the e-HLbc Steering Committee
 - BJ Gdanski: Will post to listserv

4. Strategic Plan (Grace Makarewicz)

The e-HLbc Strategic Plan was presented to the Steering Committee for endorsement.

MOTION: to endorse the Strategic Plan 2011-2014

MOVED: Ruth Rochlin

SECONDER: April Haddad

The Strategic Plan was unanimously endorsed by the Steering Committee

Next step is for the Strategic Plan to be ratified by the BCAHC Board of Directors (BOD).

ACTION: Laureen Styles will put the e-HLbc Strategic Plan 2011-2014 on the agenda for the January 27th 2012 meeting of the BOD.

ACTION: Following ratification by the BOD, the e-HLbc Administrative Centre will post the Strategic Plan to the web site.

5. Co-Chair Report (Grace Makarewicz)

As the result of an action item from the May 17th 2011 Steering Committee meeting, a working group consisting of members from the BCAHC Board, BCAHC Office, and e-HLbc Management Committee was struck to identify key challenges and concrete methods for improving communications and working relationships between the BCAHC and the e-HLbc Steering and Management Committees. This group is working through some of existing communication issues between e-HLbc and the BCAHC.

Issues discussed included:

- Development of e-HLbc as grassroots library initiative,
- BCAHC accounting practices,
- The benefits of communicating with board-level stakeholders,
- Impact of the BCAHC restructuring in 2010 on e-HLbc finances, and
- Moving forward as a consortium.

6. Howard Waldner – moved to end of meeting

7. Governance Task Group Report (Shannon Long)

Grace thanked the members of the committee:

- Virginia Adams - Vancouver Community College
- Anne Allgaier - Northern Health Authority
- Bob Foley - Vancouver Island University
- Shannon Long - Vancouver Coastal Health Authority

Shannon Long presented an overview of the report. The Task Group crafted the report as a best practices tool for the future. The report emphasizes the importance of responsible and accountable governance to e-HLbc's ongoing success.

There was discussion on what the future relationship with BCAHC should be. The governance report identified some incompatibilities with the current governance structure that need to be addressed. The consortium Terms of Reference will be the tool for the consortium to move forward.

General consensus was that this is a great report that should perhaps be taken to the BCAHC BOD.

ACTION: Based on the inherent value in this document, it was decided that it should be shared with the BCAHC BOD. The Management Committee will come up with a strategy for sharing the report with the BOD.

8. Terms of Reference

Three sets of Terms of Reference were merged into two: Consortium Terms of Reference, and Management Committee Terms of Reference. This eliminated much duplication.

Discussion ensued regarding Full Membership status being dependent on BCAHC membership. There is uncertainty whether SFU and Royal Roads will remain members of the BCAHC; if they do not, neither institution will fit the definition of Full Member. It was agreed that for the security of the resource licenses, and the Case for Renewal, major players such as SFU and RRU must retain their status as Full Members. It was suggested that all founding members of the e-HLbc could be grandfathered as Full Members. The Terms of Reference will be modified to reflect this.

BCAHC accountability/responsibility to e-HLbc was also discussed, as this was not mentioned in the Terms of Reference.

ACTION: All Steering Committee Members should email Co-chairs further edits to the Terms of Reference.

ACTION: (Co-Chairs) Feedback from the SC will be incorporated into the Terms of Reference. Specifically, language around Full Membership will be amended, information regarding meeting minutes will be added to the Consortium Terms of Reference, as well as clarification of the relationship between the BCAHC and e-HLbc. The documents will come back to the Steering Committee for review.

ACTION: (Co-Chairs) will check with the BCAHC that Terms of Reference for the BCAHC include an accountability statement.

9. Financials

9.1. Confirmation of Development Fund (Cathy Rayment)

The BCAHC BOD approved the request to restrict \$283,000 for e-HLbc, now called the Development Fund. Input will be gathered on how to use the funds, and the goal is to spend them in as timely a manner as possible.

ACTION: The Administrative Centre will work with the Management Committee to develop a strategy for getting feedback on ideas on how to use the funds.

9.2. Financial Framework Policy (Anita Cocchia)

The Financial Framework Policy is a working document. It contains less specifics than the previous “Appropriate Use of Funds” document in order to increase longevity. This new document adds information previously missing including boutique licensing. It also takes into account the BCAHC as an audience of the Policy, and additional background information on e-HLbc’s financial revenues and expenditures were included.

It was ratified by the Management Committee and the BCAHC BOD.

The Financial Framework Policy is available online on the e-HLbc website:

http://ehlbc.ca/sites/default/files/2011%2011%2003%20eHLbc_Financial_Framework%20Final-1_0.pdf

9.3. Expenditure Plan (BJ Gdanski / Cathy Rayment)

The Management Committee will develop an expenditure plan for 2012/13, and thereafter annually, for presentation to the Steering Committee. BCAHC will use the plan to track expenses. The BCAHC Business Manager will submit a Year-to-Date to the Management Committee quarterly.

Outside of license fees, e-HLbc’s largest revenue source is the affiliate member fees. To this point the greater part of accumulated Affiliate fees have been used to pay for operating costs and projects (website, strategic planning, etc.) It has always been the intent that as much of this revenue as possible would go to reduce the cost of the core suite renewal on an ongoing basis. This should be reflected in future expenditure plans.

For the upcoming core suite renewal we propose to use some of the Development Fund to reduce the costs of the license fees. In the future we will achieve this reduction using accumulated Affiliate Fees.

MOTION: to approve using approximately \$120,000 from the e-HLbc Development Fund to reduce the cost of the Core Suite renewal in lieu of affiliate fees.

MOVED: Karen MacDonell

SECONDED: Anne Allgaier

Unanimously passed.

There was further discussion on needed improvements to the expenditure plan. It was agreed that this could be dealt with electronically.

ACTION: All Steering Committee members should send feedback on the expenditure plan to Co-chairs.

10. Core Pricing Overview (Anita Cocchia)

Negotiations for the Core Suite Renewal went very well. The Case for Renewal is underway. The Administrative Centre plans on having it available by the beginning of January.

There was concern that the Health Authority cost-sharing discussion might delay the release of the report. If this is the case, pricing for the Post-secondary sector could be released prior to publication of the Case for Renewal.

ACTION: Administrative Centre will post pricing for post-secondary institutions, Ministry of Health/Advanced Education, and the College of Physicians and Surgeons on the e-HLbc website.

11. E-HLbc Administrative Centre Update (Anita Cocchia)

- 2010/2011 Year in Review is posted online.
http://ehlbc.ca/sites/default/files/YiR_201011.pdf
- EMBASE license has moved from UBC to e-HLbc. The Committee was advised that should good pricing come up, there will be a very short turnaround time to join the license for 2011/2012.
- E-HLbc web site up and running. Feedback is encouraged.

6. Presentation from BCAHC BOD (Howard Waldner)

The Committee was joined by Howard Waldner, Co-Chair of the BCAHC BOD and CEO of the Vancouver Island Health Authority, and Lynn Stevenson, incoming Co-Chair of the BCAHC BOD and Executive Vice President, People, Organizational Development, Practice and Chief Nurse for Vancouver Island Health Authority, at 11:44am.

- Howard assured the group that the BOD is fully informed and engaged in the financial and governance issues to date, and agreed that rapid changes are needed. The BOD has acknowledged the discontent over control over e-HLbc funds and their use.
- Eighteen months ago, the BCAHC had to make changes in order to comply with government accounting principles. In the face of a deficit, the government mandates that any funds from the public sector be used. Howard confirmed that a component entity such as e-HLbc cannot have a surplus if the host institution has a deficit. While a deficit is not anticipated in the foreseeable future, there is no guarantee for the long term. It was discussed that this could put e-HLbc's Development Fund in jeopardy if funds were to remain unused for an extended period.
- Regarding future governance decisions, Howard noted that the Ministry of Health and the Ministry of Advanced Education would not support the fragmentation of the BCAHC. They want e-HLbc to remain part of BCAHC along with HSPnet.

12. Next Meeting

ACTION: Administrative Centre will post a Doodle for the Spring Meeting.