Electronic Health Library of BC

e-HL*bc*

e-HLbc Steering Committee Meeting Minutes
Date and Time: May 14, 2012 1:30 – 4:00
Location: SFU Harbour Centre, Rm. 2200, 515 West Hastings Street

Participants

In Person:

Virginia Adams	April Haddad
Ana Rosa Blue	Kathy Hornby
Dawne Bohme	Shannon Long
Anita Cocchia	Karen MacDonell
Megan Crouch	Grace Makarewicz
Greg Currie	Todd Mundle
Alison Curtis	Cathy Rayment (Chair)
Ana Maria Ferrinho	Ruth Rochlin
BJ Gdanski	Debbie Schachter
Sarah Gleeson Noyes (Recorder)	

Via Teleconference:

Anne Allgaier	Ted Goshulak
Janet Campbell	Sybil Harrison
Heather Compeau	Michelle Purdon
Ken Cooley	Shahida Rashid
Cliff Cornish	Rebecca Raworth
Bob Foley	Laureen Styles
Patty Gallilee	Ross Tyner
Kathy Gaynor	Melanie Wilke

Regrets:

Brent Armstrong	Mary Anne Guenther
Janet Beavers	Bodhi Haraldsson
Rosie Croft	Heather-Ann Laird
Gail DiBernado	Deb Monkman
Linda Epps	Kathy Plett
Susan Firbank	Rob Sutherland
Trina Fyfe	Tracey Wallace

1. Welcome and Attendance

a. Cathy Rayment welcomed in-person and telephone participants. Attendance was taken and introductions were made. Welcome also to the two new affiliate members, the Health Employers Association of BC and the Boucher Institute of Naturopathic Medicine.

b. The agenda was adopted without modification.

c. Minutes approved with amendments.
    a. Section 7 to be edited to state "consortium terms of reference" for clarity.
    b. Section 6, Howard Waldner and Lynn Stevenson's position titles to be added for future clarity.

d. Action Items from the November 28, 2011 Meeting were reviewed:
    a. Section 4, Laureen Styles will put the e-HLbc Strategic Plan 2011-2014 on the agenda for the January 27th 2012 meeting of the BOD. Following ratification by the BOD, the e-HL*bc* Administrative Centre will post the Strategic Plan to the website.
        --C. Rayment: The Strategic Plan has been presented and approved by the BOD and is now posted on the website.

    b. Section 7, Based on the inherent value of the Governance Task Group Report, it was decided that it should be shared with the BCAHC BOD. The Management Committee (MC) will come up with a strategy for sharing the report.
        --C. Rayment: The MC has decided that the Co-Chairs will present the document at the next meeting, which has been postponed until June.

    c. Section 8, Action Item to be brought forward to next Steering Committee (SC) meeting:

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

    d. Section 9, The Administrative Centre will work with the MC to develop a strategy for getting feedback on ideas on how to use the funds.
        --C. Rayment: A survey regarding the use of the Development Fund is to be released. Further information presented during the Administration Centre progress report.

e. Section 10, Administrative Centre will post pricing for post-secondary institutions, Ministry of Health/Advanced Education, and the College of Physicians and Surgeons on the e-HL*bc* website.
--C. Rayment: The pricing was posted to the website.

2. **Co-chairs report (Cathy Rayment)**

The new 2012 – 2015 e-HL*bc* Management Committee has been established. April Haddad (JIBC), Kathy Hornby (UBC), and Grace Makarewicz (CapU) to represent the Post-Secondary sector. Thank you to Ross Tyner (OC) for also putting his name forward. Shannon Long (VCHA), Michelle Purdon (FHA), and Ruth Rochlin (IHA) will represent the Health sector. Grace will continue as the Post-Secondary Co-Chair, with the new Health Sector Co-Chair to be elected at the next MC meeting.

The Strategic Plan has been ratified and the 2012 Case for Renewal was presented at the BCAHC BOD meeting on February 3, 2012.

The SFU/BCAHC 2012-2015 service agreement is now under review. The MC has updated the service deliverables.

The UpToDate vendor met with e-HL*bc* Administration Centre. They currently do not have consortial licensing, however they are interested in continued meetings. Discussion among SC members followed with concern expressed about high costs of a subscription.

CVHL now has Network Subscribers as representative on their BOD. Cathy Rayment will represent the e-HL*bc*. The first teleconference meeting is scheduled June 3rd.

3. **Strategic Plan Update (Cathy Rayment)**

The 2011/12-2013/14 Strategic Plan is now available online. The BCAHC BOD is interested in the strategic plan progress and would like an annual update on the implementation progress.

4. **Member Requested Item: Continuance of e-HL*bc* Governance Discussion (Karen MacDonell)**

It was suggested that e-HL*bc* should consider the creation of a contingency plan to ensure ongoing success in the case of any major changes to the governance. Discussion about the various risk factors and scenarios followed. It was questioned if the risk was high enough for the time investment required for a full scenario assessment.

Action: (A. Allgaier, K. MacDonell, and R. Rochlin) will create a preliminary report of possible risks to e-HLbc's Governance for presentation to the SC.

5. **Financial Report (Shannon Long, BJ Gdanski)**

Discussion around the template for the new 2012-2013 Expenditure plan.

MOTION: To approve the 2012-2013 Expenditure plan structure.
MOVED: Shannon Long
SECONDED: Grace Makarewicz

Unanimously Passed.

The financial books for the 2011-2012 Expenditure summary have not yet closed, the information will be sent out once it is complete.

ACTION: (BJ Gdanski) The 2011-2012 Expenditure summary with audited financial statements and year-end package to be sent out to the SC.

6. **BCAHC Update (Laureen Styles)**

The BCHAC is moving forward with EBSCO and OVID licensing details in collaboration with the Administration Centre. Further information presented during the Administration Centre update.

Agreement letters have been sent out regarding the commitment to three-year e-HLbc costs and many have already been signed and returned.

BCHAC has two board meetings upcoming June 8 (business) and June 20 (planning session).

Laureen Styles will be stepping down as Executive Director as of the end of June, and process moving forward for replacement at this point on an interim basis; communications will be forthcoming from BCAHC to the SC and MC once a person is named. Laureen shared her appreciation of the excellent work of the MC, the SC and the Administration Center and her thanks for ongoing commitment to the e-HLbc initiative in support of practitioners, students, and researchers in the province.

7. **e-HLbc Administrative Centre Progress Report (Anita Cocchia, Megan Crouch)**

The renewal of the core suite has been completed, except for the Terms and Conditions documents. The EBSCO Terms and Conditions were reviewed and updated from the original 2006 version; they will be signed and posted to the website shortly. The new Ovid Terms and Conditions are under review. The

Administration Centre will be meeting with Ovid on May 24th and will report on developments.

CVHL has offered two new products to the Network Subscribers. The Administration Centre will not post the ProQuest Nursing, as it did not meet the e-HLbc pricing standards. The offer for DynaMed (EBSCO) will be posted in the next week; the Administration Centre is currently analyzing the pricing structure. There is still debate whether DynaMed does the same work as UpToDate; the Administration Centre will share any supporting documents they are aware of to help with decision making.

The new e-HL*bc* website was launched in October; it seems to be functioning well. The Administration Centre will be creating a survey to solicit feedback shortly.

The MC and the Administrative Centre developed an Action Plan to collect ideas from the SC on the use of the Development Fund. The first step in the Action Plan is to gather ideas from membership on ways to spend this fund using an electronic suggestion box. The MC and Administrative Centre have also pre-populated the e-box with a few suggestions that support the Strategic Plan. All suggestions collected from the e-box will be collated, vetted by the MC, and then posted for the SC to vote on.

8. Next Meeting

ACTION: Admin Centre will post Doodle for Fall Meeting