

e-HLbc Management Committee Meeting Minutes

Date: September 30, 2010
Time: 1:30-3:30 pm
Place: Harbour Centre

Present

Grace Makarewicz [co-chair], April Haddad, Cathy Rayment [co-chair], Ruth Rochlin, Joy Kirchner, Shannon Long, Anita Cocchia, Leigh Anne Palmer, Kat Siddle [meeting recorder]

1. Welcome, Attendance (Grace)

The Management Committee welcomed April Haddad as the newest Post-Secondary Management Committee representative, replacing Nancy Levesque.

2. Adoption of Agenda

The agenda was adopted.

3. Website Development and Design Proposal (Leigh Anne)

The Administrative Centre submitted a proposal to the Management Committee for the development and design of a new e-HLbc website. The Management Committee approved the proposal. The development of a new e-HLbc website is necessary to accomplishing the consortium's strategic communication goals, engage members, and facilitate the management of consortial information. To accomplish this task, Raised Eyebrow, a professional web development firm, will be engaged to create a website using a Drupal content management system. The Administrative Centre affirmed that the redesign will not remove any functionality from the website.

There was some discussion around the contract should sit with. The Management Committee recommended that the Administrative Centre hold the contract with Raised Eyebrow in order to better monitor the project and build an enduring relationship with the firm.

ACTION: The co-chair will contact the BCAHC with the recommendation that the Administrative Centre hold the contract with Raised Eyebrow.

4. Strategic planning (Leigh Anne)

The Administrative Centre provided an update on progress made in moving forward with strategic planning.

After speaking with 5 facilitators from around the province and country, the Administrative Centre recommended and the Management Committee approved Marlene Morris & Associates as the facilitator for the e-HLbc strategic planning process. Marlene Morris was considered an ideal choice because of her a background in health, experience in cross-sectoral collaboration, and respected reputation in post-secondary circles.

In addition, a hotel and dates for the in-person session have been identified and communicated to the Management and Steering Committees. The in-person strategic planning session will be held at the Vancouver Hilton Metrotown in February 2011. A contract with the hotel is under negotiation.

There was an extensive discussion of the pre-work and data-gathering needing to be accomplished before the strategic planning meeting. The Administrative Centre will gather quantitative data on the consortium. To gather qualitative data, it was decided that two kinds of interviews will be held: interviews of the Steering Committee members and interviews of high level stakeholders in the health, post-secondary, and government sectors.

For the Steering Committee interviews, the Management Committee agreed that representatives from e-HLbc member organizations in different sectors would interview each other. The Administrative Centre was instructed to work with the facilitator to develop the questions and to organize the interview pairings. The purpose of the Steering Committee interviews is to

- Scan the library environment for current and future opportunities and challenges
- Learn what people want e-HLbc to do for them; what needs can be filled
- Build relationships between members, sectors, and organizations
- Offer interviewees an opportunity to think about the consortium and prepare for the 1.5 day session

There followed a discussion of the additional “high-level” stakeholders in the health, post-secondary, and government sectors. Who would be interviewed and who would do the interviewing was discussed. It was decided that these stakeholders would be engaged in an interview process separate and different from that of the Steering Committee. The purpose of the high-level stakeholder interviews is to:

- Scan the (non-library) environment for trends in the health and post-secondary sectors
- Identify current and future opportunities and challenges that exist in the sectors
- Engage these stakeholders in the strategic planning process
- Create awareness and interest in the consortium among high-level stakeholders

After brainstorming possible ways to perform the interviews, the Management Committee requested the Administrative Centre solicit a proposal from Marleen Morris for conducting the interviews. It was felt that having an experienced non-e-HLbc facilitator perform these interviews would offer consistency and neutrality to the process.

ACTION: The Administrative Centre will ask Marlene Morris & Associates to submit a separate proposal for interviewing high-level stakeholders. The Administrative Centre will forward the proposal to the Management Committee.

ACTION: The Administrative Centre will identify possible approaches for identifying a list of individuals to be high-level stakeholders.

5. Terms of reference (Cathy)

Cathy updated the committee on the progress of the Terms of Reference (TOR) documents. After the last Steering Committee meeting, minor adjustments were made to the draft, based on feedback from the Committee. The Administrative Centre will solicit feedback from the Steering Committee on the changes to the Terms of Reference. It is anticipated that these changes will be fully incorporated into the TOR by late May, 2011.

ACTION: The Administrative Centre will submit a survey regarding proposed changes to the Terms of Reference to the Steering Committee at the fall meeting.

5. Committee Updates

a. Training committees (Ruth)

The training committee gave an update on the vendor training sessions organized by the Administrative Centre in Vancouver, Victoria and Kelowna. A UBC round table on consistency in training will be held. Charlotte Beck has offered to facilitate and to summarize findings. Based on additional need, there will be a vendor training session in Prince George in November. e-HLbc will provide funding for the coffee break, making it an official e-HLbc event.

ACTION: The Administrative Centre will investigate teleconferencing options for the Roundtable event.

6. Administrative Centre Progress Report (Leigh Anne)

a) Licensing

The Administrative Centre reported on the launch e-HLbc’s first boutique licenses for e-CPS and e-therapeutics+. Building on the success of these licenses, e-HLbc has released a trial and pricing for the Canadian Health Research Collection. In addition to this, e-HLbc has also launched the New Product Selection Process in order to gather information from members regarding their licensing priorities.

b) Membership

The Administrative Centre also reported that seeking new members will take a back seat to more pressing priorities until the end of 2010.

c) CVHL

The Administrative Centre provided update on recent developments in the Canadian Virtual Health Library initiative (CVHL). There were discussions of the three stream leaders that have been announced. Of particular interest is Project Manager – Content Vivian Stieda. Communication channels between Stieda and the Administrative Centre are open. The Administrative Centre will continue to keep abreast of further developments and report to the Management Committee and Steering Committee meetings.