

## **e-HLbc Management Committee Meeting Minutes**

*Date:* 12 March 2009

*Time:* 2:00pm – 4:00pm

*Place:* BC Academic Health Council

*Present:* Anita Cocchia, Bob Foley, BJ Gdanski,

Nancy Levesque, Leigh Anne Palmer, Cathy

Rayment, Ruth Rochlin [phone], Greg Rowell

### **1. Attendance**

### **2. e-HLbc Elections (Bob)**

The three-year term for members of the e-HLbc Management Committee ends on 31 March 2009. The Administrative Centre has confirmed the Steering Committee roster so that elections can be held for the following positions:

- 2 Health Sector Management Committee Representatives
- 2 Post-Secondary Management Committee Representatives
- 1 Health Sector Co-Chair

All positions will be elected by the Steering Committee via electronic ballot. To ensure continuity in management of the consortium, a health sector Co-Chair will be elected this year. In 2010, the post-secondary Co-Chair will be up for election.

To encourage participation from members across the province, no matter the distance of their home institution, e-HLbc will support Co-Chairs' and Management Committee members' travel, necessary to the conduct of e-HLbc business.

**ACTION: Leigh Anne will work with Bob to draft and distribute a call for nominations that outlines the election process to the e-HLbc Steering Committee. If sufficient number of nominees are presented, the Administrative Centre will administer electronic elections before the May 5<sup>th</sup> Steering Committee meeting.**

### **3. e-HLbc Travel Reimbursement (BJ)**

An e-HLbc Travel Policy has been developed to submit to the Steering Committee for comment and ratification. It details guidelines and procedures for individuals who are required to travel in the performance of their responsibilities on behalf of e-HLbc and provides a clear direction regarding appropriate expenses.

e-HLbc Management Committee members generously contribute their time and expertise to the management of the consortium. In order to facilitate participation, no matter the distance of their home institution, the Management Committee will propose supporting Management Committee members' travel for a specific number of Management / Steering Committee meetings (to be determined when the new Management Committee is in place and a budget can be better estimated).

Discussion surrounding regularized meetings and team building of the Management Committee arose. It was recommended that future Management Committee meetings be regularly scheduled to ensure participants' availability – the dates of which will be determined when the new Management Committee has been elected – and that a retreat be planned for the new Management Committee.

**ACTION: Leigh Anne will make suggested corrections. The document will be submitted to the Steering Committee at least 30 days prior to the May 5 meeting.**

#### **4. e-HLbc Appropriate Use of Funds (BJ)**

In January, the Management Committee requested the Administrative Centre and the BC Academic Health Council develop a policy document addressing how funds (including affiliate member fees and monies acquired from 2006 to 2009 from advantageous exchange rates) should be utilized to protect the consortium, benefit members, and grow e-HLbc.

As requested, a policy detailing the appropriate use of e-HLbc funds was developed and submitted to the Management Committee for review. The document offers an overview of e-HLbc's revenue streams and how those monies may be used. The majority of monies support data licensing fees and the administration of the consortium. Other appropriate use of funds, detailed in the document include:

1. Infrastructure Development & Additional Administrative Overhead
2. Strategic Planning Development & Communication Strategy Update
3. Travel Reimbursement
4. Conferences & Marketing
5. Annual Report & Business Case Development
6. Contingency Fund

**ACTION: Leigh Anne will make suggested corrections. The document will be submitted to the Steering Committee at least 30 days prior to the May 5 meeting.**

**ACTION: The BC Academic Health Council will place reserve funds in a high yielding GIC as of April 1<sup>st</sup> to generate interest and benefit the consortium.**

**ACTION: The clause allowing the Management Committee to make decisions regarding affiliate membership fee structures will be presented to the Steering Committee at least 30 days prior to the May 5 meeting for ratification.**

#### **5. e-HLbc Updates**

##### ***Training Committee (Ruth)***

e-HLbc will participate in HLABC's continuing education day. The Training Committee is planning a "Tips & Tricks" session, preliminarily scheduled for Friday, June 19<sup>th</sup>, from 1pm- 4/5pm, at University of British Columbia.

**ACTION: Training Committee will submit a call to the e-HLbc membership for volunteers to share their knowledge on getting the most out of e-HLbc resources.**

**ACTION: Ruth will inquire with HLABC whether the session will be open to non-HLABC post-secondary member institutions.**

##### ***Evaluation Committee (Nancy)***

The Evaluation Committee met in February to discuss continuing to move forward with evaluation plans. After reviewing the existing evaluation matrix, the Committee affirmed they will continue to use the evaluation template to target specific areas of evaluation. Some potential areas include:

1. The cost effectiveness of e-HLbc
2. e-HLbc's business / governance model
3. e-HLbc as facilitating evidence-based practice & improving health outcomes

### ***Administrative Centre Update (Leigh Anne)***

After receiving approval to move forward on the Negotiation Advisory Teams recommendations, the Administrative Centre has initiated further investigation of 3 products:

1. STAT!Ref – The Administrative Centre has contacted the Health Knowledge Network (HKN). After a number of conversations, HKN has expressed an eagerness to collaborate with our consortium and is taking the lead on licensing negotiations with STAT!Ref, since they have a pre-existing license with the vendor. In the coming weeks, the Administration Centre will send trial notification and pricing information to member institutions.
2. e-Therapeutics+ – After discussions with e-HLbc member institutions, the BCHS, and other Canadian health consortia, it has been discovered that CPhA has changed its pricing model for e-CPS and e-Therapeutics+; consequently those licensing CPhA products are experiencing extremely steep increases. Due to the current market uncertainty for this product, the NAT will continue to investigate e-Therapeutics+, but will do so slowly and cautiously.
3. New England Journal of Medicine (NEJM) – The Administrative Centre has engaged the NEJM in preliminary conversations. They are eager to expand access to other institutions in the province that do not have access to the NEJM. In the coming weeks, the Administration Centre will send trial notification and pricing information to member institutions.

### **6. Formalizing Membership Committee (Nancy)**

Moving forward, growing affiliate membership will continue to be a priority for e-HLbc. The Management Committee agreed that formalizing the status of the Membership Committee as a standing body offering assistance to the Administrative Centre on recruiting new members would benefit the consortium. Due to coming elections, drafting Terms of Reference will be tabled until the new Management Committee is in place.

### **7. Conference Participation**

#### ***BC Library Conference Update (Leigh Anne)***

e-HLbc will partner with HLABC on a Friday evening BC Library Conference reception in April 2009. Building on last years' successful event, e-HLbc and HLABC, with the support of Ovid and EBSCO, are happy to be able to provide partners, members, and

stakeholders a space to come together, network, and celebrate another year of success.

### ***Rural Health Workforce Symposium (BJ)***

The BC Academic Health Council, in partnership with a number of organizations, is coordinating the Rural Health Workforce Symposium, May 31 - June 2, 2009. They are currently advertising sponsorship opportunities and encourage e-HLbc to consider the benefits of sponsorship.

**ACTION: The Management Committee will discuss sponsorship via email.**

### **8. BC ELN Administrative Contract**

The BC Academic Health Council's contract with BC ELN for the administration of the e-HLbc Administrative Centre ends March 31, 2009, and is up for renewal.

The Management Committee thanked the Administrative Centre for the work performed over the last fiscal year and affirmed that the current model of administration – where the Management Committee communicates strategic project priorities to the Administrative Centre for support and service – has been successful.

The Management Committee wants to renew the contract for a three-year period, beginning April 1, 2009. Understanding that to ensure continuity of service a contract must be submitted to BC ELN as soon as possible, the BC Academic Health Council will move quickly to prepare the contract while the Management Committee identifies priorities for the next fiscal year.

In the move to a three-year contract, the BC Academic Health Council, BC ELN, and the e-HLbc Management Committee agree

- Annually, in the first week of February, the Administrative Centre will submit to the Management Committee a document summarizing the Administrative Centre's delivery of services correlating to priorities established by the Management Committee.
- The Management Committee will identify priorities for the coming fiscal year.
- On or before the 15<sup>th</sup> of February, BC ELN, the BC Academic Health Council, and the e-HLbc Co-Chairs will meet annually in February to discuss the year and review priorities for the coming year.
- In February 2012, the e-HLbc Management Committee and the BC Academic Health Council will contact BC ELN regarding contract renewal and schedule a meeting to discuss the contract.

**ACTION: BC Academic Health Council will prepare BC ELN's three-year contract.**

**ACTION: Leigh Anne will email the Management Committee a document summarizing the Administrative Centre's service delivery correlating to the 9 strategic priorities established in March 2008.**

**ACTION: The Management Committee will meet via teleconference to identify strategic priorities for FY2009/2010.**