

eHLbc Management Committee Meeting Minutes

Date: Monday, May 27, 2019 (11:00 am – 12:00 pm)

Location: Virtual via teleconference

In Attendance:

Dawne Bohme (BINM)
Julie Creaser (NHA, Vice-Chair)
Aleteia Greenwood (UBC)
Mary Anne Guenther (NIC, Chair)
Kenneth McFarlan (IHA)
Cathy Rayment (PHSA)
Trish Rosseel (DC)

eHLbc Administrative Centre:

Anita Cocchia
Prubjot Gill (recorder)
Sunni Nishimura
Leigh Anne Palmer

Minutes

1. Welcome and Adoption of the Agenda

The agenda was adopted as tabled.

2. Strategic Plan Actions Update

S. Nishimura provided an update on the Strategic Action Priorities.

Items completed include:

- Core Suite infographic available on the eHLbc website; members can use this infographic when communicating about the Core Suite to their administrators.
- Communications Plan, which includes:
 - A new newsletter coming out in Fall 2019;
 - More videos and FAQs on eHLbc services;
 - Additional communications pieces members can use when imparting the value of eHLbc.

Initial results from the survey sent out in April gathering member input on select strategic actions:

- 57% of survey respondents said they'd likely come to an in-person demonstration day where members can share and learn from each other and/or vendors.
- Interest in an online tool that members can use to share strategies/tips for resource training and troubleshooting.

3. Future Steering Committee Meetings and Terms of Reference

A. Cocchia provided an update on an action arising from the October 1 Management Committee meeting. The Admin Centre was tasked with developing a proposal for a new Steering Committee meeting framework. After investigation, it was determined that a change to the Steering Committee meeting structure would place it too out of alignment with the current eHLbc Terms of Reference (TOR). A redevelopment of the current TOR was proposed.

S. Nishimura outlined a suggested timeline for the TOR redevelopment, which will involve an in-person meeting, possibly in November 2019.

The Admin Centre will work this summer to prepare and provide members with historical context for the process.

Based on member input from this meeting, a redeveloped TOR draft will be reviewed at the January 2020 Management Committee meeting. An updated draft will then be electronically shared with members for further feedback in February 2020. The finalized TOR should be ready for endorsement by the Management Committee in April 2020.

The Management Committee agreed to the above proposal.

ACTION:

- The Admin Centre will send out a Doodle Poll ASAP to determine the best date for the All-Member meeting in Nov 2019.

4. Elections Update

M. Guenther provided an update for the two health representative positions and one affiliate position up for election.

The 2 nominations for the health sector positions are:

- Ken McFarlan from Island Health, who confirmed he is willing to continue in the role he is filling temporarily
- Brooke Scott from Fraser Health

From affiliate members:

- Carol MacFarlane from the BC College of Nursing Professionals is willing to put her name forward, but is still waiting on administrative approval.

There were no other nominations. The committee agreed that, if Carol MacFarlane were granted approval, all positions would be elected by acclamation.

5. Expenditure Plan 2019/20

A. Cocchia presented the 2019/20 Expenditure Plan for e-HLbc Operations and Licensing Programme. She highlighted the following:

e-HLbc Operations:

- Started the year with a carry forward of ~\$13,000
- Affiliate Member Fees is estimated to remain the same as the previous year; not planning for new members at this time
- \$10,000 has been set aside for the All-Member meeting in November
 - Covers the cost of hosting and potential subsidies for out-of-town attendees
- \$4,500 has been set aside for technical infrastructure
 - Covers the cost of: computing ID's, hosting costs, accounting software, full text finder, long distance costs, etc.

e-HLbc Licensing Programme:

- The carry forward at the end of 2018/19 was lower than expected:
 - A number of e-resource payments were not received before the end of fiscal
 - Late payments were higher than normal and amounted to ~\$87,000
 - Since the start of 2019/20, all late payments have been received
- The 2019/20 carry forward amount of ~\$109,000 matches expectations. The carry forward includes a subsidy for 2020/21 and Affiliate Member Core Cost Contributions for 2018/19 and 2019/20.

MOTION: To approve the 2019/2020 Expenditure Plan as presented.

Moved: C. Rayment

Seconded: A. Greenwood

Motion carried unanimously.

6. Licensing Update

L. Palmer provided an update on eHLbc licensing.

The Admin Centre is hosting two UBC iSchool Co-op students, Prubjot Gill and Sophie Armond, through December of this year to work with BC ELN and eHLbc on license renewals and other strategic priorities.

Dynamed Plus:

- Health Authorities expressed an interest in seeing pricing for EBSCO's Dynamed Plus as they prepare for the renewal of their 5-year contract with UpToDate.
- eHLbc already has pricing and a license for Dynamed Plus for the Post-Secondary and Non-Hospital sectors; however updated pricing for the Health Sector is needed.
- The Admin Centre is working on providing pricing and a trial for Health Authorities by late summer/early fall.

EMCARE:

- The pricing for Embase has always been high, and is considered by many a niche Elsevier tool. EMCARE is an affordable potential alternative.
- The Admin Centre plans to survey eHLbc members soon in order to determine whether there is sufficient interest in EMCARE before moving forward with negotiations.

ACTION:

- The Admin Centre will send out a survey (with product information, general pricing without negotiations) to determine eHLbc members' interest in EMCARE.

CPhA update:

- CPhA contacted the Admin Centre and has indicated an interest in renewing discussions with eHLbc to provide RxTx to eHLbc members.
- The Management Committee affirmed interest in engaging with CPhA over the summer.

ACTION:

- The Admin Centre will engage in further conversations with CPhA over the summer.

7. New Business

There is no new business.

8. Next Meeting

The next meeting will be held as a business meeting after the All-Member meeting this November.