eHLbc Steering Committee
Annual General Meeting
30 October 2006 Minutes of Meeting

BCAHC Office, Vancouver, BC

Present: Nancy Levesque (Co-Chair), Greg Rowell (Co-Chair)
Carole Compton-Smith, Bob Foley, Virginia Adams for Lila Heilbrunn, Antje Helmuth, Sherry Lipp, Cathy Rayment, Lea Starr

Participating by Teleconference: Anne Allgaier, Richard Baer, Liz Ball, Mary Anne Guenther, Kim Isaac, Colleen Kennedy, Laura Neame, Brigitte Peter-Cherneff, Katherine Plett, Pat Semeniuk

Participating by Video Conference: Karen MacDonnell

Regrets: Janet Beavers, Gwen Bird, Cliff Cornish, George Eisler, Trina Fyfe, April Haddad, Liza Hutchison, Barb Janzen, Cathy MacDonald, Rebecca Raworth, Maureen Witney

Guest: Anita Cocchia

1. Welcome and Introductions

Nancy Levesque welcomed members present and dialing into the meeting. Introductions followed of all Steering Committee members and the Management Committee: Bob Foley, Colleen Kennedy, Nancy Levesque (Co-Chair), Sherry Lipp, Cathy Rayment, Greg Rowell (Co-Chair), Lea Starr. Nancy will send out to all members the Steering Committee list of members and contact information.

2. Presentation and Adoption of Terms of Reference for Steering Committee

Bob Foley led a discussion of the draft Terms of Reference. The College of Physicians and Surgeons was added as a full member of the Steering Committee. With this revision, the Terms of Reference were approved and adopted by the members.

3. Formation of Sub-Committees

Greg presented an overview of the three sub-committees that will be re-constituted: Marketing/Communication, Training, Sustainability/Evaluation. The sub-committees will provide advice to the Management and Steering Committees and will liaise with the contract librarian. Steering Committee members who wish to serve on any of the Sub-Committees are asked to send expressions of interest to Greg at greg.rowell@fraserhealth.ca within the next two weeks. The Sub-Committee membership will consist of one health representative, one academic representative, and one Management Committee representative. Once established, Greg will inform the Steering Committee of the new Sub-Committee members. Sub-committees may second additional members to work on tasks as needed.

4. Update on Activities

Nancy provided a brief update on Management Committee activities. The Management Committee has been working on the draft Terms of Reference, and the contract for services with the Electronic Library Network of BC. The Co-Chairs made a brief presentation to the BCAHC Operating Committee this Fall and will make another report to the Operating Committee early in the new year. The Management Committee will seek representatives to the Steering Committee from the Ministry of Advanced Education and the Ministry of Children & Family Services. The Management Committee will develop a process to add new members to the project, including criteria, formula and fee structure. The priority is to add those health professionals and organizations who are included in the database licences. The Co-Chairs have submitted a proposal for a presentation at the BCLA Spring 2007 Conference.

5. Contract for Services with ELN

Nancy informed the members that a contract for services has been signed with ELN to provide administrative services and support to the eHLbc project. The contract runs to 31 March 2008. Nancy invited Anita Cocchia to highlight activities and services of the contract. Anita outlined the development of the eHLbc web site; coordination of training; the hiring of a librarian dedicated to the project; and the set-up of a contact/distribution list for technical support. The Committee thanked Anita for her work thus far with the eHLbc project.

6. Financial Update

Greg provided a financial update: all members have made their payment to the project!

7. **General Discussion**

Discussion ensued regarding future costs for the databases, and for the contract for services, and contributions from new members and affiliates. The Management Committee will work with Anita to send out projected costs for the databases prior to 2007 invoices. The issue regarding affiliates' fees and contributions will need to come to the Steering Committee for discussion and approval. While the Management Committee is willing to discuss the project with interested others, the eHLbc project is limited to those academic and health sector members included in the original business plan and database licences.

There was also discussion about the ways in which this project might collaborate with the public libraries. While at this time, such collaboration cannot be related to providing access to the databases other possibilities such as sharing information were mentioned. There may be opportunities to explore other synergies.

8. **Next Meeting**

The Management Committee recommends a Spring 2007 meeting of the Steering Committee. There was consensus from the members to hold an April 2007 Steering Committee meeting in Vancouver.

9. **New Business**

There being no further business, the meeting was adjourned.

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Nancy Levesque
Chair and Recorder