

some instructions here: <https://www.whatcounts.com/resources/checklists/how-to-whitelist-emails/>;

- Allan's invoice has been sent and received by Barbara – Barbara will be looking into it, confirm final amount and send Allan a transfer;
- last steps:
 - complete the list of herbalists on the new website – Allan will send Anitha the list to confirm status and collect any other missing information from members;
 - shut down the old website and re-direct to new one – Lianna may have the access information to complete task;
 - PayPal – Anitha is working on setting-up the new account;
 - there is a valid security certificate – if any members run into issues, contact Allan for resolving;
 - Lianna will update the inventory for the journals;
 - add the merchandise to the website with prices; Anitha has agreed to ship all orders – need to obtain a shipping card from Canada Post.

Action: Barbara will confirm final invoice amount with Allan and send him the payment. Lianna will take an inventory of the remaining journals and report at next meeting. Anitha will be looking into obtaining a shipping card from Canada Post on behalf of the OHA to ship merchandise orders.

7. **Anitha/Barbara: PayPal status**

Anitha is looking into opening a new PayPal account.

In the meantime, all cheques should be sent to the Treasurer, Barbara's address.

Action: Anitha will inform the Board when new PayPal is active.

8. **Merchandise report – Dee**

- will prepare a report with what merchandise is left, what was sold and what is needed to replenish;
- will e-transfer or mail a cheque to the Treasurer of what was sold:
 - PO Box 227
 - 10 Noble Street
 - Norval, Ontario
 - LOP 1K0
- Carla S. – issue with the writing on the back of the hoodie - Dee will be asking for a replacement for Carla.

Action: Dee will prepare the report and present to Board at next meeting.
Dee will ask for a replacement for the hoodie for Carla.

9. **2020 AGM speaker**

Rosemary Gladstar will not be available to speak at the 2020 AGM.

Board members are encouraged to brainstorm and present ideas for speakers at the OHA Retreat (Nov 18th 2019).

Shanthi has expressed interest to supplement the AGMs Ayurvedic presentation with a webinar – details to be discussed at the OHA Retreat (Nov 18th 2019).

Venue:

- most of the City Halls are free, and we now have applied as a not-for-profit, so we can host one event for free;
- Lianna will contact the venues once the date for the AGM is set;
- OHA event forms – also added to the website:
 - OHA Event Follow Up Form – [click here to download](#)
 - OHA Event Planning Form – [click here to download](#)

Action: Once AGM date set, Lianna will contact the city for possible venues.
Susan will add AGM Speakers proposals to the OHA Retreat Agenda.

10. Alcohol purchase from Commercial Alcohol

Commercial Alcohol has sent a notice that they have stopped selling alcohol to residential addresses.

Carla S., student member, has found another company that sells alcohol - Storchem Alcohols Ltd. - <https://storchemalcohols.com/>.

This information should be added to the newsletter. Elena will send Anitha the information for the newsletter.

Action: Elena will send Anitha the information to be added to the newsletter.

11. REMINDER: CEU credits from BOD for 2018-19 renewal

Board members are encouraged to send in their CEU credits to Anitha.

CEU credits form: [click here](#).

12. Brochures: ordering more brochures – General and Student

Lianna may have some at her place.

Board members are encouraged to make an inventory of what OHA stuff they have and bring the list at the OHA retreat for further discussion.

Action: All members are to bring the inventory list with OHA stuff at the retreat.

13. Renewal of admin contract

Anitha is willing to renew at same terms.

Consensus to renew contract.

Action: Susan will inform Anitha and have the contract signed.

14. E-mail Protocol

Consensus to have one e-mail for topic.

15. Web platform for meetings

The OHA needs a more secure and reliable platform for meeting – i.e. GoToMeeting.

Action: Elena will look into the pricing and report to Board for final approval.

16. Manual to be reviewed at Retreat on Nov 18

Action: Elena will send Board members the manual for review.

17. Newsletter

- hard to read – too many fonts and colors;
- it is set-up for cell phone readers;
- Lianna will send Anitha the standards and coach Anitha and Shanthi on format.

Topic will be re-discussed at the OHA Retreat.

18. Mail received at the PO box

Dee will check the box weekly and distribute the mail as needed:

- mail cheques to Barbara;
- renewal paperwork will be sent to Anitha;
- new applications documents will be sent to Chris.

19. OHA Survey

The OHA survey was distributed at the AGM. Main points from the survey:

- the survey was input from OHA members on what the focus of the Board should be moving forward;
- members want to be involved and are looking for opportunities to do so;
- there is a lack of understanding of the CCHA:
 - a report from the CCHA should be added to the newsletter;
 - Lianna will write a report and send to Anitha for the newsletter;
 - most of the details from certain topics are confidential until finalized;
 - members need to know that the associations are looking out for their interests;
 - the next meeting – their AGM – is at the end of November.
- herbalism and professional members should be promoted to the public more at different events;
 - herb fairs;
 - professional members should submit their event to the OHA Facebook page as well as website;
 - improve the way we reach out to members and have their support in promoting herbalism and professional herbalists;
- members have expressed interest in submitting articles and conducting webinars – need to give them guidelines – send a separate email out to the membership;

Will continue the discussion at the OHA Retreat.

Actions: Lianna will write a short report re CCHA for the newsletter.
Shanthi and Abrah will work on the letter re articles & webinar guidelines to send to professional members.

20. OHA Retreat.

November 18th 2019 – 9:00 am – Tincture & Tonic.

21. Listing of New action items:

Susan:

- inform Anitha of admin contract renewal and have the contract signed;
- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- add AGM Speakers proposals to the OHA Retreat Agenda;
- send the full contact information to Anitha for the OHA files;

Abrah:

- work on the letter with Shanthi re articles & webinar guidelines to send to professional members by email;
- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- send the full contact information to Anitha for the OHA files;

Shanthi:

- work on the letter with Abrah re articles & webinar guidelines to send to professional members by email;
- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- send the full contact information to Anitha for the OHA files;

Dee:

- prepare merchandise report and present to Board at next meeting;
- contact company and get a replacement hoodie for Carla S.;
- check mail box weekly and re-distribute based on content – on-going;
- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- send the full contact information to Anitha for the OHA files;

Lianna:

- write a short report re CCHA for the newsletter;
- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- take an inventory of the remaining journals and report at next meeting;
- send the full contact information to Anitha for the OHA files;
- give Allan access information needed to shut down old website;

Chris:

- bring inventory list of OHA items to the retreat;
- send Anitha the CEU credits completed form;
- send the full contact information to Anitha for the OHA files;

Elena:

- add Before and After Events forms to website;
- send Board members the manual for review;
- look into the pricing of GoToMeeting and report to Board for final approval;
- bring inventory list of OHA items to the retreat;
- send Anitha the information re alternative alcohol company to be added to the newsletter;
- update the website to reflect the new Board;
- send the full contact information to Anitha for the OHA files;

Barbara:

- present current financial statement;
- confirm final invoice amount with Allan and send him the payment;
- send the full contact information to Anitha for the OHA files;

Anitha:

- sort out Notices of Change with Ministry records;
- send Notice of Change with new Board as of AGM to the Ministry;
- inform the Board when the new PayPal account is active;
- obtaining a shipping card from Canada Post on behalf of the OHA to ship merchandise orders;
- will announce the new Board in the newsletter;

Allan:

- send Anitha the list of RHs on the website to confirm status and collect any other missing information from members;
- shut down the old website and re-direct to the new one.

22. Adjournment