



**. Ontario Herbalists Association
Board Retreat Day Minutes
Monday, November 18th 2019 – 10:00 am – 5:00 pm
Location: Tincture & Tonic Apothecary
2247 Dundas St W, Toronto, ON M6R 1X6**

Present: Susan Elliotson Elena Pintilie Chris Lamont
 Lianna Vargas Dee Gauthier Abrah Arneson
By Skype: Shanthi Balasubramaniam
Minutes: Elena Pintilie

1. Welcome Members

Members were welcomed to the meeting.

2. Approval of Minutes – 20th October 2019

Minutes approved with following change in Board Member Roles – motioned by Lianna and seconded by Dee:

- Shanthi will assume role of Event Coordinator.
- Lianna will assume role of E-zine coordinator.

Action: Elena will add revise the minutes and to the OHA website.

3. Action items from 20th October 2019 meeting

Susan:

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

Abrah:

- work on the letter with Shanthi re articles & webinar guidelines to send to professional members by email – in progress;
- bring inventory list of OHA items to the retreat – no items - completed;
- send Anitha the CEU credits completed form - completed;
- send the full contact information to Anitha for the OHA files - completed;

Shanthi:

- work on the letter with Abrah re articles & webinar guidelines to send to professional members by email – in progress;
- bring inventory list of OHA items to the retreat – no items - completed;
- send Anitha the CEU credits completed form - completed;
- send the full contact information to Anitha for the OHA files - completed

Dee:

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

Lianna:

- write a short report re CCHA for the newsletter – in progress – will add a CCHA page on the website as well with CCHA information;
- bring inventory list of OHA items to the retreat – in progress;
- send Anitha the CEU credits completed form - completed;
- take an inventory of the remaining journals and report at next meeting – in progress;
- send the full contact information to Anitha for the OHA files - completed;
- give Allan access information needed to shut down old website – in progress – need new hosting for the website – Lianna will take care of it and submit invoice for reimbursement;

Chris:

- bring inventory list of OHA items to the retreat – has only applications - in progress;
 - each member should have a file that contains their application to the OHA as well as the relevant documents;
 - admin will keep all files and update as needed;
 - Susan will speak with Anitha re files;
- send Anitha the CEU credits completed form - completed;
- send the full contact information to Anitha for the OHA files – in progress;

Elena:

- add Before and After Events forms to website - completed;
- send Board members the manual for review – completed;
- look into the pricing of GoToMeeting and report to Board for final approval - completed;
- bring inventory list of OHA items to the retreat – no items - completed;
- send Anitha the information re alternative alcohol company to be added to the newsletter - completed;
- update the website to reflect the new Board – in progress;
- send the full contact information to Anitha for the OHA files - completed;

Barbara:

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

Anitha:

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

Allan:

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

4. Financial & Expenses Report - Barbara, Treasurer

Deferred.

5. Review Board of Directors Manual

The revised Board of Director's Manual has been sent by email to all members. Some revisions have been received.

Elena will add the following documents as Appendices:

- copy of by-laws and letters;
- Board Application Form;
- Directors Code of Conduct – Lianna to send to Elena;
- Disciplinary process – Susan will send to Elena;
- Complaint form – Lianna will send to Elena;
- Letter from Abrah – Abrah will send Lianna the letter to add to the complaint form;
- Professional Member application process;
- OHA Vision and Mandate;
- PIPEDA compliance Guidelines – Susan will send Elena.

and create a table of contents, and revised the manual based on comments received during the retreat.

The Separation of areas of responsibilities between Board and PMC document was revised during the meeting. Elena will re-type and send for review.

Board members will send in any other comments to Elena before the next Board meeting.

Action: Elena will revise the manual and add a table of contents.
Elena will re-type the "Separation of areas of responsibilities between Board and PMC" document and send to Board for review.

6. Review strategic plan

- Goal for 2020: make OHA better known to the general public
- Promote herbalism in communities across Ontario.

Topic will be revisited.

7. Case study/discussion webinars

Suggestion to offer webinars – both open to public and members – to promote herbalism. The money collected from non-member registration will be divided between webinar presenter (75%) and the OHA (25%).

Steps:

- PayPal set-up for collecting payments – Susan;
- Outreach to professional members for presenters – Abrah;
- Technical support – Elena.

8. Electronic meeting software – GoToMeeting or ezTalks – 15 minutes

Elena presented the group with 2 options so far: GoToMeeting and ezTalks.

Main discussion points:

- ezTalks has a special at the moment – pay for 1 year, get the second free – document with information was circulated. They have options for meetings and webinars platforms. We could request to test the platform – will do that for the next on-line meeting.
- GoToMeeting – one would have to pay separately now for meetings or webinars.
- Zoom was mentioned as a third option.
- all prices are in US dollars.
- need a credit card to start the membership.
- a trial was done during the meeting – it worked well with 2 people.

Questions were raised whether we can use only one platform for both meetings and webinars. Elena will contact both to request further details.

Action: Elena will contact ezTalks re difference between webinar & meeting subscriptions.

9. General Manager/ Executive Director – 30 minutes

- One person to oversee and co-ordinate all OHA work

10. Report on sorting old Ministry records - Anitha – 10 min

- Filing Notice to Ministry of change of directors – in progress.

11. Website status – Allan – 15 minutes

- Who is doing what
- Host of website
- Cancellation of Square Space and Wufoo
- If time, review website as a group

12. OHA credit card

Deferred – Susan will speak with Barbara re progress on obtaining a credit card.

13. PayPal status – Anitha/ Barbara

Deferred.

14. Merchandising report – Dee

- **Defective screening on hoodie** – Dee will contact company to replace the hoodie. Carla to return the defective hoodie for replacement.

Action: Elena will pick up defective hoodie from Carla and bring back to Dee.
Dee will contact the company for a hoodie replacement.

- **Merchandise posted on website**

Action: Dee will give inventory list to Allan and ask Allan to add to the website.

- **Merchandise to Anitha for shipping**

Will also offer a pick-up option at the Tincture & Tonic Apothecary.

Action: Any new merchandise will be shipped to Anitha for shipping of website orders.

15. **Speaker for AGM**

- tentative Date – October 4 2020
- location – will check out the free option - Civic centres – the application was sent in last year, and we can host one free event per year – Elena will send the information to Shanthi to book;
- Panel discussions – proposed title: Diversity of Herbal Practice:
 - one plant (ginseng), one organ (heart) and one condition (auto-immune);
 - moderator: Abrah;
 - panel will consist of a practitioner from each modality:
 - TCM – Susan will ask a TCM practitioner;
 - Western – Diane Kent will be invited to sit on the panel – Susan will contact Diane;
 - Native – Lianna will ask a native herbalist practitioner;
 - Tibetan – Tsering D. – Chris will contact Tsering;
 - Ayurvedic – Shanthi has offered to join the panel;
 - Witchcraft?!? – Dee has offered to join the panel.
 - Schedule:
 - morning: each practitioner will have 15 minutes to introduce themselves and present their modality;
 - ✦ Abrah will ask questions – draft a list of questions and present to Board for review;
 - afternoon: each practitioner on how each tradition approaches one plant (ginseng), one organ (heart) and one condition (auto-immune);
- members authors will be encouraged to bring their written books for sale at the AGM.

Topic will be re-discussed at next meetings.

16. **Reminder of CEU form BOD members for 2018 – 2019**

Blank forms were brought to the meeting and OHA professional board members filled them out to be sent to Anitha.

Susan collected the completed forms and will send to Anitha for the files.

Action: Susan will send completed form to Anitha.

17. Brochures

- **Distribution of brochures to Anitha – general & student;**
Susan will ask Anitha if she can pick up – one time only.
- **Cost of additional brochures for RHs, i.e. as a membership benefit**
Consensus to offer 100 brochures for free to members, just charge for shipping.

18. Renewal of Admin Contract

- **Establishing schedule of work**
- **Admin back-up**
Shanthi has offered to act as a back-up in case the admin is away from a computer/duty for a short period of time.

Action: Shanthi will inform Anitha that she will be back-up and get the log-in information for the office email.

19. Emma Downy internet photos

Action: Susan will draft a letter to Emma asking her to separate the two websites and send to Board for review.

20. Fire Cider Trademark in Canada

Topic was discussed at the PMC and will remain a PMC Agenda Item.

Penny has formed a team and has the OHA's support. Also waiting for the CCHA's view on the matter.

The Fire Cider Team is looking for a pro-bono lawyer to discuss possible course of action.

Abrah will ask her neighbour if she knows of anyone that could assist.

21. Recognition of contribution to OHA

Action: Susan will draft a certificate and send to Board for review.

22. Passwords to be changed 30th April 2020

It was noted that everyone will get their own log-in that will expires if their membership expires. There will be no Board password either – Board members will be categorized as such and will be able to access Board only documents.

As of now, the current password will expire and will be changed at the end of March 2020.

Action: Lianna will speak with Allan re setting up members with their own accounts.

23. E-zine – The Herbalist's Way

Have an outline of subjects/themes for each e-zine and dates when it will be digitally published. This will be easier for members to follow and engage with articles – length, deadline for submission, topics.

Suggestion was to have them quarterly – seasonal topics.

A separate e-mail should be sent out with information and request for articles.

Topics (subject to change):

- January: Herbs for Future – deadline Jan 7th or 8th, release on January 30th
- April: New Life
- July: Herbal Abundance, or Herbal Medicine & Sunshine
- October: Herbal Thanksgiving, or Preparing for Autumn, or Boosting the Immune System.

Pattern: release at end of month, set deadline for article submission by the end of first week in the release month.

Action: Lianna will work with Abrah on the letter re articles & webinar guidelines to send to professional members by email.

24. Set dates for next meetings (6 or 12 months)

December:

- Board: Dec 8th 2019 – Skype – 7:00 pm - 9:00 pm
- PMC: Dec 9th 2019 – Tincture & Tonic – 6:30 pm – 8:30 pm

January:

- Board – January 5th 2020 – Skype – 6:30 pm – 8:30 pm
- PMC: January 13th 2020 – Tincture & Tonic – 6:30 pm – 8:30 pm

February:

- Board: Feb 10th 2020 – Skype - 6:00 pm – 8:00 pm
- No PMC

March:

- Board: March 22nd 2020 – Skype – 6:00 pm – 8:00 pm
- PMC: March 15th 2020 – Tincture & Tonic - 6:30 pm – 8:30 pm

April:

- Board: April 19th 2020 – Skype – 3:00 pm – 5:00 pm
- PMC: April 5th 2020 – Tincture & Tonic – 6:30 pm – 8:30 pm

25. New Agenda Items:

- **OHA Library** – have books available that members can borrow/donate books
 - Dee offered her shop as a lending library;
 - Lianna will index the books she has and add them to the website, as well as bring them to Dee for the OHA library;

Actions: Dee & Lianna will work on creating the OHA lending library.

26. Remaining action items from October 20th and new action items from Nov 18th 2019 meetings

Susan:

- inform Anitha of admin contract renewal and have the contract signed;
- speak with Anitha re filling the Member application forms and relevant information;

- speak with Barbara re progress on obtaining a credit card;
- invite a TCM practitioner and Diane Kent to be part of the 2020 AGM panel;
- draft a letter to Emma asking her to separate the two websites and send to Board for review;
- draft a certificate (Recognition of contribution to OHA) and send to Board for review;

Abrah:

- work on the letter with Lianna re articles & webinar guidelines to send to professional members by email – in progress;

Shanthi:

- inform Anitha that she will be Admin back-up and get the log-in information for the office email;

Dee:

- contact company and get a replacement hoodie for Carla S. – in progress;
- check mail box weekly and re-distribute based on content – on-going; - will pick up mail weekly;
- bring inventory list of OHA items to the retreat – in progress;
- give merchandise inventory list to Allan and ask Allan to add to the website;
- ship new merchandise to Anitha for shipping of website orders;
- offer a pick-up option of OHA merchandise at the Tincture & Tonic Apothecary – sign to be displayed with pricing and availability;

Lianna:

- write a short report re CCHA for the newsletter & will add a CCHA page on the website as well with CCHA information;
- bring inventory list of OHA items to the retreat;
- take an inventory of the remaining journals and report at next;
- give Allan access information needed to shut down old website– need new hosting for the website – Lianna will take care of it and submit invoice for re-imburement;
- invite a Native practitioner to be part of the 2020 AGM panel;
- speak with Allan re setting up OHA members with their own accounts;
- work on the letter with Abrah re articles & webinar guidelines to send to professional members by email;

Chris:

- send the full contact information to Anitha for the OHA files;
- invite a Tibetan practitioner to be part of the 2020 AGM panel;

Elena:

- update the website to reflect the new Board
- will revise the Board of Directors manual and add a table of contents;
- re-type the “Separation of areas of responsibilities between Board and PMC” document and send to Board for review
- contact ezTalks re difference between webinar & meeting subscriptions;

- pick up defective hoodie from Carla and bring back to Dee;

Barbara:

- present current financial statement

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;

Allan:

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

27. Adjournment