Ontario Herbalists Association

Professional Member Committee Minutes

April 5th 2020 – 6:30 – 8:30 pm

Location: Skype

Skype:	Susan Elliotson	Elena Pintilie	Chris Lamont
	Jennifer Shannon	Carla Spizzirri	Shanthi B.
	Elizabeth Boyd	Devi Panday	Sudeep C.
	Danielle B.	Tammy Slater	Lisa Marie Holmes
	Nancy Majoulian		

Minutes: Elena Pintilie

1. Welcome members

Attendees were welcomed to the meeting.

2. Approval of Minutes – March 15 2020

Minutes approved as revised during the meting.

Action: Elena will add the minutes to the website.

3. Action items from March 15 2020

Susan:

- pool of case studies for the new application process – in progress;
- inform the Treasurer and Allan of the decision to purchase the ad-on for the website (to upload documents) if not more than $200.00/year - complete;
- send the information to Anitha re AGM and Plant exchange & picnic potluck to be added to the newsletter - complete;
- to send in the renewals and CE forms – in progress;
- speak with Devi, the General Manager, re the member profiles on the website - complete;
- contact New Direction Aromatics re discount for OHA - complete;

Abrah - deferred:

- write a proposal re bursary and present to the OHA BOD for discussion and approval;
- to send in the renewals and CE forms;
- add a question on FB re companies for bottles

Lianna- deferred:

- work with Dee on a plan for the OHA Field Garden with workshops/herb walks/planting dates;
- re-add the search bar to the Find A Herbalist page;
- add the curriculum chart to the OHA website;
- send in the renewals and CE forms;

Chris:

- secure a Tibetan exam for the new application process – in progress – may have to wait till after lockdown;
- continue to work with Allan to have the website updated with the revised membership approval process – in progress;
- send in the renewals and CE forms – in progress;

Dee - deferred:

- send Anitha information re OHA field garden for the newsletter;
- work with Lianna on a plan for the OHA Field Garden with workshops/herb walks/planting dates;
- to send in the renewals and CE forms;

Shanthi:

- prepare an answer key for the Ayurvedic exam – in progress;
- reach out to Ayurvedic practitioners for articles for the E-zine - complete;

Elena:

- add March 15 minutes to the website - complete;

Jennifer S.:

- research on how other associations address the esoteric healing practices and write a blurb/article - complete;

Nancy M.:

- update the OHA after the CCHA meeting as needed - complete;

4. Approval of e-mail decisions to attach to minutes

No email decisions to approve.

5. Professional member applications

The applications will be considered on or near the 15th of Feb, May and November of each year.

No new applications have been received.

Action: N/A.

6. Application Process Committee Update

Nothing to report.

Action: N/a.

7. OHA Field Garden Report

Deferred.

8. Events

- AGM – Oct 4 2020
  - two speakers to be confirmed – Native and Tibetan;
  - has been announced in the newsletter;
- June 7 2020 – picnic/potluck, plant exchange, book auction;
  - Susan's place in Caledon;
  - Larger size bottles will be available to purchase;
- 17-19 Heartwood - merchandise order – on hold to see if it will go ahead due to COVID-19;
  - need a credit card to order the merchandise;
- OHA Barbecue – confirmed - 15 August 2020 – Rick Da Silva's place.

Action: Anitha will add the events to the newsletter.

Elena will post the events to the FB private group.

9. Professional membership renewals extended to May 31

- status of replies
  - no replies yet;
  - ask members to send in their renewals in now and pay before the date of May 31st;
  - a few of the members at the meeting reported that they have renewed the membership;
- reminders to be sent - will be sent middle of May based on the May PMC decision;
- the list of herbalists on the website needs to be cross-referenced with the active membership list and non-members removed from the website;
  - removal from website tentative date - 30 June;
  - Elena has offered to cross-reference the lists and remove members from the website once the website is finalized;
- it was noted that the bank needs to receive a letter from the President re change in Treasurer position;
- BOD members: have to send in renewals/CE forms.

Actions: Devi will communicate with members re sending in their application now and pay before the date May 31st.

Susan will write a letter to the bank announcing the change in Treasurer.

Elena will cross-reference the active member list with the list on the website once the website is finalized.

10. Certificate of Appreciation

Elena will work on make it centred on the page.

Action: Elena will revise certificate and send for review.

11. The Herbalists' Way status of 1st edition

- Lianna - Editor;
- Jennifer will be following up with Lianna and report back to Elena & Susan;
- payment for the advertisement should be made to the Treasurer email;

Action: Jennifer will follow up with Lianna and report back to Elena & Susan.

12. CCHA report

- COVID-19 statement was sent to all associations across Canada;
  - will be added to the newsletter as well as the FB group;
- the NNHPD meetings are on hold at the moment;
- AGM – possibly August.

13. Website status

Deferred.

- removal of old website. People are still searching & getting out-of-date results – no report from Allan;
- Find a Herbalist - possible to search by location/name – search bar;
- member log in issues; new password system
- are templates ready to be downloaded to website
- revisions to application form, i.e. languages spoken

14. Member Profile page

- Devi has drafted the email – needs additional clarification;
- will continue the discussion with Susan and Allan re format on website.

Action: Keep on the agenda for next meeting.

15. Apprenticeship qualifications – Abrah

Deferred.

16. Members re-validate the agreement to adhere by the Scope of Practice and Code of ethics

- past discussion re having every member validate the agreement to adhere by the Scope of Practice and Code of ethics with every renewal;
  - a checkbox on the renewal form;

Action: Lianna will add a checkbox on the renewal forms to indicate members are agreeing to adhere by the OHA Scope of Practice and Code of Ethics.

17. Emma Downie update

- there was no reply to the last email;
- the complainant is not pursuing the matter further at this time; however, the PMC could pursue the matter;
- suggestion to send her another email asking her to reply withing 5 business days;
- Susan will check with Barbara to see if she has renewed her membership before contacting her;

Action: Susan will check with Barbara to see if Emma has renewed her membership. If yes, send her an email asking for a reply within 5 business days.

18. Listing Action items:

Susan:

- checklist of pool of case studies for the new application process;
- send in the membership renewal and CE forms;
- write a letter to the bank announcing the change in Treasurer;
- check with Barbara to see if Emma has renewed her membership. If yes, send her an email asking for a reply within 5 business days;

Abrah:

- write a proposal re bursary and present to the OHA BOD for discussion and approval;
- send in the membership renewal and CE forms;
- add a question on FB re companies for bottles

Lianna:

- work with Dee on a plan for the OHA Field Garden with workshops/herb walks/planting dates;
- re-add the search bar to the Find A Herbalist page;
- add the curriculum chart to the OHA website;
- send in the membership renewal and CE forms;

- add a checkbox on the renewal forms to indicate members are agreeing to adhere by the OHA Scope of Practice and Code of Ethics;

Chris:

- secure a Tibetan exam for the new application process;
- continue to work with Allan to have the website updated with the revised membership approval process;
- send in the membership renewal and CE forms;

Dee:

- send Anitha information re OHA field garden for the newsletter;
- work with Lianna on a plan for the OHA Field Garden with workshops/herb walks/planting dates;
- send in the membership renewal and CE forms;

Elena:

- add April 5 minutes to the website;
- post the events to the FB private group;
- cross-reference the active member list with the list on the website once the website is finalized;
- revise Certificate of Appreciation and send for review

Devi:

- communicate with members re sending in their application now and pay before the date May 31st;

Jennifer S.:

- follow up with Lianna re e-zine and report back to Elena & Susan;

19. Newsletter items:

- OHA events;

20. Next meeting dates:

- May 4 2020 – 6:30 pm – 8:30 pm – Skype
- June 1 2020 - 6:30 pm – 8:30 pm – Skype
- July 13 2020 - 6:30 pm – 8:30 pm – Skype

21. Adjournment