



Ontario Herbalists Association
Professional Member Committee Minutes
March 15 2020 – 6:30 – 8:30 pm

Location: Skype

Skype:	Susan Elliotson Jennifer Shannon Lianna Vargas Tammy Slater	Elena Pintilie Carla Spizzirri Danielle Bee Sara Brubacher	Abrah Arneson Nancy Majoulian Sudeep Chitnis Devy Panday
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Minutes: Elena Pintilie

1. Welcome members

Attendees were welcomed to the meeting.

2. Approval of Minutes – January 13 2020

Minutes approved as revised during the meeting.

Action: Elena will add the minutes to the website.

3. Action items from January 13 meeting

Susan:

- draft a letter to all the Conservation Authorities re herbs walks and herb garden – complete;
- pool of case studies for the new application process – in progress;
- re-draft the letter and send to Emma directly by email – complete;
- ask Anitha to add the Project Pollinator information and link to the newsletter - complete;
- send Anitha the YouTube link to be added to the newsletter - complete;
- send Anitha the information re Campbellville land to be added to the newsletter - complete;

Abrah:

- n/a;

Lianna:

- draft a template for case histories to be used by applicants - complete;
- train Anitha on how to update the Events page on the website - complete;
- train Anitha on fonts/uniformity on the newsletter – complete;

- work with Dee on a plan for the OHA Field Garden with workshops/herb walks/planting dates – in progress;
- share the annual CCHA report once finalized and add to website - complete;
- re-add the search bar to the [Find A Herbalist](#) page – in progress;
- send invoice for new website hosting provider to Barbara - complete;

Chris - deferred:

- secure a Tibetan exam for the new application process;
- send Anitha the approved members to be processed and welcomed in the newsletter - complete;
- continue to work with Allan to have the website updated with the revised membership approval process;

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;
- send Barb the merchandizing invoice and items list with prices – complete by Lianna;

Shanthi:

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

Elena:

- post the Dec PMC minutes on the website - complete;
- work on the Certificate of Appreciation and send for review – in progress;
- add the “Apprenticeship qualifications – Guidance Document 2014” to the OHA Board Manual - complete;
- check the attendance capacity for the Assembly Hall rooms - complete;
- add the information re Campbellville to the private FB group - complete;

Jennifer S.:

- research on how other associations address the esoteric healing practices and report at next meeting – in progress;
 - once research complete, offered to write an article (newsletter and e-zine) that talks about the overlap of some of these practices, as well as what ancient herbalism has in common with today's practices.

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

- Heartwood sponsorship and discount
 - Information will be added in the newsletter as well as added to the FB page;
 - Decision endorsed in meeting.

5. **Professional member applications**

One application was received – will be deferred to the next meeting.

6. **Application Process Committee Update**

E-mail update from Chris: the application portion of the website is complete, except the ability for applicants to upload documents. The OHA needs to pay for that ad-on to the website.

The Board members - Susan, Elena, Lianna and Susan - approved up to \$200/year for the ad-on.

Action: Susan will inform the Treasurer and Allan of the decision to purchase the ad-on if not more than \$200.00/year.

7. **Curriculum chart on website**

- was sent to BOD members for review;
- should be added to the Education requirements part of the website – downloadable;

Action: Lianna will add the curriculum chart to the OHA website.

8. **OHA Field Garden Report**

Deferred.

9. **Events**

The OHA's policy is to advertise only member events.

Discussion ensue re policy:

- suggestion was made to post non-member events for a small donation to the OHA or a discount to OHA members;
- ⇒ consensus was reached – non-member events could be advertised if organizers extend a discount to OHA members.
- AGM – October 4 2020 – [Assembly Hall](#)
 - 9:30 – 4:30
 - panel discussions – proposed title: Diversity of Herbal Practice:
 1. one plant (ginseng), one organ (heart) and one condition (auto-immune);
 2. moderator: Abrah;
 3. panel will consist of a practitioner from each modality:
 - TCM – Hsuan Huang;
 - Western – Marianne B;
 - Native – in progress;

- Tibetan – in progress;
- Ayurvedic – Shanthi B.;
- Esoteric– Dee G.
- an announcement can be added to the newsletter
- Tradeshows
 - Deferred.
- Plant exchange & picnic potluck – first Sunday in June – June 7, 2020 – 2:00 pm - 6:00 pm - Susan’s place, Caledon.

Action item(s): Susan will send the information to Anitha re AGM and Plant exchange & potluck to be added to the newsletter.

10. OHA Bursary proposal

- can be awarded to a member to attend an educational workshop; the member would have to write an article for the e-zine on the workshop;
- Abrah will write a proposal and present to the OHA BOD for formal approval;

Action item: Abrah will write a proposal re bursary and present to the OHA BOD for discussion and approval.

11. OHA Barbecue

- suggested date 15 August 2020;
- will be added to newsletter and FB group to save the date.

12. Professional membership renewal notices sent March 1

- reminders – have been sent out;
- removal from website at the end of April;
- BOD members: need to send out renewals/ CE forms;
- the CE hrs counted are from March to March the following year;

Action item(s): Members present are asked to send in the renewals and CE forms.

13. The Herbalists’ Way status of 1st edition

- a few articles and recipes were sent in;
- need at least 5 more articles – between 500 and 5000 words;
- also wanted: book reviews, workshop reviews, summary of student thesis, etc.;
- call for submission has been added to the newsletter, and will be added to the future ones as well;
- present members are encouraged to submit articles/reviews for the e-zine;
- deadline for spring e-zine: April 7 2020.

Action item: Members are encouraged to encouraged to submit articles/reviews for the e-zine.

14. CCHA report

Nancy attended the NNHPD meeting in Ottawa:

- mainly packaging and labeling of products discussed – looking for consistency;
- next steps: will be discussed at the CCHA level;

Nancy also discussed with Health Canada the possibility of involving herbalists in updating of plant monographs.

The issue of reimbursement and membership payment was also briefly discussed – Susan will contact the Treasurer to remind her.

Action item(s): Nancy will update the OHA after the CCHA meeting as needed.

15. Website status

- removal of old website – a date will be chosen when the website will be unavailable so the transfer can be carried out – the date will be announcement to all members as soon as decided;
- the email addresses of the OHA will also be changed – new email addresses for the President and General Manager; the membership will be kept advised of all the changes;
- Find a Herbalist - possible to search by location/name – the search bar will be re-added to the website;
- revisions will be made to the application form, i.e. languages spoken;

Action item: The OHA will keep the membership informed of the changes as needed.

16. Member Profile page

- the General Manager will be in charge of the member profiles and their revisions;

Action item: Susan will speak with Devi, the General Manager, re the member profiles on the website.

17. Apprenticeship qualifications – Abrah

The document has been added to the Board of Director's Manual and will be discussed at a later meeting.

18. New item - discounts to members:

- New Direction Aromatics – Susan will email them to see if they would extend a discount to OHA members;
- Organic Connections gives a 5% discount to holistic practitioners.

- Full Script - <https://fullscript.com/> - commission can be earned on orders.
- Consolidated Bottle - <https://consolidatedbottle.com/> – Toronto and Montreal – have a lot of discounted lines in-store; Abrah will add a question on the FB groups asking members where they get theirs.

Action items: Susan will contact New Direction Aromatics re discount for OHA.

Abrah will ad a question on FB re companies for bottles.

19. Newsletter items:

- forms on website
- request RHs to check new website and their posting
- any info they want to add, i.e. language spoken, description of their practice;
- video promoting herbalism for Facebook;
- COVID-19 links to different articles;

20. Listing Action items:

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:

- 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:

- 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;
- 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;

21. Adjournment