



Ontario Herbalists Association
Professional Member Committee Meeting Minutes
July 13 2020, 6:30 – 9:00 p.m.

Present: Susan Elliotson Lianna Vargas Chris Lamont
 Elena Pintilie Jennifer Shannon Laura Holloway
 Manish Trivedi Devi Panday Janet Christmas
 Carla Spizzirri

1. Appointment of Chair (someone other than the President)

Lianna Vargas has volunteered to chair the PMC meeting.

2. Welcome Members

Members were welcomed to the meeting by chair.

3. Additional Agenda items

N/a.

4. Approval of Minutes

May 4th minutes approved.

June 1st minutes will be approved at the following meeting.

Action: Elena to add May 4 minutes to the OHA website.

5. Action Items from Previous meetings

Responses: Yes, No, Report to Follow

Susan:

- checklist of pool of case studies for the new application process – from May minutes – in progress;
- send the draft of the Code of Ethics to present members when available – in progress – from may minutes - complete;
- add the membership extension topic to the Board Agenda – complete;
- take the re-opening guidelines sent by Jennifer and suggest something specific to herbalists - complete;
- touch base with Lianna re E-zine publication logistics - complete;

- send Anitha for the Language for Herbalists document and suggested revisions - complete;

Abrah:

- write a proposal re bursary and present to the OHA BOD for discussion and approval – from May minutes – will be transferred to Board;
- add a question on FB re companies for bottles– from May minutes – in progress;
- meet with Devi re format for zoom case studies – from May minutes - complete;

Lianna:

- re-add the search bar to the Find A Herbalist page – from May minutes – in progress;
- add the curriculum chart to the OHA website – from May minutes – in progress;
 - Susan will send Lianna the curriculum chart she has;
- add a checkbox on the renewal forms to indicate members are agreeing to adhere – from May minutes – in progress;
- create an Adverse Events Reporting form so it can be completed on the website – from May minutes – in progress;
- CCHA update report – complete
 - waiting to see if the AGM will move to an on-line platform;

Chris:

- secure a Tibetan exam for the new application process – from May minutes – in progress;
 - Elena will reach out to the Tibetan practitioner to see if he can assist with the Tibetan exam;
- report at next meeting re status of RB and GT membership applications – have not heard back from either of them;

Dee:

- send Anitha information re OHA field garden for the newsletter – Lianna will be taking over and report on the OHA field garden;

Elena:

- post the events to the FB private group – on-going;
- contact Talal to see if he needs any assistance with the Toronto Chapter of the

Herbalists without Borders – from May minutes - complete;

- add May minutes to the OHA website - complete;
- add the profile videos received to YouTube – complete;

Devi:

- send another follow-up to the members re profiles, case studies (reach out to Abrah), etc. – from May minutes - complete;
- look though the website and let Lianna know if anything needs to be revised – from May minutes – in progress;
- send reminders to members to send in their profiles - complete;
- speak with Lianna re training on adding them to the website - complete;

Jennifer:

- send Susan re-opening guidelines for as received from various practitioners - complete;
- look more into what is acceptable as a CEU credit in general and send to Susan - complete;
 - Lianna suggested to have a section on the website with acceptable CEU credit resources;
- speak with Danielle re possible benefits for joining the Flower Essence Society - complete;
 - Danielle will join the society and Jennifer will follow up with her;

Elizabeth:

- n/a;

Anitha:

- will welcome new professional member and send membership package - complete;
- contact the recipients for the Certificate of Appreciation to see if they will attend the AGM – in progress;

6. Approval of e-mail decisions to attach to Minutes

None.

7. Professional Member Applications

R.B. & P.V. – incomplete applications

J.F. – meets the requirements – approved.

Action: Anitha will welcome the new member to the OHA.

8. Expanded Membership Categories to include growers, schools, manufacturers, etc.

Ideas circulated:

- for the different categories, we could give them different initials; i.e. grower – GM, school – SM, manufacturer – MM, or some variation.
- the BC Association has a category for Herbal Advocate; to note that they have run into some issues.
- the other option would be a Corporate category;
- for corporate sponsorships – have their logo on the email with the link to their website;
- for herbal supplies, a survey/questionnaire could be sent to the members asking “where do they buy their herbs from (top 5 suppliers), why do you like them, and is there anybody you not buy from again”;

Deferred.

9. Additional topic: article on the website on how to buy herbs

- Jennifer has offered to write it and will send for review;

Action: Jennifer will write the article and send for review.

10. Status of Professional Membership Renewals

- 2/3 of members have renewed and paid;

Action: N/a.

11. Possible change of Professional Membership Renewal date from March 31 to Aug.31

Reason: would be easier from the financial perspective.

It was suggested to look into changing the end of the fiscal year – need to also change the bylaws and AGM date.

The AGM has to be held within 6 months of the end of the fiscal year.

Susan will touch base with Elizabeth.

Action: Susan will discuss with Elizabeth.

12. Assessing CEU courses for hour credits

- 1 hr of research = 1 hr credit? length of article (word count?);
- book or article reviews - need to be assessed on individual basis;
- committee – guidelines and review of CE forms – ask for volunteers;
- Susan will draft a call for volunteers – no more than 3 people:
 - will be added to newsletter and FB group
 - suggestions – Abrah & Jennifer;
 - Susan will email Abrah and ask her if she would like to be part of the committee;

Action: Susan will draft a call for volunteers to be added to the newsletter and private FB group.

Susan will email Abrah and ask her if she would like to be part of the committee.

13. OHA Field Garden report

Huge space with lots of potential.

Need a bit of infrastructure – specially in the heat of the summer.

- small shed;
- water source;
- shade;

Looking for community and OHA support:

- have community infrastructure building days;

Lianna will put together a funding proposal and present at the Board meeting.

Action: Lianna will put together an OHA garden funding proposal and present at the Board meeting.

14. Events

- AGM Committee Report – in progress;
 - decision on whether to keep it in person or move it to on-line;
- OHA Barbecue, 15 August 20
 - will be going on as usual;

- official time is 5:00 pm – potluck – bring chairs and plates;

Action: Elena will reach out to Abrah and Shanthi re AGM planning.

15. Member Survey Results

Shanthi has created a well-rounded survey, and most of the results were shared and briefly discussed with the members on the zoom meeting.

Main points/ suggestions from current survey:

- monthly open herb discussion/ networking meetings;
- interviews with different modality practitioners on how they integrate herbs in their practice;
 - Jennifer will start the process and speak with a TCM practitioner;
- re: political developments - it was noted that Rick will continue with the watching brief – it will be added to the newsletter;
- need a student committee volunteer;
- a full day workshop with a known speaker – will add to the Board agenda;
- mastermind group: group of people that come together and chat about productivity and processes that will motivate each other;

Suggestion to have a separate meeting dedicated to discussing the member survey.

Date of the separate meeting: July 28th – 6:30 pm. Elena will draft the email to announce the meeting.

Action: Jennifer will coordinate the first HerbTalk.

Elena will draft the email to announce the July 28th special meeting to discuss survey results.

16. Diversity Statement

- timely to have a statement on the website as well as added on FB;
- OHA is actively seeking members from diverse communities to not only share the platform but also help educate everybody else;

Action: Jennifer will draft the diversity statement and send for review.

17. COVID publication sharing

Was sent out in the newsletter.

Action: n/a.

18. *The Herbalists Way* Status Report

- expanded committee – team of 3 to 4 people – on-going though the year;
 - volunteers as of today: Jennifer S., Laura H.;
- should develop guidelines for proof reading for consistency;
- next issue – late fall/early winter;
- looking for volunteers with editing, publishing and grammar skills, as well as Adobe design;

Action: Lianna will send an email to the committee members to organize the first meeting.

Susan will put a call for additional volunteers for the committee.

19. Website Status Report

- re-organizing the webpages;
- started adding members for individual member accounts – will connect with Devi to continue with adding the members;
- privacy policy – Susan will look for a copy and send to Lianna;

Action: Lianna will connect with Devi re adding the rest of the members to the website.

20. Member Profile page report

In progress.

Action: n/a.

21. Apprenticeship Qualifications Report

Deferred.

22. Listing Action Items

Susan:

- discuss with Elizabeth options for change of Professional Membership Renewal date;
- draft a call for volunteers to be added to the newsletter and private FB group;
- email Abrah and ask her if she would like to be part of the CEU credit assessment

committee;

- look for a copy of the privacy policy and send to Lianna;

Lianna:

- connect with Devi re adding the rest of the members to the website;
- put together an OHA garden funding proposal and present at the Board meeting;

Elena

- reach out to Abrah and Shanthi re AGM planning;
- draft the email to announce the July 28th special meeting to discuss survey results;

Jennifer:

- coordinate the first herbal interview;
- write an article on how to buy herbs and send for review;
- draft the diversity statement and send for review.

23. Newsletter Items

See minutes.

24. Next Meeting Dates

- July 28th (later changed to August 4th) – 6:30 pm – PMC Special Meeting to Discuss Member Survey Results;
- Sept 17th – 6:30 pm – 8:30 pm – PMC Meeting;

25. Adjournment