



Ontario Herbalists Association
Professional Member Committee Meeting Minutes
Thursday, 17 September 2020, 6:30 - 8:30 p.m.

Present: Susan Elliotson Lianna Vargas Chris Lamont
Elena Pintilie Elizabeth Boyd Jennifer Shannon
Carla Spizzirri Danielle Bourgault Sujatha Rajendran
Janet Christmas Shanthi Balasubramaniam Dee Gauthier
Anna Campbell

1. Approval of Minutes – June 1st & July 13 2020

Both approved with minor changes.

Action: Elena will add the minutes to the website.

2. Action Items from Previous meetings

A new document action list will be circulated, and one volunteer member will be in charge of keeping the list up-to-date and remind members with action items to complete by the following meeting.

Susan:

- discuss with Elizabeth options for change of Professional Membership Renewal date - complete;
- 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 - complete;
- put together an OHA garden funding proposal and present at the Board meeting – in progress;

Elena

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

results - complete;

Jennifer:

- coordinate the first HerbTalk - complete;
- write an article on how to buy herbs and send for review – in progress;
- draft the diversity statement and send for review - complete.

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

No email decisions made.

4. Professional Member Applications

5 applications to discuss:

- C.E. – meet requirements – approved;
- D.G. – meet requirements – approved;
- G.T. – additional information received – approved;
- T.K. – discussed qualifications – approved;
- P.V. – deferred till additional information received;
- R.B. – deferred till additional information received;

Question re an application from G.J. – application not received yet.

Action: Chris will inform Anitha of approved members.

5. Change of Professional Membership Renewal Date

The document with the proposal was attached to the meeting invitation - [Proposal for Membership Renewal Timeline](#). Elizabeth gave a short overview of the proposal.

With this proposal, all professional members will receive a free 6 months membership as the OHA transitions the memberships to the existing fiscal year.

Once all members have a chance to review, it will be voted on for official membership approval.

Action: Elizabeth will present the proposal at the AGM.

6. Events: AGM Committee Report

The Committee is still looking for the last panel member – Indigenous speaker.

Danielle has offered to send out the call out for the panel speaker – Elena will send her the information.

Danielle will introduce the sensitivity speaker – topic and bio to follow.

Sensitivity training will be further offered to OHA members.

Lianna will create a little flyer and Dee will create the event on Eventbrite.

Action: Elena will send Danielle the information for a panel speaker.
Lianna will create a flyer for the AGM (Elena to send information).
Dee will set-up the Eventbrite event.

7. Member Re-validation of Code of Ethics

- sent to professional and student members on September 5 2020;
- comments were received and discussed during the meeting;
- revisions were made during the meeting, and the documents will be re-circulated;
- suggestion to have a Patient File Retention Guidance Document for RHs;
- will be re-discussed at the AGM;

Action: Susan will make the revisions and send it out for review.

8. Sensitivity Training - long term plan

- have a number of ½ hr videos on different sensitivity topics that members can review;
- looking for speakers;
- one suggestion - Ember Peters - offering a class on ethics and barriers/access to herbal medicine through Wild Rose College in September;

Action: Elena to look for the link to Ember's talk and send to Board for review.

9. Complaint Process revisions

- has not been sent out to members for review yet;
- there is both an informal and formal complaint process;
- a separate committee of members and student members are tasked with reviewing the complaint;
- the document will be posted on the public area of the website;

Action: No action item.

10. Credit for Volunteer Hours - What counts?

- Research and writing for Blogs - Category B
- Nutrition courses for CEU credits
- someone to assess time allotted
- merchandise
- recommendation to the BOD

Deferred.

11. Payment to CCHA to support its work

Deferred.

12. Townhall Discussion for RH & student members

Deferred.

13. HerbTalk Report

- first talk on Sept 30 – 7:00 pm – call with a TCM RH practitioner, [Katrina Dollano](#);
- there will be quarterly call with a professional member – specific dialogues on their particular modalities;
- members are encouraged to send any ideas/names for additional interviews;

Action: No action item.

14. Website Status Report

- need to speak with the hosting company re some website issues;
- had a meeting with Allan – update the herbalist map;
- Devi has entered everyone’s membership ID on the website – login information will be sent to members soon by Anitha;
- Allan will complete some other tasks on the website that are still outstanding;

Action: Lianna and Allan will continue to work on the website.
Anitha will contact members re their login information.

15. *The Herbalists Way* Status Report

- have received some articles, and still waiting on a few;
- still looking for photos and recipes;
- the next edition's topic is change of season;
- suggestion to add a change of season ayurvedic recipe – Kitchari – to the newsletter; Sujatha has offered to send in a recipe;
- deadline for article submission is end of September to give time for proofing and editing; photos can be sent in any time before Oct 20;

Action: Sujatha has offered to send in a recipe for the eZine.

16. OHA Field Garden report

- the field was plowed the day before;
- have some community days planned for the next few weeks – OHA members are invite to see the land;
- there will be free much and water;
- additional information will be forthcoming;

Action: Lianna will send Susan and Anitha information for the newsletter.

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

Deferred.

18. Regulation

Correspondence for Alberta Herbalists Association, Kalya Kodiak

- Alberta would like to see some regulation in place and they are contacting the other provinces to see if interested;
- they would like to see standardization across Canada;
- the OHA has looked into regulation about 10 years ago – members have been polled, and the decision was made not to proceed;
- Susan will reply back to Alberta;

Action: Susan will reply back to Alberta.

19. Referrals to BOD

N/A.

20. Listing Action Items

Susan:

- reply back to Alberta re regulation - complete;
- make the revisions to the Code of Ethics and send it out for review - complete;

Lianna:

- create a flyer for the AGM (Elena to send information);
- continue to work on the website;
- send Susan and Anitha information re OHA Field Garden for the newsletter;

Chris:

- inform Anitha of approved members - complete;

Elizabeth:

- present the Proposal for Membership Renewal Timeline at the AGM - complete;

Dee:

- set-up the Eventbrite AGM event - complete;

Elena:

- add June 1st & July 13th minutes to the website;
- send Danielle the information for AGM panel speaker;
- look for the link to Ember's talk and send to Board for review;

Sujatha:

- send in recipe for the eZine;

Anitha:

- contact members re their website login information – in progress;

21. Newsletter Items

- Field garden report;
- Welcome the new professional members;
- HerbTalk announcement for Sept 30;
- Kathleen's events – Sept 26 & 27;
- AGM agenda and the Eventbrite link.

22. Next Meeting Dates

- October 21 – 6:30 – 8:30 pm;
- November 18 – 6:30 – 8:30 pm.

23. Adjournment

Meeting adjourned.