



Annual General Meeting

MINUTES

October 17, 2020

Zoom Teleconference

Present: (Panelists) Kalyn Kodiak, Dagmar Holland, Beth Chabassol, Beckie Brouwer, Tracy Sharuga; Laura Pascareta (Membership) as listed on Attendance Report

Regrets: None

Presentation: Joanne Wilson

Preliminary Event (Open to Everyone)

0.0 Introductions

All panelists introduced themselves to the membership and gave a brief overview of their experience and reasons for becoming involved in the AHA.

0.1 Presentation

Presentation “Interview with Joanne Wilson” regarding NHPD and NPN. The video is going to be available in the coming months. Information resources are available in the member section of the AHA website.

Annual General Meeting (Members Only)

1.0 Call to Order

The Sixth Annual General Meeting of the Alberta Herbalist Association (“AHA”) was called to order at 6:45 pm on October 17, 2020 via Zoom Teleconferencing by Kalyn.

2.0 Approval of the Agenda

Minutes of the 2019 AGM to be approved as distributed.

Motion: The Minutes of the 2019 AGM be approved as presented.

Motion: Beckie

Second: Kalyn

All in favour - carried

3.0 President’s Report

3.1 Kalyn reviewed the activities of the past year, including new board members and the creation of 3 new committees, the move to Zoom to conduct business due to Covid19, the postponing of the Alberta Herb Gathering until 2021, balancing the budget, the new student bursary, scheduling more online events, updating AHA paperwork required under the *Societies Act*, updating AHA bylaws and policy.

3.2 Kalyn reviewed the Registered Herbalist designation. The AHA is a self-governing organization and not a regulatory body. We do not licence herbalists. Herbalism is a not regulated in Canada nor Alberta. “RH” is an honorary designation bestowed to those who have met the requirements of the AHA. Herbalists are permitted to practice by registering

their business at their local registry and obtaining a Business ID number. RH herbalists are not covered under Alberta Health Care and may not bill AHS for services.

3.3 Questions

3.3.1 Will we get a copy of this report?

Yes, it will be in the members area

4.0 Registrar's Report

4.1 Tracy read the report. AHA memberships numbers went up in 2019 to 70 members. We are growing. Tracy broke down the membership numbers.

4.2 The AHA is working on matching the standards of the CCHA. As such the continuing education ("CE") standards for the AHA will increase to 40 hours per year. AHA professional members will need to document their CE hours. The AHA is also upgrading the standards for supervised and semi-supervised practicum hours for new professional members (RH designation). The new standard will be: Minimum 100 hours of supervised clinical practice + 200 hours semi-supervised clinical practice for a total of 300 hours. The new standard for practicum hours will come into effect on February 1, 2021. Current professional members in good standing will be grandfathered in and retain their RH designation.

4.3 Questions

4.3.1 I have had a profession business for years now, am I now required to have supervised hours?

No, if you are already a professional herbalist (RH) you are grandfathered in. The standards are for new members seeking membership as a professional herbalist.

4.3.2 As an RH I can mentor others?

Yes you can.

4.3.3 If I am taking all of my classes online, any suggestions on how I would go about finding a placement?

Yes. The membership resources have professional members who can mentor you. You just need to call or email and let them know your situation. Some will be taking on students to mentor. Tracy advised she is working on taking new students, but she is thinking that the students will need to bring in their own clients. Consultations with clients would also be taking place over Zoom. She welcomes students to contact her.

4.3.4 So to be clear. If you have been practicing for years you still have to show that you have the supervised and semi supervised hours? There is no way to recognize your years of practice as supervised hours or semi supervised hours?

Our education standards have 3 ways to get professional membership in the AHA: Western classroom systems, self educated, and traditional training. The Educational Standards for each are in the membership portal. Contact the AHA for help if required.

4.3.5 Once these new standards are in place will we get recognized in other provinces?

We are self regulated and not government regulated.

5.0 Treasurer's Report

5.1 Our treasurer stepped down earlier in the year and the position was temporarily filled by Kalyn until Beckie assumed the position as Interim Treasurer. Beckie reported that the AHA has retained an Accountant to review our financial situation and complete the necessary Annual Reports and accompanying Financial Statements. Beckie provided a financial review. She advised that all invoices are brought to the board for review and any cheques written require two signatures. The filing of back reports is costing us in the short term, but this will settle into a consistent cost over time. The postponement of the Alberta Herb Gathering cut into the AHA income. The AHA switched from in-person meetings due to Covid19 to Zoom meetings. However, the cost of the Zoom meetings is balance by not having to rent space for board meetings. Our books have balanced to the point that we are able to provide a Student Bursary.

5.2 Questions

5.2.1 Please explain why the taxes were not done before this year?

We were under the impression that everything had been filed. We did not know that they had been rejected. We are now rectifying the situation.

5.2.2 When was this discovered?

It was late 2019. It was in the works when Becki joined the Board.

6.0 Committee Report

6.1 Membership Committee

The report was read by Tracy. She thanked the outgoing Registrar and Committee. She reported that the student bursary was launched this year for \$500. We have some new business discounts for members in the members only portal. New guidance for prospective members is available providing feedback to help those who do not currently qualify for membership. In 2021, the AHA is planning on more swag for professional members and an annual sticker, upgrading of Standards of Education and providing a source list of apprenticeships and mentors.

6.1.1 Questions

6.1.1.1 How would a person find out about volunteer options and where a person's skills would be best used?

There is a link on the website to request information on volunteering. You can contact us at info@albertaherbalist.com.

6.2 Marketing Committee

The report was prepared by Bernadette P. and read by Dagmar. The objectives are to facilitate communication between board and members, promote association events and communicate association goals and objective to the public. The marketing plan was to increase membership and recruit volunteers. The website was updated and the AHA published a quarterly newsletter. In 2021, we intend to engage more with membership and encourage the use of the members portal.

Dagmar then promoted the Canadian Herb Conference taking place virtually on November 5 to 8, 2020.

6.3 Events Committee

The report was given by Laura. The AHA had a three-hour visioning session in February 2020 where they developed six goals. The theme was rebuilding, focusing on bylaw revisions and policy development to streamline the internal functioning of the AHA. The AHA plans to expand our Advocacy and Conservation mission. The session went well and the AHA is planning on visioning sessions going forward.

The AHA has started a webinar series for members. These educational videos will provide education credits and interviews with herbalists.

For 2021, the AHA is looking forward to holding the herbal picnic and herb gathering.

Alberta Herb Gathering was postponed to 2021. We are keeping our eye on the Covid19 restrictions. The planning will start in December. If anyone is interested in the planning of the Alberta Herb Gathering please contact us. We may do various presentations within different venues in the city. Please let us know if there are any ideas on how you would like to see the Herb Gathering run.

6.4 Canadian Council of Herbalists Associations (CCHA)

There are many new board members on the CCHA. The nomination of Alberta & Ontario Elders was approved by the BOD.

Ontario: Janice Longboat

Alberta: Marie Rose Delorme Smith (deceased)

A definition and consensus of Western Herbal Medicine was completed for the CCHA Webpage. The CCHA Constitution is in final edits, a draft is coming to the board in October. Talks are on hold with Health Canada / NNHPD due to COVID-19.

6.4.1 Questions

6.4.1.1. How would you record your time with the CHC conference, with the intent of putting it toward renewing your membership?

Just list where you were, the subject and the hours.

7.0 Proposed Bylaw Changes

7.1 The following changes to the Bylaws were put forward to be voted on.

Motion: That the following changes to the Bylaws of the AHA be approved as presented:

Motion: Beth

Second:

7.1.1 That Section 2.2 be amended to add Section “2.2.4 Business Membership”

In Favour: 9 Opposed: 0

Abstained: 5

Motion: Passed

7.1.2 That Section 2.6 be added as follows:

6. BUSINESS MEMBERSHIP

2.6.1.1 Option to provide a discount or coupon to members

2.6.1.2 Business logo and business details on AHA business discount page (if offering a discount or coupon to members)

2.6.1.3 Promotion in AHA social media and AHA newsletter

2.6.1.4 Access to AHA logo on your business website

2.6.1.5 Discount on event table at AHA events

In Favour: 14 Opposed: 0

Abstained: 0

Motion: Passed

7.1.3 That Section 6.8 Amended as follows:

6.8.1 The Executive Director role shall be assumed by the President unless the Board determines the position is required to be hired as a third party.

6.8.1.1 Any and all mention of the ED role through the Bylaw will be assumed to be President role.

In Favour: 12 Opposed 0

Abstained 2

Motion **Passed**

7.1.4 Remove Section 10.1.3.3.2

In Favour: 9 Opposed 2

Abstained 2

Motion Passed

7.1.5 That Section 10 be amended to add the following:

10.2.1 All complaints will be addressed by the Conduct and Competency Committee which will be chaired by the President and membership appointed by the President ad hoc.

In Favour: 6 Opposed 3

Abstained 5

Discussion followed

Motion: The change to bylaw Section 10 to be tabled until AGM 2021 in order to obtain more membership input.

Motion: Heather Thompson

Second: Bernadette

7.1.6 Section 12 Amended as follows:

12.1.4 an up-to-date copy of the Bylaws; and

In Favour: 10 Opposed 0

Abstained 4

Motion Passed

8.0 Nominations & Election

8.1 The following persons have been nominated for a position on the Board:

Beth Chabassol (Current Acting Member-at-Large, AHA Student Member)

Becki Brouwer (Current Acting Treasurer, AHA Student Member)

Claire Hitchcock (Current Committee Volunteer, Student Member)

Katherine Underwood (Professional Member)

Tamara Lightning (Student Member)

Following a submission of names, a discussion followed. Beckie as Chair of the Nominations Committee clarified the process of the nominations and election of Board positions.

All nominees elected by acclamation.

8.2 Questions

8.2.1 What positions are they running for?

According to the AHA bylaws, nominees are running for a seat on the Board. What position they will occupy is decided during the first meeting of the Board.

9.0 Adjournment

The meeting of the Alberta Herbalist Association was adjourned at 8:22 pm.

Submitted by Elizabeth Chabassol

Accepted and Approved: _____, 2020