Annual General Meeting

**MINUTES**

October 16, 2021

Zoom Teleconference

**Present:** (Board) Kalyn Kodiak, Dagmar Holland, Beth Chabassol, Beckie Brouwer, Tracy Sharuga; Claire Hitchcock, (Membership) as listed on Attendance Report

**Regrets:** Tamara Lightning

**1.0 Introductions**

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

**2.0 Call to Order**

The Seventh Annual General Meeting of the Alberta Herbalist Association (“AHA”) was called to order at 8:38 pm on October 16, 2020, via Zoom Teleconferencing by Kalyn.

**3.0 Confirmation of Quorum**

According to AHA Bylaw, Article 5.3.1, Quorum shall constitute 50% of Voting Members. Pursuant to Article 5.4.1 Voting Members are all professional members and directors in good standing. Other members of the AHA are only granted voting privileges by Special Resolution.

**4.0 Approval of the Agenda**

The agenda of the 2021 AGM was approved by attending members as presented.

**5.0 President’s Report**

**5.1** Kalyn commented on how this past year has been very different due to the restrictions imposed by Covid19. We were not able to do as many activities are we usually do and events have been postponed until 2022. Notwithstanding the foregoing, the Board continued to meet via Zoom. We gained four new board members. We sponsored two Student Herbalists through our Student Bursary Program. The AHA has partnered with the United Plant Savers (“UpS”) and we are now able to offer a discounted membership to UpS to our AHA membership. We are continuing to work on a mentorship program for our Student members. We met our Goals for 2020/2021 and are looking forward to holding more in-person events, keeping Covid19 restrictions in mind.

**6.0 Vice President Report**

Dagmar presented a description of how a professional organization increases the credibility of a profession. Even though we are not regulated, the public does look to us to give reassurance that our members have reached a particular standard to be practicing herbalists in Alberta. Dagmar advised that our membership is interested in volunteering. She is working to coordinate volunteers; however, this is proving to be more difficult due to Covid19. Dagmar stated that maintaining the integrity of all the work put into the AHA since its inception in 2016 is a priority.

**7.0 Registrar’s Report**

**7.1 Membership Numbers**

Kalyn presented an overview of membership numbers from 2016 to the present. The current membership numbers are:

31 Professional Members

21 Student Members

2 Business Members

10 Associate Members

**7.2 Continuing Education (“CE”) Hours**

As stated at the 2020 AGM, the AHA would like to increase our CE hours to match the requirement standard that the rest of Canada holds. It was believed that this would merely be a policy change, however, the AHA required CE Hours is written into our Bylaws under Article 2.11.1. and as such will require a membership vote. Discussion followed. The vote will take place at a future date while the Board investigates Quorum and Voting requirements during Covid19.

**8.0 Treasurer’s Report**

**8.1** **Financial Statement 2020**

**ATB Account:**

(Used for membership subscriptions and donations)

|  | Debit | Credit | Balance |
| --- | --- | --- | --- |
| Starting Balance January 2020 |  |  | $11,203.68 |
| Received over 2020 | $4,032.42 |  |  |
| Paid out over 2020 |  | $4,897.24 |  |
| Ending Balance December 2020 |  |  | $10,338.86 |

**PayPal Account:**

(Used for AHG sales)

|  | Debit | Credit | Balance |
| --- | --- | --- | --- |
| Starting Balance January 2020 |  |  | $2,371.53 |
| AHG Ticket Sales 2020 | $6,054.32 |  |  |
| AHG Ticket Reimbursement 2020 |  | $4,005.96 |  |
| Ending Balance December 2020 |  |  | $4,419.89 |

**8.2 AHA Taxes**

Becki advised that the taxes for 2016 through 2020 have been filed and are up to date.

**8.3 Accountant**

We are in the process of changing accountants to do the books. The accountant constituted our biggest expense. We will be switching to someone more frugal.

**8.4 Alberta Herb Gathering**

Due to the postponement of the AHG to 2022 and the continuing harder economic times due to Covid19, several AHG tickets were refunded over the course of 2020.

**9.0 Committee Report**

**9.1 Membership Committee**

Kalyn reported that the AHA Membership committee awarded 2 student bursaries in the amount of $500.00 each. Our professional and student membership is at an all time high. We will be providing a new Registered Herbalist sticker for professional members.

Kalyn addressed an ongoing issue with our website renewal notices. This was an issue with Wix and has been dealt with.

The Membership Committee provides feedback and guidance for prospective members to help them successfully apply for professional membership with the AHA. We are planning to move into a more automated system to manage education hours.

**9.2 Marketing Committee**

**9.2.1 Newsletter**

Dagmar reported that the AHA newsletter continues to be distributed quarterly. As of October 5, 2021 we have 407 subscribers to the newsletter.

**9.2.2 Website & Social Media**

We have continued to promote our business members through our newsletter and on our social media accounts. The business discounts have been updated on the AHA website. The website links are being maintained and updated where necessary. We have integrated our mail accounts with our social media and website. Dagmar reported that the Registered Herbalist page is our most visited page.

**9.2.3 Engaging Membership**

The AHA has become partners in education with the United Plant Savers. A survey was sent to 27 professional members on August 29 regarding student mentorship. Out of 6 respondents only one was able to accept students at that time. We created a photo contest this past fall which was promoted across our social media accounts. The winners were announced in the fall newsletter.

**9.2.4 Future Plans**

The marketing committee is looking to engage more with different groups and to work more efficiently with volunteers. We would like to develop and document practices to ensure continuity and facilitate transition for new committee members.

**9.3 Events Committee**

**9.3.1 Events**

Kalyn reported that events were planned and then new restrictions and number limits cancelled the activities. We are planning for in-person events for 2022, however the Covid situation is continuing to be monitored. More information will be released to the membership when available.

**9.3.2 Webinars**

Members of the Events Committee interviewed 2 Indigenous Herbal Elders These interviews/teachings are in the process of being edited and will be released as webinars to members in December 2021.

**9.4 Policy and Bylaw Committee**

**9.4.1 Status of 2020 Bylaw Amendments**

At the 2020 AGM we had proposed several changes to the AHA Bylaws. Unfortunately, following the 2020 AGM, we received a notice from the Alberta Corporate Registry that has delayed the filing of Amended Bylaws.

**9.4.2 AHA Society Status**

At the 2020 AGM, the Board advised the membership that we had retained an accountant to prepare the necessary Annual Returns and Financial Statements.

Our first package was submitted to Alberta Registries in September 2020. This package was rejected. In a letter dated October 2020, we were advised that the Society had been struck in August. This means that until we submit the required documents the Society does not have legal status. It is unknown why we did not receive notice of being struck prior to October.

Over the past year, we have been working with the accountant to obtain Financial Statements for 2016, 2017, 2018, 2019 and 2020. Becki and Beth completed the audit of the Financial Statements following receipt from the accountant. Beth has prepared the required Revival of Society documents. These documents will be submitted to Corporate Registry as soon as possible.

**9.4.3 Goals for 2022**

Over the past few months, Beth has noticed several conflicts within our Bylaws and would like to address these.

**9.5 Alberta Herb Gathering**

Kalyn reported that the AHG was postponed until 2022 due to ongoing Covid restrictions. The AHA will continue monitoring restrictions on large gatherings and travel in preparation for the AHG in 2022. The planning for AHG 2022 will commence in December 2021. Volunteers will be needed and members are welcome to contact the committee.

**9.6 Member at Large Report**

Our members-at-large are continuing to provide Board and committee support when possible. This includes applying to become our representative at the CCHA and generating attention to increase business memberships.

**10.0 Canadian Council of Herbalists Associations (CCHA)**

We need a representative to sit on the board of the CCHA. This representative must be a professional member. The Representative’s purpose is to bring back important information from the CCHA and provide the CCHA with an Albertan voice. Tracy expressed an interest in this position and was invited to review the CCHA website.

**11.0 United Plant Savers**

As we have recently become education partners with UpS. This allows our members to join UpS at a discounted price of $20 USD (instead of $35 USD). This American organization provides services, education opportunities, webinars, etc. Submit your request to join through our website. We must submit all names in a package in January. The membership is renewable yearly.

**12.0 Nominations & Election**

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

Kalyn Kodiak (incumbent)

Dagmar Holland (incumbent)

Ginger Barker (new nomination)

Carmen Elaraj (new nomination)

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 pursuant to Article 8.7 of the AHA Bylaws.

All nominees were elected by acclamation.

**13.0 Questions**

**Question:** What are the volunteer activities?

**Response:** We will be having a volunteer meeting after the AGM to discuss volunteering in more depth. You are welcome to stay and participate.

**Question:** What other challenges are we facing heading from 2021 to 2022?

**Response:** Being part of a group and sharing communal knowledge, Covid has limited us to Zoom and losing the human connection is hard. On Zoom, you are more restricted to the meeting and losing the social aspect. For students and those who rely on their practice, it has been a tough time. Covid has clamped down on clinics being run so there are few practicum opportunities.

**Question:** What is includes in 40 [CE] hours?

**Response:** The hours can be pretty broad – things that make you a better healer – mediation, nutrition, etc.

**Question** My insurance company is asking if I am involved in teaching or instruction of other herbalists. Does this impact the cost of my insurance?

**Response:** It might affect the cost. It is a box that you need to check off. Check with your insurance representative.

**14.0 Prize Draw Winners**

Herbal Healing Inc. Tea Basket -Pauline Milanovic

Alaskan essences – Karin

Marie Rose Elderberry Syrup – Helene Chenard, Judith Cobb

Robert Rogers – Herbal Allies – Cyndie Sekora

Herbal Healing Inc. Tea Basket – Bernadette

**15.0 Adjournment**

The meeting of the Alberta Herbalist Association was adjourned at 7:30 pm.

Submitted by Elizabeth Chabassol

Accepted and Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021