

## **Meeting Minutes**

### **Northeast Horticultural Therapy Network Quarterly Meeting and Workshop**

**March 30, 2019**

**Perkins School for the Blind, Watertown, Massachusetts**

**Hosts: Deborah Krause, Marion Myhre, Margie Carney**

#### **In Attendance:**

Board of Directors: Erin Backus, Lynn Zeltman, Kathy Perry, Danielle Giaime, Irene Barber

NEHTN Members: Debra Krause, Krystyna Chasse, Colleen Griffin, Gail Hamm, Meggie Olsen, Deirdre Murphy, Bri Rubero, Hollie Marron, Linda Fuchs

Nonmembers/Guests: Joshua Morgan, Angela Giaime, Helen Lake, Colette O'Hara, Tess Anderson

#### **Minutes:**

The meeting was called to order by Erin Backus, President, at 11:46 am. The minutes from the 8/11/18 meeting at the Coastal Maine Botanical Garden were read by Kathy Perry, Secretary. Gail Hamm moved to approve the minutes, Marion Myhre seconded the motion. The vote to approve the 8/11/18 minutes was unanimous.

#### **Old Business:**

##### **A. President's and Vice President's Report (Erin Backus)**

1. New Board Member: Welcome to Lisa Biggio, NEHTN's new Vice President. Lisa was unable to attend today's workshop due to illness in the family.
2. In Appreciation: Past President, Lorraine Brisson and Past Vice President, Valerie Bartlett, have retired from their duties. Lorraine has served as NEHTN President for close to 20 years, and Valerie has served as Vice President for 17 years. To show our appreciation of their time, leadership, and dedication to NEHTN, Certificates of Appreciation, as well as Thank You cards will be sent.  
Erin also extended a thank you to Danielle Giaime who has served as NEHTN's membership coordinator this past year. The position is open for the next volunteer.
3. Horticultural Therapy Activity Guides: There are a total of 21 2017 Horticultural Therapy Activity Guides have been sold or downloaded. The cost is \$15.00 for black and white, \$17.00 for hard copies that have to be sent via USPS. Some unbound copies are also available. We are still hoping to create an updated edition. Templates to submit activities to be included in the new guide are available on the NEHTN website; copies are also available at the meeting.
4. Social media – Facebook 287 likes, 314 Followers #NEHTN, Instagram 73 Followers, Twitter 29 Following, 32 Followers  
-Discussion followed on how to expand the number of followers on our social media sites. It is helpful if postings are shared (we received more than 5000 "Likes" on one post because it was shared). The best times to share/post on social media for the most views are morning, midday and evening. People can also tag NEHTN in pictures that they post: #NEHTN or, Erin's personal hashtag, #theHTRlife. People may post in the NEHTN Member group by tagging NEHTN @ and Erin will agree to the posting.

5. Membership:-We have 6 new individual members including today's participant, Meggie, who is our newest member. Two new institutional membership are: Bartlett Arboretum and Coastal Maine Botanical Garden.  
-In total, NEHTN has 44 individual members, and 5 institutional members (Horticultural Therapy Institute, Kansas State University, New Garden Society, Seven Hills, Acton Recreation Department, Bartlett Arboretum, and Coastal Maine Botanical Garden).  
-Erin asked that members review their personal information on the NEHTN Membership Directory to determine if it is correct, and also check that they are getting their monthly NEHTN emails.

B. Treasurer's Report (Lynn Zeltman)

1. There is \$2,210.15 in the NEHTN account.
2. The bank account has been moved near Lynn's residence in New Hampshire.
3. Our PO Box is now in White River Junction, Vermont, near Lynn's residence.

C. Fundraiser Coordinator's Report (Irene Barber)

1. Irene requested fundraising ideas from the meeting participants, as she is still new to this role. At this time, our fundraising consists of HT Activity Guide sales, as well as workshop fees. The following ideas were discussed:
  - a. AHTA Garden Parties: With AHTA attempting to raise \$17,000.00 to develop a general examination (e.g. for licensure), a Garden Party would help raise money for that purpose, as well as benefit NEHTN. Gail expressed her opinion that with the scarcity of HTRs(12 in New England), adding an examination to the registration process will only make it more difficult to become an HTR.
  - b. Honorarium: When speaking to groups about horticultural therapy, request an honorarium or provide a donations jar to support NEHTN.
  - c. Sales: The sale of seedlings, adapted tools, seed starter kits, packaged products were presented as ideas. Perhaps an organization such as Gardener's Supply would give NEHTN permission to sell their products for a small percentage.
  - d. Consultation services: Fees for consulting with community and school garden groups to benefit NEHTN.
  - e. HT Activity Guide Promotion: Send information about our HT Activity Guide to Master Gardener programs and local garden clubs. The National Organization of Garden Clubs of America would have the names of local garden clubs.
2. Even though NEHTN is not a 501C (dissolved in 2011), we still follow appropriate procedures for donations. NEHTN can accept in-kind donations. Since NEHTN is not a 501C or a nonprofit, a donation to our organization is not a tax write-off for the donor.

**New Business Topics**

- A. HT Activity Guide Gift Edition: Alan Eddy offered to create a bound, color edition of the HT Activity Guide. The edition would cost \$50.00 for buyers. It was voted by the members at the meeting not to proceed with a gift edition, as it is too costly for most consumers.
- B. Plant Care Manual: Alan Eddy is writing a plant care manual, which will be useful for HTs. Alan will cover the printing costs. He has requested a committee to assist with coordination of the printing and distribution of the manual. Irene offered to coordinate a committee for this purpose. Alan will present the Plant Care Manual at the July 13<sup>th</sup> NEHTN workshop.
- C. NEHTN Grants: Irene asked who approves applications for grants. Erin said that the board approves it, the form and deadline is on the website, a PDF application. Irene asked if individuals who can't afford HT services would be able to ask for a grant to receive HT services. This would be considered a new scholarship program; Irene will write up a proposal for this type of grant. Children's Friend and Family Services has a garden space that they would like to transform into a therapeutic garden. Applicants for grants would need to be members in good standing with NEHTN and AHTA.
- D. Bartlett Arboretum Workshop: The next NEHTN workshop and meeting is on July 13<sup>th</sup>, 2019. The activity will be making lavender wands, led by a Master Gardener.
- E. Speaker Requested: The Glastonbury Planters have requested a speaker to present on HT for an event on October 7, 2019, in Glastonbury, CT. Deb is interested in volunteering.
- F. HT Activity Guide: At this time, there is only one new activity that has been provided for an updated version. Please provide activities to include in the guide, since this is NEHTN's primary fundraiser. An online template is available on the NEHTN website. Printed templates are also available at this meeting.
- F. Vacant NEHTN Board Positions: The positions of Membership Coordinator and Social Media Coordinator are available. Deirdre Murphy volunteered to be Social Media Coordinator (which Erin has been covering until the position was filled). Gail moved to nominate Deirdre as Social Media Coordinator, Lynn seconded, and the vote was unanimous to approve.
- G. Future Workshop Sites/Dates: Discussion about possible workshop sites included Syracuse VA Hospital, Green Chimneys, and New England Wildflower Society. The meeting participants agreed that they would be willing to pay more to attend a special site that had higher fees. Joshua Morgan offered the Children's Friends and Family Services in Salem, MA as a site. Discussion ensued about whether to offer a Fall Workshop, with the AHTA Conference in early October. The participants suggested a NEHTN workshop in early November. Wreath making was suggested as an activity. Any further ideas, please send to the Board. It was also discussed that other days of the week than Saturday be considered for workshop dates, in consideration of people that work on Saturdays.
- H. Membership Renewal: A NEHTN membership renewal is now on the yearly anniversary of the membership purchase the prior year, which allows consistent income through the year, and guarantees the benefit of a full year's membership.

I. Attracting Institutional Members: Discussion ensued about how to attract institutional members. For a cost of \$50.00, the benefits include the ability for three people from that organization to receive NEHTN emails, and access the website's NEHTN Members section (including the Directory and job postings). Institutions may also tag NEHTN in their social media postings. Would a free consultation/presentation from an HTR be another benefit to consider?

J. Horticultural Therapy Institute (HTI): HTI is offering Introduction to Horticultural Therapy at the Coastal Maine Botanical Garden from October 10 -13, 2019. The application deadline is September 10<sup>th</sup>. The new HT Textbook edited by the owners of HTI is advertised on our website.

Erin asked for a motion to close the meeting at 1:27 pm. Irene made the motion, Danielle seconded motion, all present agreed.

Respectfully Submitted,

Kathy Perry, Secretary  
4/16/2019