

# Northeast Horticultural Therapy Network

## BUSINESS MEETING MINUTES

18 Wright Terrace, Acton, MA 01720

October 21, 2017

### MINUTES

Meeting called to order at 2:30PM

PRESENT (BOD/Officers): Lorraine Brisson, Judy Murray

ATTENDEES: Krystyna Chasse, Yasuko Voccio, Cathy Fochtman, Marion Twining

**Old Business:** Minutes of 6/10/17 approved.

### Reports

#### **President**

- Lorraine B. circulated the Activity Guide and announced it is available printed in black & white or electronically in color.
- Meeting agendas will begin to be emailed to all members in an effort to keep the membership involved, but with the intent not to inundate with too many emails. Meeting minutes will be posted on the website and retained for one year.
- Board of Director job descriptions will be created to inform potential candidates what each position entails.
- Perkins School is hosting Horticultural Therapy Institute's (HTI) *Fundamentals of Horticultural Therapy* class 11/16/17 – 11/19/17. Deborah K. requested a donation from NEHTN for the reception. A \$50 donation was recommended and approved.
- Deborah's request for reception volunteers will be posted on the website. She also requested additional funding for the display board. Since the display board was in good condition it was concluded that additional funds were not required.
- A thank you letter to Northeast Horticultural Therapy Network for hosting the Annual Conference in Burlington, Vermont was received from President Leigh Anne Starling of American Horticultural Therapy Association (AHTA).
- Lorraine announced that she will be resigning as President as of April 30, 2018.

#### **Vice-President**

- Valerie B. reported that she is working on a major update with renewals, new memberships & non renewals of the NEHTN website. She continues to support the organization although she now lives in Florida and cannot attend most meetings.
- She is reviewing member renewal status. Members who have not renewed as of this time will be removed from the membership database.
- "Member News" page will be updated regularly with acknowledgements of member achievements. Email Lorraine and Valerie with news contributions.
- Pricing for the Activity Guide was detailed. Payment may be made by Paypal, credit card or check when ordered from the website. The guide is available electronically and when ordered, the webmaster will be alerted to download 5 color copies. Printed copies in black & white can be obtained at workshops for \$15. An order made on the website to be mailed is \$17 to

cover shipping costs. The Activity Guide will be advertised through AHTA and regional groups. NEHTN is looking for ways to expand marketing of the guide.

#### **Treasurer**

- Judy M. reported a balance of \$1,113.43.
- From the June workshop to present, \$1,221.00 income was received, \$1,769.00 was expended. This included \$547.00 for the AHTA National Conference sponsorship which NEHTN supported with a donation of \$1,000.00. NEHTN received \$1,000.00 in donations through a Fund Drive.
- For the period March – June, \$197.00 was expended.
- Lisa Biggio will be taking over the Treasurer position.

#### **Membership**

- Deirdra W. reported that we have 43 members (5 institutional). She is spearheading a membership drive to seek new members. We are encouraged to invite our friends and colleagues to join.

#### **Social Media**

- Facebook – Deirdra W. reported that we have 213 “likes”. Members are encouraged to “like” our page and comment on posts. Encourage Facebook friends to “like” our page.
- Members are encouraged to send Deirdra photos to post, please include a description of the activity and goal.
- Erin Bakus posts to Instagram.

#### **Future Workshops:**

- Lisa Biggio may host the Winter workshop in late January in Marblehead, MA, details to come.
- The Spring workshop is scheduled for April 21 at NYU Langone Medical Center – Rusk Institute of Rehabilitative Medicine, 301 E 17<sup>th</sup> Street #1300 New York, NY 10003.
- Upcoming Workshop details and registration can be found on the NEHTN Website.

#### **New Business:**

- Awards ceremony – Judy M. was awarded a trophy in appreciation of her 6-year tenure as Treasurer.
- Yasuko V. was awarded a Certificate of Appreciation for her work to update the display board.
- Judy M. offered members the opportunity to obtain HT materials and books she brought to the meeting.

Meeting adjourned at 2:55PM

Respectfully submitted by,

Cathy Fochtman