

Meeting Minutes
Northeast Horticultural Therapy Network Business Meeting Minutes
August 11, 2018
Coastal Maine Botanical Garden, Boothbay, Maine
Host: Irene Barber, HTR

In Attendance:

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

NEHTN Members: Irene Barber, Anna McLaughlin, Judy Murray, Lisa Biggio, Donna Covais, Deborah Krause, Krystyna Chasse, Colleen Griffin, Gail Hamm

Nonmembers/Guests: Caroline Welch, Erik Vegeto, Maggie Olsen

Minutes:

Meeting was called to order by Erin Backus, President, at 10:10 AM. The minutes from the previous 4/21/18 meeting at the NYU Langone/Rusk Institute were read by Kathy Perry, Secretary, and approved by Irene Barber.

A. Past President's Report (Lorraine Brisson, in absentia)

1. Lorraine continues to serve as a consultant to the NEHTN Board of Directors, facilitating a smooth transition.
2. Lorraine continues to pick up and redirect mail from the NEHTN Post Office Box. The Post Office Box will expire in October, 2018. Please refer to the New Business section for further details.

B. Vice President's report (Valerie Barrett, in absentia)

1. Valerie continues to oversee maintenance of the website. New members have been added to the website and notified of their passwords. Updates for renewing members, and deletion of non-renewing members, will occur after this meeting.
2. The Vice President will be handing over the duty of email correspondence to membership to Erin.
3. Valerie will continue as Vice President, overseeing the website and assisting Erin, until a new Vice President is established.
4. Our historically desirable perks for institutional members are no longer relevant, i.e. mailing hard copies of the newsletter and directory to members. These are both now mute points, as we no longer have newsletters and our members are able to log in and access the directory. Valerie asked that meeting participants brainstorm new benefits/perks to attract additional institutional members.

C. Membership Coordinator's Report (Danielle Giaime)

1. Danielle has been working with Valerie to learn the role of Membership Coordinator.
2. Since the last meeting, one institutional member has been added: Cathy Fochtman, Town of Acton Recreation Department.
3. There are currently 37 members.
4. Brainstorming to increase membership:

- a. Donna expressed that HT is not currently recognized as a valid therapeutic modality by Integrative Medicine in Vermont – how can we change that? Need to become certified/licensed, to meet the level of other allied health professions (OT,PT, etc.).
- b. It was suggested that AHTA give CEUs for continuing education.
- c. Erin stated that AHTA is working on developing a credentialing exam.
- d. Deborah explained the history of AHTA developing a core curriculum for HT education.
- e. Discussion ensued regarding the need to connect with other therapies, such as OT, PT, RT. Alyssa, an OT at Seven Hills, described how she finds co-treatment with Gail Hamm, HTR, beneficial.
- f. Suggestion made to combine quarterly workshops with public speaking events.
- g. Membership forms will be printed out and readily available at meetings and events, with a link to the NEHTN membership policies.
- h. Institutional Membership offers 3 memberships to staff in that institution. Need to make correction to how those staff members receive emails – currently, the emails are going to just the institution.
- i. Finally, horticultural therapy needs more research to increase validity.

D. Fundraiser Coordinator's Report (Gail Hamm)

1. NEHTN has sold 18 Activity Guides. The Activity Guide is available for purchase on the website.
2. The \$1,905.00 earned by NEHTN at the Silent Auction at the 2017 AHTA Annual Conference, went to AHTA.
3. Gail Hamm is ready to resign her post as fundraiser coordinator, and asked the membership to consider taking on the role.

E. Social Media Coordinator's Report (Erin Backus)

1. NEHTN currently has Instagram, Facebook, and Twitter accounts. On Instagram, we have 60 Followers. On Facebook, we have 256 Followers and 253 Likes. On Twitter, we have 23 Followers.
2. Erin is encouraging members to participate in an Instagram Takeover, in which they post photographs of their daily lives as horticultural therapists for a period of time before handing it over to another member.
3. Our Twitter account is NEHORTTHERAPY.
4. Now that she is President of NEHTN, Erin would like to hand over the role of Social Media Coordinator to another member.

F. Treasurer's Report (Lynn Zeltman)

1. The NEHTN bank account is being moved from Massachusetts to New Hampshire, to be close to Lynn's home for easier management. This requires getting a registered trade name in New Hampshire, which has required a lot of paperwork.
2. There is a \$1,626.22 balance in the NEHTN account. Our main income is derived from membership fees, workshop fees, and fundraising efforts such as the Activity Guide.

3. Irene asked how the money is used. It was discussed that the monies are used to: pay the webmaster (greatest expense at approximately \$75.00 per month); postage; printing materials; and awarding small grants. Donna Covais stated that the website is not accessible to her as a person who is blind.

G. New Business Topics

1. NEHTN Display Board (Deborah Krause). Deborah stated that the current NEHTN display board (that was used at last year's AHTA conference) is owned by Perkins School for the Blind. NEHTN can either buy the board from Perkins, or remove the display items and purchase a new board. Erin suggested that Perkins send NEHTN a bill for the board. Deborah will keep the board at Perkins, and coordinate with any members who would like to borrow it. Lisa Biggio suggested that the membership be informed that the board is available; she also suggested that NEHTN consider an annual budget line to maintain the display board's professional appearance, such as \$50.00. Lisa's suggestion about the budget line was acknowledged, but a decision on this was not made at the meeting.
 2. NEHTN 2018 Fall Workshop. After discussion, it was determined that there will be no fall workshop this year, as it follows too soon after the annual AHTA conference in October. Suggestions for the winter workshop location included: Tower Hill; Perkins School for the Blind; and Gardener's Supply. A suggested site for the spring workshop was Garden in the Woods in Framingham, MA.
 3. Call to fill three NEHTN positions: BOD Vice President, Social Media Coordinator, and Fundraising Coordinator.
 4. Irene Barber agreed to take over the job of Fundraising Coordinator from Gail Hamm. Donna Covais will assist Irene. Gail will pass on to Irene the information about the NEHTN coffee mugs, which were used in the past for fundraising.
5. Horticultural Therapy Job Postings.
- a. West Hartford - 80 year old professional orchid grower is seeking an HT to consult day a week.
 - b. Bartlett Arboretum in Stamford, Connecticut is seeking an HTR to speak about horticultural therapy. Irene Barber volunteered to contact the staff.
6. PO Box. The current PO Box, which Lorraine Brisson manages, expires in October. It was decided that Lynn will rent a PO Box in her town to replace the current PO Box. A suggestion was made to use modern means to share information versus postal service to save money (e.g. Drop Box).
 7. NEHTN Activity Guide. 3 more activities have been added by Gwenn Fried. Erin has requested that members submit activities to her. The current Activity Guide is available for purchase on the NEHTN website as a PDF. Erin is hoping that there will be enough new activities to create a 2019 edition.
 8. Irene shared an Activity Handbook she completed for her HTR internship.

9. NEHTN Website. People are having difficulty fully accessing the website. Problems include challenges with passwords, PayPal, and emails. These issues will be addressed with our webmaster. The current website platform is zoho mail.

10. The meeting adjourned at 11:19 am.

Workshop:

1. Irene led the participants in a horticultural therapy activity, creating living wreaths with coleus and ferns.
2. Panel discussion – What is Horticultural Therapy?

Irene facilitated questions and answers with a panel of horticultural therapists (Donna Covais, Erin Backus, Deborah Krause, Anna McLaughlin), the workshop participants, and 3 members from the community (Joanne and Patty from Day One, and Patti, a retired teacher).

Tour of the Lerner Garden of the Five Senses, a therapeutic enabling garden within the Coastal Maine Botanic Garden, where Irene conducts her horticultural therapy sessions.

Respectfully Submitted,

Kathy Perry, Secretary
8/26/2018