

## MEETING MINUTES

**Northeast Horticultural Therapy Network Quarterly Meeting and Workshop**  
**July 13, 2019**  
**Bartlett Arboretum, Stamford, Connecticut**  
**Hosts: Mikael Belletzkie, Elaine**

### **In Attendance:**

**Board of Directors:** Erin Backus, Lisa Biggio, Lynn Zeltman

**NEHTN Members:** Gail Hamm, Catherine Graham

**Nonmembers/Guests:** Michele Slater, Denise Carr, Lisa Figlioli, Monique Salvas, Brita von Regenburg

### **Minutes:**

The meeting was called to order by Erin Backus, President, at 11:29 am. The minutes from the March 30, 2019 meeting at Perkins School for the Blind were read by Lisa Biggio, VP, moved to approve amended minutes with change of AHTA website inserted for 'our' website in New Business item J. The vote to approve amended minutes was unanimous.

### **Old Business**

#### A. President's Report (Erin Backus)

1. Horticultural Therapy Activity Guides: There were a total of 21 Guides previously sold with addition of 4 purchased at the past workshop at the Perkins School for the Blind and 2 downloaded between April - June for a total of 27.

2. Membership: We have 9 new members for a total of 54 individuals and 8 institutional members as reported by Erin Backus. Some current members are overdue on dues with Lisa Biggio to follow up with members for reminders .. Google doc to follow for member list for VP. Erin asked that members review their personal information on the NEHTN membership Directory to determine accuracy of profile and to check their monthly emails.

#### B. Treasurer's Report (Lynn Zeltman)

1. There is a total of \$2261.47 in the NEHTN account.

#### C. Fundraising Report

1. Erin Backus read report from Irene Barber who was not in attendance but submitted report for review. Ideas submitted for review, consideration and feedback.

a. Herbal container gardens, seedlings, sachets, crafts, farmers market garden parties with a % of the profit to go to NEHTN. Possibility of selling items on site or at future workshops. "Green Thumb Sale" items to benefit NEHTN fundraising. Possible to sell used books, supplies, craft items.

b. Fundraising challenges continue and Irene will continue to work with Activity Guide distribution.

### **New Business**

- A. Future Workshop/Meeting: Discussion of possible workshop sites include the potential Fall Meeting at Tower Hill with date to be decided. Possible date of November 2, 2019 to replace previously discussed date of November 9, 2019. Other possible sites include Buffalo community gardens per Erin's suggestion and Green Animals topiary in Rhode Island per Gail Hamm. In discussing next summer workshop, University of Vermont was discussed.
  - 1. Workshop Reimbursement was discussed at the BOD meeting and decision made to refund in full for inability to attend registered workshop if unable to attend and provide request for refund 5 business days in advance. If notified 48 hours in advance of workshop, \$15 will be reimbursed. New policy to be uploaded to website.
- B. Speaker Request: The Glastonbury Planters have requested a speaker to present on HT for October 7, 2019. Erin will do if necessary but requesting consideration by membership and possible past members in area who may consider the opportunity.
- C. Membership Benefits: Erin reviewed the benefits of NEHTN membership, including access to Directory and networking, Reduced price on workshop fees, access to job posting, access to articles related to HT at work, event promotion on our social media/website, ability to post on social media.
- D. Social Media: Update on number of followers on social media include:
  - Facebook 328 followers 300 likes
  - Instagram 90 following
  - Twitter ——not accessible at present
- E. Plant Care Manual: Alan Eddy was not in attendance but submitted manual for presentation The Plant Care Manual is a bound manual available in the Fall 2019. Information will be posted in member news. Alan was unable to attend workshop and donated his payment to NEHTN. Gail Hamm made a motion to acknowledge Alan for his work and support of NEHTN and present gratitude TBD
- F. Activity Guide Edition: It was decided to continue with the 2018 version at present as there have not been new additions. Erin to update website information.

Motion to adjourn meeting at 12:30 pm.

Respectfully Submitted

Lisa Biggio, Vice President  
July 15, 2019