



# SOUTH AFRICAN ASSOCIATION OF REGISTERED PHYTOTHERAPISTS

---

## SAARP AGM Meeting Minutes Held online on 27 February 2021

Chairperson: Dr. Sonia Couto

### Opening and Welcome

#### Administration

Members present: Dr. Sonia Couto, Dr. Caren Hauptfleisch, Dr. Carla Boswell, Dr. James Campbell, Dr. Mary Carpenter, Dr. Sanien de Beer, Dr. Nokubonga Kobese, Dr. Sarah Le Grange, Dr. Simone Amann, Dr. Wendy Staak, Dr. Catherine van Dorsten, Dr. Craig Wright.

Apologies: Dr. Leonie Curtolo, Dr. Kerry Haarhoff, Dr. Bertie Horak, Dr. Mariyam Kisten, Dr. Barbera Lewis, Dr. Chipso Tabeth Manyanganya, Dr. Connie Meyer, Dr. Tammi O'flynn, Dr. Kgabo Ramela, Dr. Lauren Sacht

### Minutes of previous AGM

The minutes of the previous meeting were ratified by Dr. Wendy Staak and seconded by Dr. Caren Hauptfleisch.

### Presentation of Annual Report

The following members were office bearers for the year of 2020: Dr. Sonia Couto as chairperson, Dr. Caren Hauptfleisch as vice chair, Dr. Sarah le Grange as treasurer, Dr. Catherine van Dorsten as secretary and Dr. Simone Amann as community manager.

#### Community Manager

We would like to say thank you to Dr. Simone Amann for her input as community manager. In 2020 she created 7 Instagram posts and provided birthday greeting emails to all registered Phytotherapists. Due to other time commitments, she is stepping down from this role.

## Secretary

We would also like to say a big thank you to Dr. Catherine van Dorsten, who managed all administrative tasks throughout her pregnancy. She completed the minutes for our May and August meeting, applied for CPD, sent invoices and CPD certificates to members and remained active on our NEC whatsapp group. Due to new family commitments, Dr. van Dorsten is stepping down from this role.

## Treasurer

We would like to thank Dr. Sarah le Grange for managing the payments and statements for yet another year. Due to time constraints, Dr. le Grange is stepping down from this role. The finances for 2020 were as follows:

## Presentation of Finances

<b>Total income for 2020</b>	<b>R10395</b>
<ul style="list-style-type: none"> <li>• Member Fees – R10345</li> <li>• Lecture Fees – R50</li> </ul>	
<b>Total expenses for 2020</b>	<b>R11823.15</b>
<ul style="list-style-type: none"> <li>• Bank charges – R941.15</li> <li>• CPD Application – R1000</li> <li>• SAARP logo design – R1500</li> <li>• Website design and maintenance – R6400</li> <li>• Website hosting – R1700</li> <li>• Petty cash – R282</li> </ul>	
<b>Balance on 31 Dec 2020</b>	<b>R44541.15</b>

We spent slightly more than our annual income due to the undertaking of the logo rebranding and website development. Our goal should be to have R50000 to be financially sound. The 2021 budget will be discussed at a later point in the AGM once we have shared our vision and goals for 2021.

## Chairperson and Vice Chair

I would like to thank Dr. Caren Hauptfleisch for her support and guidance throughout this year. Dr. Hauptfleisch continuously checked in with the progress of every project and shared the workload equally with me. In addition, she was a wise compass during high stress moments and always kept the NEC on the ‘straight and narrow’. Together we achieved and finalised many projects that had been ongoing for some years. They are as follows:

1. The change of our logo to represent the new association name.
2. The change of our website to represent our new name, modernize the platform and add a member login portal.
3. The constitution was finalised and added to the website.
4. Clear information around Medical Aid Tariffs were found and the topic has been “shelved” for now until we have raised enough money to employ a third party to lobby on our behalf. The

budget was estimated to be over R150 000. Dr. Leonie Curtolo and Dr. Sonia Couto formed the subcommittee that produced this research.

5. An inventory list was created and documents the whereabouts of SAARP belongings.
6. A guideline to the responsibilities and timeline of each NEC role was created to smooth over the transition period.
7. 24 Instagram posts were created and/or managed.
8. A SAARP mission statement was created but not formalised.
9. Whatsapp group rules were created, as well as a warning protocol.
10. COVID related infographics and support were provided in our Whatsapp group. An additional gardening Whatsapp group was created.

We would like to say a special thank you to Dr. Connie Meyer and Dr. Sanien de Beer for their help with the constitution. A special thank you to Dr. Carla Boswell for her help with the website. A big thank you to Dr. Leonie Curtolo who helped to finalise the “Medical Aid Tariff” item. And a thank you to Dr. Kerry Haarhoff, Dr. Tammi O’flynn, Dr. Caren Hauptfleisch and Dr. Connie Meyer for presenting at our August meeting.

## What SAARP now offers

1. Free online and physical lectures hosted by SAARP;
2. 1 CEU/year attained for membership and many more opportunities to accumulate additional CEU. For example, CEUs are awarded for attending meetings, 12 CEUs are awarded when writing for our journal, and 5 CEUs for conducting a lecture;
3. Access to the South African Journal of Phytotherapy and the opportunity to write peer-reviewed articles for it;
4. Access to a member portal on our website. This includes access to free reading material, video resources, and more;
5. The use of our logo on your website to demonstrate that your standard of care is in line with the level the association advocates;
6. Automatic advertising on our website and through our social media platforms;
7. Access to a SAARP Whatsapp Group, as well as, optional access to our Whatsapp Gardening Group;
8. Access to all industry-related news updates, information on current laws & regulations affecting the profession, and to all news on projects within SAARP;
9. Support from our herbal community, professional bonding, and informal mentoring;
10. Biannual Newsletter;
11. Leadership development opportunities within the NEC.

## Going forward

1. Discounted Insurance as a group?
2. Discounted First Aid rates as a group?
3. Potential Discounted access to conferences and journals from associations around the world
4. New member’s informal mentorship scheme
5. Regional groups

## The NEC's projects for 2021

1. Journal to be created this year (more on this later)
2. Balens sister company to be contacted for Insurance for practitioners
3. Meet with Phytotherapy students
4. Website finalised
5. Contact First Aid companies for group discounts
6. Advertise lectures widely to raise money
7. Discuss a monthly debit order fee for member fees
8. Contact associations around the world
9. Social Media to be more oriented towards promoting what standards are held by a Phytotherapists
10. Research and discuss options for mentorship program.

## Graduates of 2021

We would like to welcome Mlungisi, Chelsea, Zaiyaan and Kwazi. They have each received our "Life after graduation document" and have expressed interest in joining the leadership team.

## Budget

This year we will spend money on the following items: Bank charges, CPD Applications, Website hosting and maintenance. We would like to focus on raising money through our lectures and expanding our member base. Our CPD application budget will be higher than usual due to the expense of applying for a journal.

## Journal

We invite our members to write for our journal. Our deadline for submission will be May 31<sup>st</sup>. Our next Journal will be submitted after July so that it falls into the new CPD cycle. We require to peer reviewers to assist with this project.

1. Dr Sonia Couto nominates Dr Connie Meyer as peer reviewer 1. Dr Wendy Staak seconds the nomination.
2. Dr Sonia Couto nominates Dr Carla Boswell as peer reviewer 2. Dr Mary Carpenter seconds the nomination.

## SAARP Mission Statement

The following suggestion was decided on and needs to be considered further by all members: **Representing Registered Phytotherapists who legally provide diagnostics, individualised herbal medicine with nutrition and lifestyle advice and preventative healthcare.**

The following was later suggested by a member: **Representing Registered Phytotherapy Practitioners: primary-contact, diagnostic health care professionals who provide individualised herbal medicine treatment, nutrition and lifestyle advice, and preventative health care.**

10 members voted for option 2. This mission statement will be displayed on our website.

## Membership renewal and payment reminder

Remember to look at the various membership types and see where you fit in. If you know anyone who practices something similar to Phytotherapy, please refer them to our fellow membership type and the option to join. Remember to make your payment by April 30<sup>th</sup>. There are payment plan options, so please contact us if you need assistance. Please remember to send your practice details and your requested personal and identification details with your membership registration.

## ELECTION OF MANAGEMENT OF COMMITTEE

1. Dr Craig wright nominates Dr Sonia Couto for chairperson. Dr Caren Hauptfleisch seconds the nomination.
2. Dr Carla Boswell nominates Dr Caren Hauptfleisch as Vice Chair. Dr Craig Wright seconds the nomination.
3. Dr Caren Hauptfleisch nominates Dr Simone Amann as Treasurer. Dr Sonia Couto seconds the nomination.
4. Dr ... nominates Dr ... as Community Manager. Dr ... seconds the nomination.
5. Dr ... nominates Dr ... as Secretary. Dr ... seconds the nomination.

## MOTIONS/AMENDMENTS

Vote for change in NEC definition to 3 members or roles fulfilled. 11 out of 13 voted in.

Data protection has become a very important matter to consider. We understand that we hold some personal information including contact details and identification documents. Here is how we propose to protect this information:

All information is held on the “phytotherapists” gmail account. Each year the account password is changed so that only the NEC members have access to it. We will hold your scanned ID document and contact details in our Google Docs for one year and delete it at the end of the “SAARP year” (April 30<sup>th</sup>). We will then delete this information should you wish to leave the association. Or we will move it to the next year’s folder on the google drive.

For those who are a bit suspicious about Google we can enquire about uploading your ID to your member portal and having it securely located in the membership login of the website. This may be a future possibility.

## 2021 Meetings and Lectures

It was proposed that meetings could be on a weekday now that we have “gone online”. Proposed months for meetings were May, Aug, Nov. An email will be sent out with different options for meeting times and dates.

Most members were interested in a lecture about “Long-COVID”. A request for speakers will be added to the email.

## Any other business

Craig speaks about UJ.

A note on thanking those on the Public Board, we often do not know what they do for us behind closed doors. A special thank you to Dr. Craig Wright has fulfilled two terms as councillor on the professional board and the second term will end in August. We will need a new Phytotherapy Councillor to vote into this auspicious role.

## Feedback

An anonymous typeform was sent to members to find out their feedback on the year.