

Date: March 12, 2026
Organization Name: American Herbalists Guild
Board of Directors Monthly Meeting

Location: Google Meet

Present: Maria Noel Groves (Chair), Sabrena Gwin (Secretary), Cameron Strouss, Sallie Dixon (Treasurer), David Winston, Thomas Avery Garran, Jeremy Riddle (Vice Chair), Ashley Campos, Andrew Appello, Elizabeth Moriarty

Late Arrivals: Erika Galentin (Executive Director, ex-officio) – ~15 minutes late
Steven Horne – ~30 minutes late (notified chair in advance)

Absent: None

Call to order: Meeting called to order at ~2:31 PM ET by Chair Maria.

Approval of minutes from last meeting:

Motion: The Board approves the February 2026 Board minutes as circulated.

- **Motion By:** Sabrena Gwin
- **Seconded By:** Maria Noel Groves
- **Vote:** Carried (unanimous voice vote).

For the Record: Item Approved Between Meetings

- Unanimous approval of amended 2026 budget by the full board via email, record retained on file per bylaws.

Motions/Votes from meeting:

Item 1 — Adopt Recusal Policy

- **Motion:** The Board approves the proposed Recusal Policy as written.
- **Motion By:** Thomas Avery Garran
- **Seconded By:** [Maria Noel Groves](#)
- **Recusal:** Director Jeremy Riddle recused themselves from discussion and vote.
- **Vote:** Carried (voice vote).

Item 2 — Dissolve Associate Membership

- **Motion:** Dissolve Associate Member category and transition members to General Membership with appropriate communications
- **Motion By:** Maria Noel Groves
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote).
- **Abstention:** Jeremy Riddle (absent for discussion)

Item 3 — Chapter EIN SOP and Documents

- **Motion:** Approve Chapter EIN SOP and onboarding documents for communication to Chapters
- **Motion By:** Maria Noel Groves
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (unanimous).

Item 4 —RH application Requirements

- **Motion:** Change RH application requirement to allow 80 clinical cases within a five-year submission window
- **Motion By:** Maria Noel Groves
- **Seconded By:** Andrew Appello
- **Vote:** Carried (voice vote)
- **Abstention:** Sabrena Gwin (COI)

Attendance Change: All motions below were considered and voted on **after** Jeremy Riddle departed the meeting at **4:00 PM ET**.

Item 5 — Ethics Oversight and Ethics Review Advisory Committee Formation

- **Motion:** The Board approves the formation of the Ethics Oversight and Ethics Review Advisory Committees, with revision that the Board appoint the committee chair
- **Motion By:** Steven Horne
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote; no nays or abstentions).

Item 6 — Admissions Oversight Resolution and Committee Formation

- **Motion:** To approve the Admissions Oversight Resolution and Committee Formation with revision that the Board appoint the committee chair, and noting that the new RH Admissions Coordinator will be trained in the new structure by the current coordinator.
- **Motion By:** Steven Horne
- **Seconded By:** : Thomas Avery Garran
- **Vote:** Carried (voice vote; no nays or abstentions).

Item 7 —Education Oversight Committee

- **Motion:** The Board moves to table the formation of the Education Oversight and Advisory Committees
- **Motion By:** Steven Horne
- **Seconded By:** Cameron Strouss
- **Vote:** Carried (voice vote; no nays or abstentions).

Item 8 — Governance Resolution

- **Motion:** To approve the Governance Resolution with the revision removing the maximum number of directors.
- **Motion By:** Maria Noel Groves
- **Seconded By:** Sabrena Gwin
- **Vote:** Carried (voice vote; no nays or abstentions).

Item 9 — Governance Committee Chair

- **Motion:** To nominate Thomas Avery Garran as Governance Committee Chair.
- **Motion By:** Maria Noel Groves
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote; no nays or abstentions).

Item 10 — Whistleblower Policy Legal Review

- **Motion:** That the Whistleblower Policy be reviewed by legal counsel prior to final Board approval.
- **Motion By:** Sabrena Gwin
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote; no nays or abstentions).

Attendance Change: All motions below were considered and voted on **after** Ashley Campos departed the meeting

Item 11 — Organizational Document Access Policy

- **Motion:** : To approve the revised organizational document access policy including all employees.
- **Motion By:** Sabrena Gwin
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote).

Attendance Change: At the time of this vote, the following directors were present: Sabrena Gwin, Sallie Dixon, Elizabeth Moriarty, Thomas Avery Garran, Steven Horne.

Item 12 —Committee Membership Agreement

- **Motion:** To approve the Committee Membership Agreement
- **Motion By:** Sabrena Gwin
- **Seconded By:** Thomas Avery Garran
- **Vote:** Carried (voice vote; no nays or abstentions).

Executive Session:

Executive Session #1

Entered at 3:33 PM ET.

Jeremy Riddle recused himself from the discussion and exited the meeting.

Exited Executive Session at 3:43 PM ET. Jeremy Riddle was invited to rejoin the meeting.

Executive Session #2

Entered at 4:03 PM ET.

Jeremy Riddle voluntarily excused himself from the discussion.

Adjourned: The meeting was adjourned at 5:19 pm Eastern Time

Next Meeting: Thursday April 9, 2026 2:30 PM ET/ 1:30 PM CT/ 11:30 AM PT

Submitted By: Sabrena Gwin, Board Secretary

Date Submitted: March 13, 2026

Signature when minutes are approved:

I, the undersigned, here do certify that the attached minutes are a true and correct record of the Committee meeting held at the above data and location. In witness thereof, I have hereunto subscribed my name on the 09th day of April, 2026.

Sabrena Gwin
Name Here, Secretary



(insert a digital signature file above the line).