



# The Therapeutic Touch Network of Ontario (TTNO) BOARD OF DIRECTORS MEETING MINUTES

DATE: February 3, 2022  
TIME: 7:00 – 9:00 pm  
LOCATION: Zoom

**Present:** Debra Brear, Mariann Canning, Mary Jane Cowtan, Flora Hartleib, Jim Metson, Craig Niziolek, Simone Radman, Cindy Shaw

**Guest(s):** N/A

**Regrets:** N/A

1. **CALL TO ORDER**

1.1 Welcome – Meeting was called to order by Mary Jane Cowtan at 7:06 pm.

1.2 Centering and Intent – Mary Jane provided the meditation/ centering.

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Craig Niziolek

SECONDED BY Jim Metson

THAT the agenda for February 3, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes of December meeting**

MOVED BY Craig Niziolek

SECONDED BY Debra Brear

THAT the minutes of December 2, 2021, be approved as circulated. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

5.1.1 Treasurer – Simone Radman

Financial reports: Budget vs. Actuals 2022YTD, Balance Sheet and Income Statement reports for the period of June to January 2022 were provided for review and discussion.

5.1.2 Committee Updates

Updates provided:

- 1) TTNO continues to operate in a positive balance.

- 2) Membership categories: Waiting on recommendations/feedback from the Adhoc Membership Committee. This will assist in the next fiscal year budgeting process.
- 3) Resignation effective end of February has been received from Michelle Lucas. She has agreed to remain beyond the end of February to train her replacement.

**ACTION:**

Begin the process to find a replacement office manager.

5.1.3 Scholarship Fund – Debra Brear  
No updates.

5.1.4 Donations – Debra Brear  
To-date the TTNO has received \$3765.95 in donations: General \$1337.95, Memorials \$1595.00, Scholarship Fund \$735.00, TT Awareness Week \$98.00.

5.2 Teacher Liaison – Craig Niziolek  
Updates provided.

- 1) Returning Teacher: Provided a draft set of guidelines for the TLC to follow when a teacher wants to regain active recognized teacher status for review and feedback.

MOVED BY Craig Niziolek

SECONDED BY Jim Metson

THAT the Board approve the guidelines for returning teachers as presented. Motion carried.

**ACTION:**

Debbie will format the guidelines and process and forward a copy to the webmaster for uploading to the website.

- 2) Teachers Day evaluations reflected “Satisfied to Very Satisfied” in most categories. The exception was the practicum – this area was noted as “Most Satisfied” or left blank.
- 3) Foundations of Therapeutic Touch®:
  - a. Certificates have been sent out to the 10 teachers who are currently approved to teach the Foundations workshop.
  - b. A congratulations letter was created and sent with the certificate and is attached for information. This letter will be formatted and kept with the certificate.
  - c. For teachers who are feeling overwhelmed about transitioning their day plans to Foundations teaming up with another teacher may help to ease this transition.
- 4) An updated list of RTs as of this meeting was provided for information.
- 5) A second Teacher Check In meeting, facilitated by Julie von Flotow and Deborah Gould, was held January 20. Meeting notes were included for information and will be shared with all teachers and

invite them to share where else we might be able to assist them.  
Next meeting is to be determined.

- 6) With reciprocity, out of province TT workshops are pre-approved for maintaining status only. They cannot be used for achieving RP status unless the workshops have been approved through the TLC approval process.

### 5.3 Membership – Cindy Shaw

Updated information as of January 26<sup>th</sup> shows membership renewals of 205, new members of 10 and one new associate member. There have been some membership status changes. Membership renewal phone campaign will begin soon.

### 5.4 Past Chair – Mary Jane Cowtan

#### 5.4.1 Nominations Committee – no updates.

### 5.5 Interim Chair – Mary Jane Cowtan

Updates provided.

- 1) Agency Guidelines update:
  - a. the Agency Membership Application form was provided for review and discussion. There were some revisions suggested to create more clarity and flow of information.
  - b. the Agency Toolkit is almost complete. The plan is to schedule an info Zoom presentation and Q&A for TTNO volunteer coordinators to ensure they have what they need to address questions from the Agency that they work with.

MOVED BY Mariann Canning

SECONDED BY Jim Metson

**THAT** the “TTNO “Agency Membership Application Form” be approved as amended. Motion carried.

- 2) TTNC Education Committee Proposal – discussion re a national approval mechanism for RTs to expand their opportunities to teach nationally and internationally. The current process is that the approval for RT status is done by each of the individual networks. The networks would have to provide their approval to the TTNC giving them the authority to give recognition to those RTs who want to teach nationally. They are asking the chair of each network to present this proposal to their boards/membership and advise the TTNC of a decision at the April meeting. Please refer to the January minutes of the TTNC meeting.

Some TTNO concerns expressed:

- No infrastructure within the TTNC to do this
- The focus of all training would be online, not all teachers provide training online
- Mentorship would be difficult or not exist outside of the local jurisdictions

- Differences between workshops used for maintaining and those required for achieving RP have not been discussed
- There is a need to assess the impact this could have on our Ontario teachers

**ACTION:**

1. Board members are being asked to consider the pros and cons of such a proposal for the TTNO.
2. Provide the TTNC with the Board's decision by April's meeting.

**RECOMMENDATION:**

**THAT** Mary Jane inform the TTNC Board of Directors that the TTNO Board of Directors **does not** support the proposal set forth by the TTNC.

- 3) Concern re misunderstandings around an approval of Application of Inner Processes of Therapeutic Touch workshop – a letter was sent by the TLC Chair clarifying the TTNO approval process and the error in communication which had occurred.

**RECOMMENDATION:**

**THAT** Mary Jane sends a letter to the individual on behalf of the Board in support of and confirming the decision of the TLC.

- 4) Jump drives from Conference – the recorded workshops from the Annual Conference are now available from the office. Benefits:
  - a. Earn continuing education credits to be used for maintaining their RP status. A Certificate of Completion for 8 hours would be provided.
  - b. An upgrade to “Foundations of Therapeutic Touch® for general members who have completed TT Levels 1 and 2. This qualifies you to take “Transpersonal Nature of Therapeutic Touch®. A Certificate of Completion for 4 hours would be provided.

**ACTION:**

1. Develop a questionnaire to verify the viewing of the content to be included as part of the package for the member to complete and return to the office.
2. The PLC will review submitted questionnaires prior to issuing Certificates of Completion.
- 5) Crystal Hawk will present the History of the TTNO at the TTIA 50<sup>th</sup> Anniversary Conference in May.

5.6 TTNC – Mary Jane Cowtan  
Updates provided.

- 1) Refer to item 5.5, 1) above.
- 2) See Revised minutes of the TTNC meeting of January 6 for information.

5.7 Vice-Chair – Mariann Canning

Updates provided.

- 1) Summary of 2021 Annual Conference evaluations will be presented at the next board meeting.
- 2) Exploration of hosting one or more Zoom social events, such as a “Happy Hour” or “Coffee and Conversation” during the coming year to provide an opportunity to see existing/meet new friends or do some networking. Perhaps end of February or sometime in March.
- 3) Time to begin thinking about this year’s annual conference – need to start planning – in-person vs. virtual.

**ACTION:**

1. Annual Conference for 2022 will be held virtually due to unpredictability of the COVID situation. This will help to keep the costs down and potential impact of the upcoming TTIA’s hybrid 50<sup>th</sup> TT anniversary conference.
2. Please pass on any ideas/thoughts for topics or presenters to Mariann so she can reach out.

5.7.2 Strategic Planning – no updates.

5.7.3 Bylaws – no updates.

5.8 Practitioner Liaison – Flora Hartleib

Updates provided.

- 1) Status report re the RPs listed on the website – have received 24 responses out of 94 with updates to their information. A second and third reminder has been sent.
- 2) Status of TTIA 50<sup>th</sup> Anniversary quilt block – The project was created, and completed by Marlene Roth, a member from the Windsor Branch. She cross stitched the TTNO logo and the Canadian flag.

**ACTION:**

1. A picture of the completed quilt block with acknowledgment to Marlene will be displayed in the next *inTouch* issue (Flo Hartleib).
2. A letter of thanks and gratitude will be sent from the Board of Directors (Cindy Shaw).
- 3) Branch Handbook – a work in progress.
- 4) 2022 Professional Development Day – “Being of Service in Therapeutic Touch® - a pilot PDD was scheduled, copies were shared with TLC members – evaluations were positive. The PDD package was shared with the Board for review and feedback. The content for the TTNO portion of this day must be finalized. Discussion followed.

**RECOMMENDATION:**

**THAT** the TTNO portion of the Professional Development Day will include the information developed and shared on the new Therapeutic Touch tagline (Jim Metson to forward to Debbie Brear).

MOVED BY Flora Hartleib

SECONDED BY Jim Metson

**THAT** the 2022 Professional Development Day – Being of Service in Therapeutic Touch® be approved as presented and made available to all Recognized Teachers (RTs) through the TTNO office. Motion carried.

5) A recommendation was brought forward for discussion and consideration that teachers be asked to include the first-time membership fee in their workshop registration fee to ensure that all new TT students are members of the TTNO and can join a Branch in their area and that membership is required by all participants of Branches beginning in the 2023 membership drive.

**ACTION:**

1. The Board felt that this needed to go to the TLC for input first.
2. Flo volunteered to format a request for TLC consideration and share with Board members for feedback prior to being sent out.
  
- 6) Follow-up re Bethany Lodge – Lynn Vukosavljevic is working with Bethany Lodge to meet their needs.
- 7) Practitioner Workbook Coordinator – Pat Tamosetis
  - a. One workbook is being reviewed
  - b. Working on minor revisions.
- 8) Continuing Education Credit Options – this document summarizes the continuing education credits required for the purposes of maintaining Recognized Practitioner (RP) status. Also included are additional option(s) provided for flexibility during the pandemic situation. RPs were invited that if they were unable to meeting the requirements it was recommended that they connect with the Practitioner Liaison Committee Chair. One item of question was with respect to the fact that attending a TTNO approved Teachers Day does not meet the Educational requirements BUT can be used as a Therapeutic Touch Activity”. RPs were asking why they couldn’t use those hours for maintaining RP status. Since Teachers Days workshops are submitted and approved by the Teachers Liaison Committee, why cannot they not be used for continuing education hours. There appeared to be confusion/misunderstanding about this.

**ACTION:**

1. The Board felt that this item should be addressed by the TLC for reconsideration.
2. Flo volunteered to prepare a request for consideration by the TLC which would be shared with the Board for feedback prior to being sent out.

5.9

Communications Committee – Jim Metson  
Updates provided.

5.9.1 2022 Therapeutic Touch® Awareness Week Task Group

- 1) First of two workshops was held, *What does 'Activate your Inner Healer' Mean to You?* – 25 participants, well received; the second, *Our best three in TT: Pivotal moments with Therapeutic Touch* is scheduled for March 2.
- 2) Exploration of promoting the new TT tagline on a T-shirt. Discussion and ideas followed. Concern expressed re more than two colours.
- 3) Getting low on TTNO logo pins – quote provided for \$3.85 each for 1" logo pin, the cost would be approximately \$1000.00 plus HST for 250 pins.

**ACTION:**

Item referred to the Finance Committee re budget availability.

## 5.9.2 Webmaster

Updates were provided for information.

Some clarification is being requested: what is the protocol for updating the webmaster of those qualified to teach the new workshops (i.e., TLC Chair or Submissions Review Coordinator) and what is the Board's wish regarding the posting of RT documents on the website?

## 5.9.3 Newsletter

- 1) *InTouch* – reports and articles due by February 20, preferably with planned distribution of March 15.
- 2) *Holding Space* – planned distribution is February 8.

## 5.9.4 Public Relations

- 1) TTNO tagline and core values – status of updates to the website are delayed, some additional costs are required for some updates which cannot be implemented by Alison.

**ACTION:**

Jim will be providing the costs for this work through email for approval to move forward on these changes.

- 2) TTNO brochure: the draft brochure is complete and shared for final review and discussion/comments prior to printing. Printing costs were provided from three different printing companies, Allegra, InstaPlus and Mono Arts and Graphics for comparison purposes.

**ACTION:**

Congratulations to the Brochure Committee for an excellent job. The brochure is beautifully done with simple and clear information.

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

**THAT** the Board approve the new TTNO Brochure as presented. Motion carried.

MOVED BY Mariann Canning

SECONDED BY Cindy Shaw

**THAT** the quote of \$403.13 (including HST) for 5,000 brochures plus \$20.00 for delivery to the TTNO office be approved. Motion carried.

- 5.9.5 Referral Service  
Updates provided.  
First referral received over the past two years. Need to explore ideas for providing and maintaining an up-to-date list of RPs and RTs for taking on referrals.

- 5.10 Office Manager – Michelle Lucas  
Updates provided. No action required.

**Approval of Committee Reports**

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

**THAT** the TTNO Board accept all Committee Reports. Motion carried.

6. **BUSINESS ARISING FROM MINUTES**

- 6.1 Rollout of TTNO Agency Guidelines for Volunteer and Paid Services for Agencies and Agency Membership – Refer to item 5.5, 1) above for details.
- 6.2 PIPEDA – one form to meet multi-purposes of the TTNO – deferred to 2022

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

Next regular meeting:  
March 3, 2022, 7-9 pm, Zoom

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

**THAT** we do now adjourn at 9:59 pm. Motion carried.