



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

DATE: March 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): Damjana Dzeko (new TTNO Office Manager)

Regrets: N/A

1. **CALL TO ORDER**

1.1 Meeting was delayed giving the Board the opportunity to meet the TTNO's new Office Manager. Damjana Dzeko started training with Michelle February 24. Board members were invited to introduce themselves and share their roles on the Board. Damjana in turn was invited to share her background and experience with the Board.

The meeting was called to order at 7:24 pm.

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

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

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

3. **MINUTES**

3.1 **Approval of Minutes of February meeting**

MOVED BY Mariann Canning

SECONDED BY Cindy Shaw

THAT the minutes of February 3, 2021, be approved as circulated. Motion carried.

3.2 **Ratification of employment contract**

MOVED BY Debra Brear

SECONDED BY Flora Hartleib

THAT the Board ratify the Employment Contract for Damjana Dzeko with starting date of February 24, 2022. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. REPORTS

5.1 Finance Committee Report

5.1.1 Treasurer – Simone Radman

- 1) Financial reports: Budget vs. Actuals 2022YTD, Balance Sheet and Income Statement reports for the time-period of June to February 2022 were provided for review and discussion. The TTNO continues to operate in a positive balance.
- 2) The profit margin for the TTNO this fiscal year anticipated at \$4000,
- 3) We are currently \$7000.00 short from memberships. However, renewals are still coming in and the call out for renewals will begin soon.

5.1.2 Committee Updates

Updates provided:

- 1) TTNO logo pins – It was back in 2014 when the TTNO purchased 1000 pins. The vendor used for our last purchase is out of business. New vendors and new pricing quoted was at \$4.00/pin.

RECOMMENDATION:

THAT the purchase of TTNO logo pins be postponed and considered for the 2022-2023 fiscal year.

- 2) Membership categories: Waiting on recommendations/feedback from the Adhoc Membership Committee. This will assist in the next fiscal year budgeting process.
- 3) The Finance Committee will begin the budget process in May.

ACTION:

Committee Chairs are being asked to submit their 2022-2023 budgets to the Finance Committee before the end of April .

5.1.3 Scholarship Fund – Debra Brear

No updates.

5.1.4 Donations – Debra Brear

To-date the TTNO has received \$5804.03 in donations: General \$1430.53, Memorials \$1965.00, Scholarship Fund \$769.10, TT Awareness Week \$473.30.

5.2 Teacher Liaison – Craig Niziolek

Updates provided.

- 1) Teachers have been asked to ensure that the website and *inTouch* listings are up to date with their approved continuing education workshops.
- 2) TTNC Education Committee Proposal – discussion re a national approval mechanism for RTs to expand their opportunities to teach nationally and internationally. Mary Jane will be providing the TTNC with the Board's decision, on this proposal, however she needs to

know the intentions of TTNO's teachers and their plans to teach TT.

ACTION:

Craig to communicate with teachers to find out:

1. How many teachers are planning to teach TT online?
 2. How many teachers plan to teach face-to-face?
 3. How many teachers plan to teach via hybrid?
- 3) Teaching TT Certificate templates for Foundations of Therapeutic Touch[®], Transpersonal Nature of Therapeutic Touch[®] and Application for the Inner Processes of Therapeutic Touch[®] are complete. Congratulation letter templates are complete for Foundations of Therapeutic Touch[®], Transpersonal Nature of Therapeutic Touch[®].
- a. Congratulations to Alison Cooke and Paula Neilson who are approved to teach Transpersonal Nature of Foundations of Therapeutic Touch[®]. All Individuals who attended the Transpersonal Nature of Therapeutic Touch[®] workshop in January of this year with Alison and Paula will receive a TTNO Certificate.
 - b. Congratulations to Craig Niziolek who is approved to teach Foundations of Therapeutic Touch[®],
- 4) Minutes of the January Teacher check-in meeting and Dolores Krieger's talk on Highly Human Skills were shared with all RTs. Invitation is out there for assisting teachers who would like assistance in developing/updating to their Foundations of TT workshop. Consideration is being given to arranging another check-in meeting.
- 5) A request was sent to the TLC for comment on Teachers Days approvals to be used by Recognized Practitioners for maintaining RP status. No differences were highlighted between regional and conference teachers days
- a. Regional and conference teachers' days be considered for RPs to maintain RP status
 - b. Regional and conference teachers' days **cannot be used** by workbook practitioners for achieving RP status
 - c. Regional and conference teachers' days must have an educational component and be approved through the TLC
 - d. Criteria and guidelines for continuing education workshops and the approval process are in existence.

5.3

Membership – Cindy Shaw

Updates provided.

- 1) information as of the end of February 2022 shows the membership total at 279 (includes 11 new members) vs. 369 in 2021. Twenty-three members have revised their membership status. Eight renewals are waiting to be processed. Approximately 90 members have not yet renewed – call out plan for connecting with these individuals by phone will begin soon.

- 2) Adhoc Committee for Retired Member category anticipating feedback to the Board for April's meeting.

- 5.4
5.4.1 Past Chair – Mary Jane Cowtan
Nominations Committee
A call for nominations will be placed in the upcoming issue of *inTouch* for vacancies on the Board.
- 5.5 Interim Chair – Mary Jane Cowtan
Updates provided.
 - 1) Agency Guidelines update:
 - a. The Agency Membership Application form is complete.
 - b. Next step is to develop a 1–2-hour workshop for teachers with respect to rolling out the Agency Toolkit (Nancy Hall/Mary Jane).
 - c. There is an agency very interested in establishing a TT program and will be considered an excellent pilot for the TTNO.
 - 2) TTIA have decided to provide a digital vs. hardcopy book for their 50th TT celebration. They are still looking for pictures – if anyone has pictures they wish to share you can send them to Mary Jane as she will be designing the booklet.
- 5.6 TTNC – Mary Jane Cowtan
Updates provided.
 - 1) The TTNC's 50th anniversary celebration is scheduled for April 10, 2022 @ 3:30 PM EST. The theme is "The History of Therapeutic Touch and the Networks in Canada". Each province will have 10 minutes to provide a history of their network. Crystal Hawk has agreed to represent the TTNO for this event.
- 5.7 Vice-Chair – Mariann Canning
Updates provided.
 - 1) Summary of 2021 Annual Conference evaluations were provided for everyone's review. Feedback was generally positive, however there were some suggestions for future workshops such as breakout rooms consisted of the same/almost the same individuals each time – would like to experience different individuals each time; more opportunities to meet beyond the annual conference, more short breaks. With respect to the Zoom platform – allows for increased affordability from a monetary perspective (conference, accommodation, and travel costs); more comfortable, easier to hear presenters and discussion.
 - 2) Some concerns expressed re holding Conference and Teachers' Day on two consecutive weekends.
 - 3) Given current environment and that we are in March already recommending that 2022 Conference and Teachers Day dates be scheduled using the virtual platform.
 - 4) One presentation is confirmed for Conference. Details to follow.

ACTION:

1. 2022 Annual Conference – October 14, 15 and 16, 2022 (Friday evening, Saturday, and Sunday) and Teachers Day – October 29 and 30 (Saturday and Sunday)
2. Dates will be published in the Spring inTouch so individuals can book time aside.

MOVED BY Mariann Canning

SECONDED BY Debra Brear

THAT the Board approve the expenditures of \$750.00 to cover the Annual Conference (\$225/presentation and \$100/day technical support) for the 2022 Annual Conference and **THAT** \$750.00 be approved to cover the expenditures for Teachers Day (\$225/presentation and \$100/day technical support) . Motion carried.

5.7.2 Strategic Planning – no updates.

5.7.3 Bylaws – no updates.

5.8 Practitioner Liaison – Flora Hartleib
Updates provided.

- 1) Request to the TLC for policy enhancement to the existing RP maintenance document – it was noted that this action had already been addressed by the TLC which raised the question around efficiencies for board members.

ACTION:

It is **important to our board members to communicate/follow-up/confirm** with all individuals involved when projects/tasks are completed (one member assuming the lead per project).

- 2) Request for Recognized Practitioners (RP) to use attendance at Teachers Days (Regional and Conference Teachers Days) for maintaining RP status. Please refer to item 5.2, 5).
- 3) Congratulations to Kim Watson (Windsor) on receiving your Recognized Practitioner status.
- 4) TTNIC Adhoc Mentorship Committee – the Committee is continuing to meet monthly. The development of a Mentorship Handbook is in development.
- 5) TTNO Branch Handbook – Committee is still working on updating the handbook. The following will be shared with TTNO members in the spring issue of inTouch:

*“The **Branch handbook** is being updated...Branch leaders and members please send me a quick email answering the following questions: What would prompt you to pick up this important resource...and what do you want it to contain?”*

- 5.9 Communications Committee – Jim Metson
Updates provided.
- 5.9.1 2022 Therapeutic Touch® Awareness Week Task Group
- 1) Thursday, May 5th to Wednesday, May 11th
 - 2) March 2nd workshop entitled *Our best three in TT: Pivotal moments with Therapeutic Touch* - 21 participants and 5 Task Group members attended – very positive, Suzanne Hale was posting a video message sharing three TT stories on the TTNO YouTube channel, however only those with the link can view it
- 5.9.2 Webmaster
Updates were provided for information. No action required.
- 5.9.3 Newsletter
- 1) *InTouch* – planned distribution will be delayed until March 22
 - 2) *Holding Space* – distributed February 9
- 5.9.4 Public Relations
- 1) TTNO tagline and core values – updates to the website are in process. \$100 plus taxes was approved by the Executive Committee so Engine to proceed with their portion of the required updates.
 - 2) TTNO Handouts have been updated and posted on the website.
 - 3) TTNO brochure – The designer has received the final photos for the brochure and the request to add the trademark symbol. Awaiting receipt of the final draft from the designer.

ACTION:

1. Jim will forward final draft, when received, to the Board for approval.
2. Once approved, Jim will make arrangements for printing and delivery of brochures.
- 4) TTNO public facing Facebook page – requesting that the administrative duties for the Facebook page ([18 Therapeutic Touch Network of Ontario | Facebook](#)) be transferred to the Communications Chair.

ACTION:

Mary Jane will ensure that the administrative functions for the Facebook page role will be transferred from the office manager to Jim Metson, the Communications Chair.

- 5.9.5 Referral Service
Updates provided.
- a. One referral received over the past month. That makes a total of 2 referrals in the last 6 months.

- b. Important to provide Darlene with a list of practitioners who are willing to take incoming referrals. This information is collected on the membership renewal forms and is entered into the TTNO data base.

ACTION:

1. Mary Jane will make arrangement to have the office provide an updated listing from the TTNO data base.
2. Jim will share this information with the TTNO Referral Coordinator.

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

Approval of Committee Reports

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

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 – This item is not a priority but will remain as an item to do in the future.

7. **NEW BUSINESS**

7.1 Board agenda - request to have Committee Reports, with the exception of the Finance Report, rotated on a monthly basis.

ACTION:

Committee reports on the board agenda will be rotated monthly beginning in April.

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

Next regular meeting:
April 7, 2022, 7-9 pm, Zoom

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

THAT we do now adjourn at 9:56 pm. Motion carried.