



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

DATE: June 2, 2022
TIME: 7:00 – 9:00 pm
LOCATION: Zoom

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

Guest(s): N/A

Regrets: Mary Jane Cowtan

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mariann Canning at 7:28 pm.

1.2 Centering and Intent – Mariann provided the meditation/centering.

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Jim Metson

SECONDED BY Craig Niziolek

THAT the agenda for June 2, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

THAT the minutes of May 4, 2022, be approved as circulated. 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 2021 through April 2022 were provided for review and discussion. Deficit of \$3,000.00 is expected at fiscal year end – reasons are due to increase in \$ to cover additional days/training of new office managers and the decrease in membership renewals.

5.1.2 Committee Updates

Updates provided:

- 1) Budget planning is deferred until final fiscal year figures are in which will be sometime in July. The Committee will present a draft to the board in September in time for the AGM in October.

5.1.3 Scholarship Fund – Debra Brear
No updates.

5.1.4 Donations – Debra Brear

- 1) The total donations received by the TTNO, as of May 23 is \$7,467.25; General \$1904.64, Memorial \$2440.00, Solstice Energy Break \$1166.10; TTAW \$502.41; Scholarship Fund \$819.10; Connecting with Nature fundraiser \$535.00; TTNO Members \$100.00.

5.2 Membership Committee – Cindy Shaw
Updates provided.

- 1) As of May 27, total members are 335 versus May 2021 at 369. We are still 34 members short of that goal. We have 19 new members versus 14 in 2021. One GM and one RP moved to RM status and a surprise of one AM who moved back up to GM status.

5.3 Practitioner Liaison Committee – Flora Hartleib

- 1) Branch Bites – distributed to Branch Leaders May 26, 2022
- 2) Maintaining and Achieving RP status documents cannot be finalized until direction around revised curriculum and guidelines are clear
- 3) Guidelines for Recognized Practitioners to regain RP status after letting their status lapse are being established. A draft document will be brought to the Board for discussion and approval.
- 4) Branch Handbook – a work in progress.
- 5) Write up for the website – a work in progress to be finalized once clear direction for revised curriculum and guidelines
- 6) Revised process for TT practitioners who are interested in becoming a Recognized Practitioner (RP) - On December 25, 2019, a motion was passed by the Board, to implement a new process for members who are interested in becoming Recognized Practitioners. The change was that members would request the Statement of Intention from the office, the office would forward the fillable form to the member for completion and mailing costs for forwarding the TTNO Practitioner Workbook. Once received the workbook would be provided to the member. Unfortunately, this process was never fully implemented at the TTNO office. The *“Intention to be become a Recognized Practitioner”* fillable form is updated and attached to include the new TT workshops – Foundations of Therapeutic Touch® and Transpersonal Nature of Therapeutic Touch® workshops.

MOVED BY Flora Hartleib

SECONDED BY Craig Niziolek

THAT the process pertaining to the Statement of Intention for workbook

practitioners be approved and implemented immediately as outlined below:

- a) A General Member requests a Practitioner Workbook through the office.
- b) The office sends that individual a fillable “Statement of Intention to Become a Recognized Practitioner” along with a request for the funds to cover the cost of the workbook.
- c) The General Member (prospective workbook practitioner) returns the completed statement of intention either by email or by Canada Post along with the payment for the workbook.
- d) Upon receipt of the completed form and payment the office will send out the Practitioner Workbook to the TT practitioner
- e) The office forwards a copy of the completed Statement of Intention to the Workbook Coordinator and updates the office file, accordingly.
- f) Information to be recorded in FileMaker should include the request for Workbook with name and contact information for the member (name, address, email, primary contact number), date request received, date completed form received and forwarded to the Workbook Coordinator and the date the workbook is sent to the member.

and **THAT** this process be included in the TTNO Office Manual and shared with all TTNO Branches and Recognized Teachers. Motion carried.

ACTION: An updated version of the Practitioner Workbook is anticipated to be complete late summer/early fall of this year.

5.4

Communications Committee – Jim Metson
Updates provided.

- 5.4.1 2022 Therapeutic Touch® Awareness Week Task Group – May 5th to Wednesday, May 11th
 - 1) The Task Group is aware of 44 outreach activities, however not all were registered. Hats off to the Windsor Group.
 - 2) Post-TT Awareness Week Zoom meeting was May 18 – turnout was small but still perceived as a pleasant evening of stories
 - 3) A summary report is being prepared for review by the Task Group and is expected to be shared at the July board meeting
- 5.4.2 Webmaster
Updates were provided for information – no action required.
- 5.4.3 Newsletter
 - 1) *inTouch* – distribution planned for June 16; deadline for submission for the Fall issue is August 1st with distribution mid to end of September
 - 2) *Holding Space* – next edition is planned for August 2
 - 3) *Branch Bites* – no updates
- 5.4.4 Public Relations
 - 1) TTNO public facing Facebook page – administrative access for Jim Metson is still pending

2) Communications Policy – no updates.

5.4.5 Referral Service
Updates provided.

- 1) Cindy Shaw has agreed to be the new TTNO Referral Coordinator, effective immediately – Congratulations! Cindy.

5.5 Teacher Liaison Chair – Craig Niziolek
Updates Provided.

- 1) Teachers Day – theme is “Transforming and Transcending”. Teachers have had to embrace significant change over the past 2 ½ years. This day will address the challenges of operating a business in teaching TT, new methods of training and mentorship for success.
 - a) Growing the body of teachers - explore various approaches designed to attract, engage and support Workbook Practitioners to achieve RP status and RPs to apprentice to become RTs. The idea of a hybrid teacher's day in helping to build and retain our teaching pool, but also to create better teachers. An opportunity to learn from each other is key and hearing about what others are doing and how it has/hasn't worked.
 - b) Grow the TTNO (attract and retain members by offering a clear development and training path)
 - c) Grow the RTs professional practice (formal and informal mentoring programs) enhancing service offering, motivation/purpose and financial return - apprentice teachers can help with marketing/attracting students; provide tech/zoom support etc.
 - d) Build community - by strengthening organizational capacity/network connections
 - e) Leverage/optimize existing resources and contacts (TTAW) for marketing and community partnerships (hospice) re: Agency Guidelines
 - f) Explore and discuss marketing ideas for TT workshops - how to market TT - what's worked for others -if there are problems marketing the longer Foundations program - fees for the programs.
 - g) How to find students
 - h) Drawing on the experience from various teachers throughout the province - each speaking to a topic or contributing to the dialogue?

ACTION:

Craig is reaching out via email to all TTNO RTs to see if anyone is willing to present one of several of the above topics.

- 2) Transpersonal Nature of Therapeutic Touch® curriculum and guidelines package has went out to all TTNO RTs.
- 3) The TTNC have confirmed that each network is autonomous.

Revised curriculum and guidelines have no impact on the trademark. Based on this information there is no reason why RTs who are approved to teach Levels 1, 2 and 3 cannot continue to do so. It is important that the TTNO Board both acknowledge and support our existing teachers and their expertise. The TTNO has been the most successful network in teaching everyone TT. The goal is to get TT in every household. Not everyone that learns TT wants to be recognized. Some people just want to help their loved ones. The Board is also aware of the importance to continue its direction with the new/updated curriculum and guidelines.

MOVED BY Craig Niziolek

SECONDED BY Flora Hartleib

THAT all TTNO Recognized Teachers who are currently approved by the TTNO to teach the basic Levels 1, 2 and 3 can continue to do. Motion carried.

- 4) Jim Metson presented a diagram outlining potential future direction for teaching TT for visual purposes and clarity in understanding that direction. Board members appreciated his insight and suggested minor revisions.

RECOMMENDATION:

Jim incorporate suggestions and share with Board members for their information and thoughts re future clarity and direction for teaching and practice of TT.

5.6 Past Chair – Mary Jane Cowtan (absent)
No updates.

5.6.1 Nominations Committee - N/A

5.7 Interim Chair – Mary Jane Cowtan (absent)
Proposed Board of Directors and Committee Structure was provided for further review and discussion.

RECOMMENDATION:

The secretary will send out a doodle meeting poll to find a date and time for a separate meeting to dialogue about this proposal. It is important for the full board to be involved. Month of June is preferable.

5.8 TTNC – Mary Jane Cowtan (absent)
No report.

5.9 Vice-Chair – Mariann Canning
Updates provided.

5.9.1 Annual Conference 2022

- 1) Submission of day plan for Transpersonal Nature of Therapeutic Touch® expected by the end of June.

- 2) Received day plan from Arlene Cugelman – submitted to TLC.
- 3) Annual Conference presentations will be highlighted in summer issue of *inTouch*.

ACTION:

Registration form for Annual Conference and Teachers Day to be developed.

- 5.9.2 Strategic Planning – no updates.
- 5.9.3 Bylaws – no updates.

- 5.10 Office Manager – Damjana Dzeko
Updates provided. No action required.

Approval of Committee Reports

MOVED BY Debra Brear

SECONDED BY Jim Metson

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 – No updates.
- 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.
- 6.3 Policy re Uses of the TTNO email – deferred
- 6.4 Follow-up from May 4 minutes item 5.1.2 under Finance Committee updates – 1) follow up on recommendations re Office Management.
- 6.5 Follow-up from May 4 minutes item 5.2 under Practitioner Liaison Committee updates – 5) Professional Development Days and proposed increase in fees to cover additional expenses incurred by teachers to present the workshop

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

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

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

THAT we do now adjourn at 9:04 pm. Motion carried.