



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

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

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

Guest(s): N/A

Regrets: Mary Jane Cowtan, Jim Metson

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mariann Canning at 7:06 pm.

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

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Flora Hartleib

SECONDED BY Craig Niziolek

THAT the agenda for July 7, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Debra Brear

SECONDED BY Cindy Shaw

THAT the minutes of June 2, 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 May 2022 were provided for review and discussion. The TTNO is showing a deficit of \$4,182.38. However, some minor adjustments have been made (\$50 in Scholarship Fund) and as a result the deficit has decreased to just over \$4000.00. This information was expected.

- 2) An updated financial statement will be forthcoming and will be forwarded to the reviewer for tax reporting purposes. **Once** reviewed and received, it will be presented at September's board meeting and shared at the Annual General Meeting.
- 3) There is a need to transfer \$ from short-term deposit to cover future expenses such as the upcoming monthly rent. If more \$ are required in the future, a further transfer will be considered.

MOVED BY Flora Hartleib

SECONDED BY Craig Niziolek

THAT \$5,000.00 be transferred from the short-term deposit to cover current expenses of the TTNO. Motion carried.

5.1.2 Committee Updates

Updates provided:

- 1) The draft budget for 2022/2023 will be presented at September's board meeting for consideration, however, will be shared in advance for early review and feedback if necessary.
- 2) The Committee brainstormed a few ways to increase the TTNO's income.

ACTION:

1. Finance Committee will forward draft budget to board members in August for early review, questions, adjustments prior to September's board meeting.
2. Simone Radman will forward the revised financial reports to the secretary for the 2021/2022 fiscal year for sharing with board members.

5.1.3 Scholarship Fund – Debra Brear

No applications received to date for 2022-2023 fiscal year.

5.1.4 Donations – Debra Brear

Updates provided. Total donations for the current 2022/2023 fiscal year of \$125.00 to date; \$100.00 General and \$25.00 memorial.

5.2 Interim Chair – Mary Jane Cowtan (absent)

Reminder!!! Discussion of Proposed Board of Directors and Committee Structure has been scheduled for July 13th – 7-9 pm by zoom – link has already been forwarded.

5.3 Vice-Chair – Mariann Canning

No updates.

5.3.1 Annual Conference 2022

5.3.2 Strategic Planning – no updates.

5.3.3 Bylaws – no updates.

5.4

Practitioner Liaison Committee – Flora Hartleib
Updates provided.

- 1) Proposal for earlier workbook purchase – two options were provided for discussion and consideration by the Board concerning a special request from a member to begin the Practitioner Workbook. The reasons for this request were valid and realistic given current circumstances.

MOVED BY Flora Hartleib

SECONDED BY Craig Niziolek

THAT in an effort to be flexible and adjust for extenuating circumstances the Practitioner Liaison Committee (PLC) responds to each member's situation on an individual basis which sometimes involves a variation of the existing guidelines to resolve the situation. The Board respects and acknowledges that the PLC carefully considers each circumstance and makes decisions that are beneficial to both the individual and the TTNO, respectively. These considerations do not involve any overall policy change. The Board respects and acknowledges that the above request is deemed an extenuating circumstance and falls within the current portfolio of the PLC. These decisions will be included as information in the Practitioner Liaison Committee report to the Board.

The Board also acknowledges that such a request would be rare and supports and approve the proposed **Parameters** surrounding this and any similar request in the future **THAT**

- i. The individual must be a member of the TTNO network
- ii. As a member they would be able to begin the workbook and would be permitted to:
 - Complete 10 Unsupervised Case Studies, 2 Supervised Case Studies, 1 received session and 1 journal entry. These sessions are to be in person.
 - First, they must do a supervised case study, then 4-6 unsupervised case studies, followed by another supervised case study. The remaining unsupervised case studies may then be completed.
- iii. They are strongly encouraged to have a mentor to guide them through this process.

It is also recommended that this information be included within the PLC portfolio. Motion carried.

- 2) Revised "TTNO Achieving Recognized Practitioner (RP) Status" – primary revisions include: Therapeutic Touch Training: the language is revised to include the most recent changes to the curriculum and guidelines; Continuing studies: more clearly defined the requirements and articulated that the Application of the Inner Processes of Therapeutic Touch workshop must be completed when implemented; Practice: the requirement to regularly participate in a TTNO Branch; a simple visual that expands on the visual presented last month by Jim Metson called

the pathways to Therapeutic Touch (see attached document). I think that this document needs to be included in the Revised Practitioner workbook. Maintaining and Achieving RP status documents cannot be finalized until direction around revised curriculum and guidelines are clear

MOVED BY Flora Hartleib

SECONDED BY Cindy Shaw

THAT the revised document “*TTNO Achieving Recognized Practitioner (RP) Status*” be approved as presented. Motion carried.

- 3) Revised “**TTNO Maintaining Recognized Practitioner (RP) Status**” – primary revisions included: B: is a new requirement – must attend at least four Branch meetings a year...this was added to ensure that RP’s are staying current, practicing and hopefully mentoring or supervising Workbook practitioners in their Branch. This is especially important for those RP’s that are on the Teaching path; C: The language has been changed to reflect the most recent changes to the Curriculum and Guidelines; C4: Reflects the policy recently adopted by the Board pertaining to the requirement that Regional Teachers Days must have an educational component approved by the TLC to be used for maintaining RP status. In brackets you will see the statement... “not all teachers days can be used for maintaining RP status.” This was added to honor those members of the Teachers Collective including RP’s who wish to continue to meet regionally with no expectation of using this day to maintain RP status. The onus to advise members of this fact rests with the Teacher(s) promoting this regional day; C6: is new but has already been used to support RPs in the past year
Review a TTNO-approved Therapeutic Touch resource and submit a review to the designated TTNO Reviewer(s). The PLC committee membership may need to be expanded to achieve this educational option. It is also recommended that this option not be used more than two consecutive years. RPs are required to complete at least two or more Therapeutic Touch Activities; D1: is new - Attend four additional Branch meetings per year where TT sessions are exchanged; D7: Is new - Serve as a mentor to a workbook practitioner.

MOVED BY Flora Hartleib

SECONDED BY Craig Niziolek

THAT the revised document “*TTNO Maintaining Recognized Practitioner (RP) Status*” be approved as presented. Motion carried.

- 4) Draft “TTNO Guidelines for Reinstatement to Recognized Practitioner (RP) Status” to regain RP Status” was presented for review and discussion. This is a new document to address what is required of a member who has let their RP status lapse and

wishes to return to active status. Items 1, 2A and 2B will be included in the revised version of the Practitioner Workbook.

MOVED BY Flora Hartleib
SECONDED BY Cindy Shaw

THAT the “*TTNO Guidelines for Reinstatement to Recognized Practitioner (RP) Status*” to regain RP Status” as presented be approved.
Motion carried.

- 5) Branch Handbook – in progress.
- 6) Currently exploring a replacement for her position on the Board as the plan is to retire this fall.
- 7) The next issue of Branch Bites is expected for distribution this fall.
- 8) Plan to continue on the TTNC Committee for establishing Mentorship Guidelines and support her home Branch, mentorship and membership in the TTNO.

5.5 Communications Committee – Jim Metson (absent)
Updates provided.

- 5.5.1 2022 Therapeutic Touch® Awareness Week Task Group – May 5-11th
- 1) The Task Group provided their summary report for 2022 to the Board for review and discussion. Thanks to Deb Gould for her lead in compiling the data and her role as lead author for this report.

RECOMMENDATION:

1. This report be deferred to September’s meeting.
2. If anyone has any questions or would like further information, please email Jim directly.

5.5.2 Website
Updates provided.
Feedback re a memorial page/announcement of passing of members on the website used to exist however wasn’t utilized.

RECOMMENDATION:

THAT it will be much more effective to get the information out via the ‘internal’ Facebook page – this way notices will reach more people in a timelier manner and spread the info by word of mouth.

- 5.5.3 Newsletter
- 1) *inTouch* – Summer issue distributed June 21st.
 - 2) Fall issue planned for distribution September 20/22nd.
Submissions are requested by August 1st.
 - 3) *Holding Space* – next edition is planned for August 2
 - 4) *Branch Bites* – next edition in Fall

- 5.5.4 Public Relations
 - 1) TTNO public facing Facebook page – administrative access for Jim Metson is still pending
 - 2) Communications Policy – no updates.
- 5.5.5 Referral Service

No referrals received.
- 5.5.6 Considerations on Therapeutic Touch® curriculum going forward” was submitted
- 5.6 Teacher Liaison Chair – Craig Niziolek

Updates provided.

 - 1) There were no responses to the communication sent to RTs following the last board meeting.
 - 2) The theme of “Transforming and Transcending” and specific details were shared with Diane May, and she has agreed to present over both days for Teachers Day. The next step is to receive Diane’s day plan for the presentation and submission to the TLC for approval.

ACTION:
It is imperative for the following to occur in a timely basis:

 - 1. Revise current Registration form for Annual Conference to include specifics for Teachers Day.
 - 2. Information and details concerning Teachers Day needs to be publicized to encourage and promote attendance.
- 5.7 Membership Committee – Cindy Shaw

Updates provided.

 - 1) Total members as of June 30, 2022, is 342 versus 367 as of the same time last year – down by 25. We have 17 new members. Four GMs moved became RPs and one RP to RT.
 - 2) Meeting to finalize new membership category of “Teacher Emeritus” is scheduled for July 20, at 7 pm by Zoom.
- 5.8 Past Chair – Mary Jane Cowtan (absent)

No updates.
- 5.8.1 Nominations Committee

The recent call out through the summer *inTouch* for interest in Board vacancies was unsuccessful.
- 5.9 TTNC – Mary Jane Cowtan (absent) / Debra Brear

The secretary attended June 28 meeting. Some important projects are in the works. Important to have feedback from our teachers and the board to present to the TTNC Board.

 - i. TTNC Curriculum-Education Committee Proposal – National Curriculum TT Teacher Recognition Committee for TT

Teachers in Canada - **IMPORTANT** that this draft proposal is shared with all TTNO teachers and student teachers to receive their thoughts, feelings, concerns and questions about this proposal.

- ii. Core Values for TTNC – important to review and provide feedback (agree/disagree/suggestions etc).
- iii. Development of Adhoc Committees to:
 - a. review the TTNC Bylaws – inviting Brita Ball to review the bylaws with board members
 - b. review of Trademark policies – looking for a representative from each network to participate – Is anyone interested in representing the TTNO
 - c. The TTNC board is still looking for a secretary and vice president.

ACTION

The TTNO must provide their feedback to the TTNC at the end of September.

5.10

Office Manager – Damjana Dzeko

Updates provided. No action required from report; however, concern was expressed with respect to Zoom verification codes being requested. Some meetings had to be cancelled because of this – very frustrating and wanting to know if the issue has been resolved.

ACTION:

Issue has been resolved. A revised Instruction Sheet will be attached to each host with the meeting details. Please pay attention to the new instructions. If there are any further questions/concerns, please let the office know.

Approval of Committee Reports

MOVED BY Craig Niziolek

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 – 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

ACTION:

The secretary will follow-up with Mary Jane Cowtan with respect to any revisions made to the role description of the TTNO Office Manager. Feedback will be provided at September's board meeting.

- 6.5 Professional Development Days and proposed increase in fees to cover additional expenses incurred by teachers to present the workshop – deferred

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE**

- 8.1 TTNO office received an email from: Grey House Publishing Canada re subject: Congratulations! You are Among the Thousand of Influential Associates Featured in 2022's Associations Canada! Order Today to Save 30%, have free online access and 10,000 downloads! – discussion followed re paying out \$300 of which no benefits to the TTNO could be identified.

ACTION:

The TTNO office manager will be asked to decline the offer.

9. **DATE OF NEXT MEETING**

Next regular meeting:
September 1, 2022, 7-9 pm, Zoom

ACTION:

1. Should any issues/concerns arise between now and September resolution will occur either through the Executive Committee or email communication with the full Board.
2. Reminder for board members that their annual reports are due for September's meeting to allow sufficient time for review and compilation of final Annual Report for the Annual General Meeting.

MOVED BY Craig Niziolek

SECONDED BY Cindy Shaw

THAT we do now adjourn at 9:06 pm. Motion carried.