



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

DATE: September 15, 2022  
TIME: 7:00 – 9:00 pm  
LOCATION: Zoom

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

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

**Regrets:** Simone Radman

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mary Jane Cowtan at 7:03 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 September 15, 2022, be approved as circulated.  
Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Cindy Shaw

SECONDED BY Flora Hartleib

THAT the minutes of July 7, 2022, be approved as amended. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

5.1.1 Treasurer Report – Simone Radman (absent)  
No updated financial reports available.

5.1.2 Committee Updates  
Updates provided:

- 1) The draft budget for 2022/2023 was included for review. This budget is basically a mirror image of the 2021/2022 budget, however, does include increase in insurance rates and postage

rates. Any necessary adjustments will be made once Simone returns from vacation. Office lease expires in January of 2023.

- 2) Annual Review of all Financial documents including the Terms of Reference, policies & procedures and guidelines were completed. Suggested revisions: a) Policy FIN-001 Travel Expense Reimbursement – increase to \$.57/km and to be reviewed quarterly, b) Policy FIN-006 Scholarship Fund – no revisions to the policy & procedures, maximum annual fund is \$3000.00 (no change), maximum application amount is \$300.00 (no change), parking revised to \$25/day (from \$10.00/day). No further revisions are required.

MOVED BY Mariann Canning

SECONDED BY Jim Metson

**THAT** policy FIN-001 Travel Expense Reimbursement be revised to \$0.57 per kilometer. To be reviewed quarterly. Motion carried.

MOVED BY Mariann Canning

SECONDED BY Craig Niziolek

**THAT** policy FIN-006 Scholarship Fund parking fee be raised to \$25.00 maximum per day. Motion carried.

**ACTION:**

The secretary will revise FIN-001 and FIN-006 with the appropriate information above. Once complete updated documents will be a) shared with all board members and the office, b) if appropriate forwarded to the webmaster for uploading the new versions to the website, and c) if appropriate, board members will notify their committee members.

- 5.1.3 Scholarship Fund – Debra Brear  
No updates.

- 5.1.4 Donations – Debra Brear  
Updates provided. Total donations to-date for the current fiscal year is \$210.00; \$150.00 General and \$25.00 memorial; Connecting with Nature fundraiser \$35.00.

- 5.2 Interim Chair – Mary Jane Cowtan  
Updates provided. Office is running very smoothly – very little support required at this time. Reviewed briefly the first draft of the consolidated annual report Annual General Meeting. The annual financial report is in progress. There is time if anyone wishes to revise their reports if they wish.

**ACTION:**

1. Board members are to review the Volunteer List to ensure that it is accurate and up to date. Please submit any revisions as soon as possible to Mary Jane and Debbie.

2. Jim to include the date and specifics of the upcoming Annual General Meeting - Thursday, November 17, 2022, 7:00 – 8:00 pm, by Zoom in the upcoming issue of *inTouch*.
- 5.3 Vice-Chair – Mariann Canning  
Updates provided.
- 5.3.1 Annual Conference 2022  
Registrations are coming in – 30-35 majority include both Conference and Teachers Day. A reminder will be going out soon.
  - 5.3.2 Strategic Planning – no updates.
  - 5.3.3 Bylaws – no updates.
- 5.4 Practitioner Liaison Committee – Flora Hartleib  
Updates provided. No action required.
- 1) Greetings from Cortes Island, BC, with good news - they are opening a TT clinic at LAF Life after fifty...Windsor's senior centres in September. This will be facilitated by Sharron Parrott and a team of volunteers from their Windsor Branch – a 20-year dream come true.
  - 2) There will be a request to complete a TTIA survey in the next issue of Branch Bites.
- 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 shared their summary report for 2022 with the Board in July, however, was deferred to this meeting for further discussion or questions. An excellent report and much gratitude to everyone involved for making another very successful week.

MOVED BY Jim Metson  
SECONDED BY Cindy Shaw  
**THAT** the Therapeutic Touch Awareness Week Summary Report for 2022 be endorsed and shared with the TTNO membership as part of the Consolidated Annual Report for the Annual General Meeting. Motion carried.
  - 5.5.2 Website  
Updates provided. No action required.
  - 5.5.3 Newsletter
    - 1) *inTouch* – Fall issue planned for distribution week of September 19<sup>th</sup>.
    - 2)  *Holding Space* – distributed August 16th

#### 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.

#### 5.6 Teacher Liaison Chair – Craig Niziolek

Updates provided.

- 1) Feedback from Teachers re Proposal for National Curriculum TT Teacher Recognition Committee for Teachers in Canada from the TTNC – what benefits are there in duplicating processes that are already in place with TTNO and TTIA
- 2) As the focus seems to be for online virtual (web-based) training, how does this impact our TTNC stated common issues of declining membership and Branch/Practice Group involvement of students. The purpose of the TTNC is to assist the provincial members with common issues. Once the curriculum align, does it matter if we have students from other countries/provincines?
- 3) Does this create a disadvantage for teachers who are not tech savvy?
- 4) How does the online “graduate” continue with mentorship (another TTNC project) when they are not local to a teacher and are not a member of a provincial network? The TTIA would likely see an increase in their membership. The TTNO could offer an online Branch for further mentoring.

MOVED BY Craig Niziolek

SECONDED BY Jim Metson

**THAT** the TTNO Board of Directors does not support the Proposal for National Curriculum TT Teacher Recognition Committee for TT Teachers in Canada. Motion carried.

#### 5.7 Membership Committee – Cindy Shaw

Updates provided.

- 1) Total members to date of 344.
- 2) Adhoc Membership Committee Report of July 20, 2022 – This committee was formed based on the recommendation by the Finance Committee to review the “Retired Member (RM)” category for further clarity and determining a clear guideline of movement from one membership category to another. The category was established for retired teachers, however due to lack of specific criteria, RPs and GMs chose this category. The recommendations of this committee were presented for discussion and review.
  - i. Remove the membership category “Retired Member” from the Bylaws

MOVED BY Cindy Shaw

SECONDED BY Flora Hartleib

**THAT** “5.1.5 Retired Member - Any Recognized Practitioner or Recognized Teacher who has informed the Board of Directors of the Therapeutic Touch Network of Ontario that they wish to retire from active service. A retired member retains all rights and privileges of membership including the right to hold office and vote. Membership fees are by donation from the retired member.” be removed as a membership category/class.” Motion carried.

- ii. Revision to membership category “External Member”

MOVED BY Cindy Shaw

SECONDED BY Mariann Canning

**THAT** 5.1.8 External Member read as follows: “is an individual who lives outside *Ontario* and pays membership dues to the Network. Each external member in good standing shall be entitled to all the rights and privileges of membership except for 5.3 e) *Make application to the Network Scholarship Fund*. This member includes the right to vote.” Motion carried.

- iii. Addition of a new category “Teacher Emeritus”.

MOVED BY Cindy Shaw

SECONDED BY Mariann Canning

**THAT** a new category/class be added to the Bylaws as 5.1.5 to read “*Teacher Emeritus: Any Recognized Teacher who has informed the Board of Directors of the Therapeutic Touch Network of Ontario that they wish to retire from active teaching service. A Teacher Emeritus member retains all rights and privileges of membership including the right to hold office and vote.*” And **THAT** the following information be included in TTNO documentation outlining other membership information.

- a) **\$50.00 donation is suggested**
- b) **Confirmation of Benefits:**
  - A TTNO membership card
  - Quarterly issues of “*inTouch*” and “*Holding Space*”
  - TTNC newsletters as published
  - Full access to TTNO and TTNC websites
  - Right to hold office
  - Voting privileges at AGMs or special meetings of membership
  - Discounted fees to attend all TTNO continuing education workshops or events (i.e., Annual Conference, Professional Development Day and Teachers Day, other workshops
  - May benefit from the TTNO Scholarship Fund
  - Use of the trademark “*Therapeutic Touch*”<sup>®</sup>
- c) **Training/Practice:**
  - Must be a member in good standing
  - May volunteer in many ways, including:

- Presenting a Professional Development Day (PDD) in an area where there are no other RTs
- Assisting another Recognized Teacher with Therapeutic Touch® workshops or Professional Development Days
- Reviewing workbooks
- Presenting a workshop an at annual conference
- Mentoring a workbook practitioner or student teacher

Motion carried.

- iv. Changes in Membership categories are allowed in the following manner

MOVED BY Cindy Shaw

SECONDED BY Jim Metson

**THAT** changes in membership category are allowed as follows:

General Membership (GM) to Recognized Practitioner (RP), *RP must meet TTNO criteria to become an RP*

Recognized Practitioner to Recognized Teacher (RT), *RP must meet TTNO criteria to become an RT*

Recognized Teacher to Teacher Emeritus (TE), *RT no longer wishes to maintain active teaching status*

Recognized Teacher to Recognized Practitioner, *RT wishes to maintain RP status but not actively teaching status, if RT no longer wishes to maintain RP status they can move to TE*

Recognized Practitioner to General Member, *RP no longer wishes to maintain RP status*

General Member to Associate Member (AM)

Motion carried.

- v. Redesignation of RPs and GMs from “Retired Member” and all RTs to the Teacher Emeritus

MOVED BY Cindy Shaw

SECONDED BY Mariann Canning

**THAT** Recognized Practitioners and General Members who became Retired Members (RM) for the 2022 calendar year will be contacted to redesignate their status for 2023. All RMs who were RTs previously will be moved into the Teacher Emeritus membership category. Motion carried.

- vi. Draft “Membership Categories and Practice Authorization” document for review and discussion

MOVED BY Cindy Shaw

SECONDED BY Mariann Canning

**THAT** the document “*Membership Categories and Practice Authorization*” which summarizes the membership categories, benefits/entitlements, training/practices and current membership fees as presented and amended be accepted as a TTNO resource. Motion carried.

5.8 Past Chair – Mary Jane Cowtan  
No updates

5.8.1 Nominations Committee  
There have been no nominations or interest in any of the vacancies on the Board or committees.

5.9 TTNC – Mary Jane Cowtan  
No updates. No meetings over the summer.

5.10 Office Manager – Damjana Dzeko  
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 – 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 – follow up on recommendations re Office Management – the management of the TTNO office is going extremely well. No issues..

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** - N/A

9. **DATE OF NEXT MEETING**

Next regular meeting:  
October 6, 2022, 7-9 pm, Zoom

Annual General Meeting – Thursday, November 17, 2022, 7-8 pm by Zoom.

**ACTION:**

Please submit your annual report, if not already done, review draft consolidated report and list of volunteers for accuracy and return comments to Mary Jane and Debbie as soon as possible. Second draft to be available for October's meeting.

MOVED BY Debra Brear

SECONDED BY Cindy Shaw

**THAT** we do now adjourn at 9:38 pm. Motion carried.