



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

DATE: November 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 The meeting was called to order by Mary Jane Cowtan at 7:05 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 November 3, 2022, be approved as circulated.

Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Flora Hartleib

SECONDED BY Cindy Shaw

THAT the minutes of October 6, 2022, be approved as circulated. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

5.1.1 Treasurer Report – Simone Radman

1) Financial reports: Annual Event Detail for June 2021 through May 2022; Budget vs. Actuals 2022YTD, Balance Sheet and Income Statement reports for the time-period of June through October 2022 were provided for review and discussion. The TTNO is showing a negative balance of \$6792.72.

5.1.2 Committee Updates
Updates provided:

- 1) The income and expenses from the Annual Conference and Teachers Day will be available in the next month's reporting, however anticipating a profit of \$14,000.00.
- 2) TTNO office rental renewal agreement is due November 1st, current monthly rate is \$1192.00 – we had the option to renew, move out or reduce the size of space and move to a smaller office (\$679.00 to \$889.00). In consultation with all appropriate parties, it was felt that the TTNO office can function within a 10x10 office space. There may be some moving expenses to cover heavy filing cabinets or other equipment. The move will result in a considerable cost savings of \$4-500.00/month for the TTNO. Awaiting confirmation from Regis when actual move can take place.

MOVED BY Mariann Canning

SECONDED BY Flora Hartleib

THAT the Board of Directors supports the actions taken by the Finance Committee regarding the TTNO Office move. Motion carried.

5.1.3 Scholarship Fund – Debra Brear
No updates.

5.1.4 Donations – Debra Brear
Updates provided. Total donations to-date for the 2022-2033 fiscal year is \$450.00; \$250.00 General and \$65.00 memorial; \$100.00 Scholarship fund; Connecting with Nature fundraiser \$35.00.

5.2 Membership Chair – Cindy Shaw
Updates provided.

- 1) As of September 27th, TTNO members totalled 349 (21 new members)
- 2) Draft 2023 All Member Renewal package included for review and discussion. The form is revised to include all items from the recently updated document for Maintaining Recognized Practitioner (RP) Status. The covering letter will be revised to include the revisions and the new Teacher Emeritus category.

MOVED BY

SECONDED BY

THAT the 2023 Membership Renewal package be approved as amended and held until after the Annual General Meeting. Motion carried.

5.3 Past Chair – Mary Jane Cowtan
No Updates.

5.4 Interim Chair – Mary Jane Cowtan
Updates provided.

- 1) AGM – November 17th - PowerPoint presentation was provided for review, discussion, and finalization by the board. Minimal revisions were required. Great presentation.
- 2) Further information provided with respect to the TTNC Curriculum-Education Committee Draft Proposal National Curriculum TT Teacher Recognition Committee for TT Teachers in Canada. Further changes are noted in the draft provided for this meeting. The TTIA has confirmed that they have not recognized the TTNC National Curriculum Guidelines as equivalent to their Teaching Guidelines as is stated in the proposal. The TTIA has a procedure for people to apply for reciprocity, however it is not automatically approved. The TTIA have provided us with a copy of the QTTT via reciprocity application along with their Policy and Procedure for recognition as a Qualified Therapeutic Touch[®] Teacher. Applications would continue to be made on an individual basis and applicants would have to be members of the TTIA. The process for reciprocity is considerably simpler than the regular process. In other words, the TTNO can submit an application for reciprocity with the TTIA on our new C&G's, which would then mean that any Ontario teachers approved by the TTNO would have reciprocity. This would certainly be a win-win situation for TTNO and its teachers. The board will complete and submit the reciprocity applications for both the Foundations of Therapeutic Touch[®] and Transpersonal Nature of Therapeutic Touch[®]. The same will occur when the Application of the Inner Process of Therapeutic Touch[®] is completed. Anticipated timeframe will be early in 2023.
- 3) Reminder that the TTNC will be reviewing the trademark policy.

5.4.1 Nominations Committee – Mary Jane Cowtan
No further nominations have been received.

5.5 TTNC – Mary Jane Cowtan
The most current TTNC Curriculum-Education Committee Draft Proposal National Curriculum TT Teacher Recognition Committee for TT Teachers in Canada was provided for this meeting. Please refer to 5.4 - 2) & 3) above for additional information.

5.6 Vice Chair – Mariann Canning
No updates.

5.6.1 Annual Conference 2022
Evaluations from the Annual Conference are being consolidated at the office and Mariann will provide a summary report on feedback to the Board at a later meeting.

5.6.2 Strategic Planning – no updates.

5.6.3 Bylaws – no updates.

- 5.7 Practitioner Liaison Committee – Flora Hartleib
- 1) One practitioner workbook has been submitted and is in the process of being reviewed.
 - 2) Question: Is there any financial assistance available to Branches who may wish to participate in the promotion of TT at a health fair but do not have the dollars available to pay the registration fees required? Answer: Yes, they can apply through the Scholarship Fund. In addition, this may be addressed through marketing (TTAW).
- 5.8 Communications Committee – Jim Metson
Updates provided.
- 5.8.1 2023 Therapeutic Touch® Awareness Week Task Group
Process will begin in November.
- 5.8.2 Website
Jim is maintaining a list of required updates. Alison and Deb will meet the second week of November to start reviewing the process.
- 5.8.3 Newsletter
- 1) *inTouch* – Deadline for submissions to the Winter issue is November 20th, planned distribution December 13th.
 - 2) *Holding Space* – distributed this week.
- 5.8.4 Public Relations
- 1) TTNO public facing Facebook page – no success with access. May need to bite the bullet and create a new Facebook page, unfortunately no way to delete the current page.
 - 2) Communications Policy – no updates.
- 5.8.5 Referral Service
No referrals received.
- 5.9 Teacher Liaison Chair Committee – Craig Niziolek
Draft Teacher Submission Review Coordinator role description provided as a starting point with the purpose of creating one central process for submissions to flow through outlining the process for the coordinator and the reviewer(s). Nancy Hall is the new coordinator and also involved in this process. Please feel free to provide feedback and recommendations.
- 5.10 Office Manager – Damjana Dzeko
Majority of time was spent with Annual Conference and Teachers Day tasks. Great job! No action required.

Approval of Committee Reports

MOVED BY Mariann Canning

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 – Mary Jane Cowtan – updated Agency Membership Application Form was provided for review and further discussion. Anticipating that the full package will be completed and presented to the Board for rollout in January 2023. No action required at this time.

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

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE**

8.1 Email from Betty (TTNC) re TTNO brochure dated October 26, 2022 – wondering since the TTNO has been so generous in the past if the board would consider letting the TTNC use their brochure, substituting TTNC's information for the TTNO.

ACTION

The Board agreed in principle with the ask, however there would be costs and permissions involved with respect to pictures and graphic artist involvement.

8.2 Request from TTNC re advertising costs in the *inTouch* for members fee .vs. non-member fee for their upcoming ad in the winter edition

MOVED BY Debra Brear
SECONDED BY Craig Niziolek

THAT the Board approve the request of the TTNC to pay the advertising costs at the TTNO members rate as a goodwill gesture. Motion carried.

RECOMMENDATION:

The Board is recommending that the Finance Committee look at the current rates for members and non-members to advertise personal ads in the *inTouch*. These rates have been status quo for quite some time and may need to be increased.

9. **DATE OF NEXT MEETING**

Next regular meeting – December 1, 2022, 7-9 pm, Zoom

MOVED BY Cindy Shaw
SECONDED BY Craig Niziolek

THAT we do now adjourn at 9:26 pm. Motion carried.