



# The Therapeutic Touch Network of Ontario (TTNO)

## BOARD OF DIRECTORS MEETING MINUTES

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

**Present:** Debra Brear, Mariann Canning, Mary Jane Cowtan, 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 Debra Brear 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 Cindy Shaw

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

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

THAT the minutes of November 3, 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 2022 through May 2023; Budget vs. Actuals 2023YTD, Balance Sheet and Income Statement reports for the time-period of June through November 2022 were provided for review and discussion. The TTNO is showing a negative balance of \$8203.93. Total income from Annual Conference and Teachers Day shows net income of \$10,379.94 less expenses of \$1050.00 with a net income of \$9,329.74.

### 5.1.2 Committee Updates

Updates provided:

- 1) The TTNO continues to experience a negative balance. Income from Annual conference and Teachers Day lower than anticipated. Income from memberships also down.
- 2) There is a need to transfer Monies from the term deposits to cover expenses.
- 3) The TTNO office will be moving into a smaller space in February – monthly fee \$739.00/month plus taxes - savings to the TTNO will be approximately \$500-600.00/month.

MOVED BY Mariann Canning

SECONDED BY Cindy Shaw

**THAT** \$5000.00 be transferred from the short-term deposit to cover future expenses. 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 2022-2023 fiscal year is \$1,115.00; \$880.00 General and \$90.00 memorial; \$110.00 Scholarship fund; Connecting with Nature fundraiser \$35.00.

### 5.2 Teacher Liaison Committee Chair – Craig Niziolek

Update provided that the office resource library has been set up. Have Professional Development Days from 2015.

### 5.3 Membership Chair – Cindy Shaw

As of November 22, the total membership was sitting at 352.

### 5.4 Past Chair – Mary Jane Cowtan

For consideration:

- 1) It will be important to set up a planning meeting to discuss key functions for this board the coming year
- 2) TTNO representation on the TTNC Board.
- 3) Annual Conference committee for 2023

### 5.4.1 Nominations Committee – Mary Jane Cowtan

No one has stepped up to fill any of the board vacancies.

### 5.5 TTNC – Mary Jane Cowtan

Lengthy discussion by the BOD regarding the value added for membership in the TTNC. TTNC owns the Trademark.

The TTNC would like to know who will be representing the TTNO on the TTNC Board – this will be discussed at our February meeting.

### 5.6 Vice Chair – Vacant

No updates.

- 5.6.1 Annual Conference 2022 – Mariann Canning  
Overall, the conference was a success although we had fewer attendees that last year. Once evaluations are received by the Vice-chair a full report will be submitted.
- 5.6.2 Strategic Planning – no updates.
- 5.6.3 Bylaws – Please review Bylaws No. 8 and 10 for information.
- 5.7 Practitioner Liaison Committee - Vacant
- 5.8 Communications Committee - Vacant
  - 5.8.1 2023 Therapeutic Touch® Awareness Week Task Group  
Updates provided. Minutes of their meetings will be share with board members for information and updates. Deb Gould/Jim Metson will attend board meetings if necessary.
  - 5.8.2 Website – Alison Cooke will continue to keep the website up to date as much as possible. She will continue to send in reports for meetings.
  - 5.8.3 Newsletter – Jim Metson
  - 5.8.4 Public Relations – N/A
  - 5.8.5 Referral Service – Cindy Shaw  
No referrals received.
- 5.10 Office Manager – Damjana Dzeko  
No report.

**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 – Mary Jane Cowtan – deferred.
- 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**

- 7.1 Approval of Board/Committee Structure for 2022/2023  
Draft Board of Directors and Committee Structure was presented for review and discussion. Some revisions are needed.

MOVED BY Mariann Canning

SECONDED BY Mary Jane Cowtan

**THAT** the Board of Directors and Committee Structure for 2022/2023 be approved as amended. Motion carried.

- 7.2 Approval of TTNO signing officers for 2022/2023

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

**THAT** the TTNO signing officers for 2022-2023 be Shirley Boon, Debra Brear, Mary Jane Cowtan and Simone Radman. Motion carried.

- 7.3 Board meeting schedule for 2023  
Draft meeting schedule presented for review and discussion. The first Thursday of each month, 7:00-9:00 pm by zoom, Annual General Meeting for November 16. No meeting scheduled in January. Suggestion to start meetings at 6:30 pm rather than 7:00 pm so we can end earlier.

**ACTION:**

The meeting schedule was accepted with the amended time frame – 6:30 to 8:30 pm.

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

1. Informal planning meeting referred to under item 5.4 is scheduled for January 12, 2023, at 6:30 pm. by Zoom
2. Next regular meeting – February 2, 2023, 6:30 – 8:30 pm, by Zoom

MOVED BY Cindy Shaw

SECONDED BY Mariann Canning

**THAT** we do now adjourn at 8:00 pm. Motion carried.