



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

DATE: February 2, 2023
TIME: 6:30 – 8:30 pm
LOCATION: Zoom

Present: Debra Brear, Mariann Canning, Mary Jane Cowtan, Craig Niziolek, Simone Radman, Cindy Shaw

Guest(s): N/A

Regrets: Pat Tamosetis

1. **CALL TO ORDER**

1.1 The meeting was called to order by Debra Brear at 6:33 pm.

1.2 Centering and Intent – Craig provided a lovely meditation and reading.

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY: Mary Jane Cowtan

SECONDED BY: Cindy Shaw

THAT the agenda for February 2, 2023 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 December 2, 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 December 2022 were provided for review and discussion. The TTNO is showing a negative balance of \$10,626.36. Of note however is that there are over 100 membership renewals that need to be processed which will have a significant impact by next meeting.

- 2) Four old invoices from Engine in the total amount of approximately \$1738.00 were received and paid. These funds had been budgeted for and approved in the previous fiscal year.

5.1.2 Committee Updates

Updates provided:

- 1) It was noted that the TTNO Address and contact information on the Regis invoices are incorrect.

ACTION: Mary Jane will contact Regis to update address and contact information.

- 2) Recommendation re honorarium for Torry Jacobsen in appreciation for his assistance and expenses for the office move to be taken back to the Finance Committee for clarification.

ACTION: Mariann to go back to the committee to confirm that in accordance with our bylaws Mary Jane should be reimbursed for kilometres as she was on TTNO business and that an honorarium is recommended for Torry in addition to the reimbursement to Mary Jane for kilometers.

- 3) Discussion on Volunteer Recognition is being deferred. A special meeting will be scheduled. Item moved to Business Arising.

MOVED BY: Mariann Canning

SECONDED BY: Mary Jane Cowtan

THAT the Board approve the changes to the Resource order form with one revision that the wording regarding the donation be changed to read "additional donation". Motion carried.

ACTION: Mary Jane will contact Jim Metson about showcasing TTNO products on our public Facebook page to see if we can get some product moving.

ACTION: Mariann to put the Spring Fling on the agenda for the next Finance Committee meeting.

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 \$1740.00; \$1230.00 General and \$265.00 memorial; \$100 Dee & Dora; \$110.00 Scholarship fund; Connecting with Nature fundraiser \$35.00.

5.2 Teacher Liaison Committee Chair – Craig Niziolek
Update provided that the 2023 Professional Development Day (PDD) pilot Went well. Reviewed the feedback from the survey from Teachers Day.

5.3 Membership Chair – Cindy Shaw
Membership, Renewed and Un-renewed sitting at a total of 407 as of this meeting date. Totals are not current due to office move and health reasons there are approximately 100 renewals waiting to be processed. Situation should be rectified by next meeting.

ACTION: MJ will prepare an email reminder and membership package to go out to members.

Phone call prompt to renew membership will only begin in March.

5.4 Past Chair – Mary Jane Cowtan

Still working on Agency toolkit.

USB keys for conference and Teachers Day are ready but do not want to send out until we have the questionnaire to go with it. We do have orders so it would be good to get that out.

ACTION: Deb to look at last year's questionnaire and update.

Mary Jane helping Damjana getting through the renewals.

5.4.1 Nominations Committee – Mary Jane Cowtan

MOVED BY: Mary Jane Cowtan

SECONDED BY: Cindy Shaw

THAT the Board is pleased to accept Pat Tamosetis offer to sit as the interim chair of the Practitioners Liaison Committee. Motion carried.

5.5 TTNC – Mary Jane Cowtan – Deb Brear attended the meeting

Deb circulated the documents from the TTNC meeting and wanted to draw the Board's attention to the Trademark policy and focus on wording that they want to change. They want to change "practitioners trained" to "practitioners educated". The board supports keeping the wording as "trained" rather than educated.

ACTION: Deb will advise the TTNC.

Following the Board's ongoing discussion of the value of continuing membership in TTNC it should be noted that *anyone who is a member in good standing of a Provincial network can use the trademark.*

MOVED BY: Mariann Canning
 SECONDED BY: Craig Niziolek
 THAT Deb Brear will be the primary member of the TTNC for this board year and Mary Jane Cowtan will be the alternate. Motion carried.

5.6 The TTNC has been advised by email that they are welcome to use the TTNO brochure as a model but that we cannot provide the artwork.
 Vice Chair – Vacant
 No updates.

5.6.1 Annual Conference 2023

Conference dates will be October 13th, 14th and 15th.
ACTION: Mary Jane will send out a call out for presenters.

Teachers Day will be October 21st and 22nd .

5.6.2 Strategic Planning – no updates.

5.6.3 Bylaws

5.7 Practitioner Liaison Committee – Pat Tamosetis (Interim Chair) (Absent)
 Report was circulated to the Board.

Deb Brear reported that there were only minor changes made to the 2023 PDD following the pilot. The PDD package was sent for editing and returned.

MOVED BY: Mary Jane Cowtan
 SECONDED BY: Craig Niziolek
 THAT the Board accept the 2023 TTNO PDD entitled *From the Heart. Compassion and Therapeutic Touch*. Motion carried.

5.8 Communications Committee - Vacant

5.8.1 2023 Therapeutic Touch® Awareness Week Task Group
 Minutes will be circulated to the Board when received.

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.

How do we let new teachers and RPs know they should fill a PIPEDA so that they can advertise on the website?

Recommendation that the PLC and TLC include this information in the congratulations letters.

Either Mary Jane or Deb will deal with Engine on any issues relating to the website and their interactions will be with Shaun.

MOVED BY: Mary Jane Cowtan

SECONDED BY: Mariann Canning

THAT the Board approve the quote from Engine for \$250.00 plus taxes, to update website to remove online membership renewal form and create two streams for product purchase, one for members and a second one for guests who will be charged 10% more than the list price. Motion carried.

5.8.3 Newsletter – Jim Metson

5.8.4 Public Relations – N/A

5.8.5 Referral Service – Cindy Shaw
One referral requested since last meeting.

5.10 Office Manager – Damjana Dzeko
Report was circulated for information.

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 Discussion regarding Volunteer Recognition to be revisited at a special meeting to be held prior to May 2023 in order that any decisions taken can be reflected in the budget for the next fiscal year.

ACTION: Deb to schedule meeting in accordance with BOD availability.

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

Next regular meeting – March 2, 2023, 6:30 – 8:30 pm, by Zoom.

MOVED BY: Craig Niziolek

SECONDED BY: Cindy Shaw

THAT the meeting be adjourned at 8:44 p.m. Motion carried,