



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

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

Present: Debra Brear, Mariann Canning, Craig Niziolek, Simone Radman, Cindy Shaw, Pat Tamosetis

Regrets: N/A

Guest(s): Al Lacroix and Nancy Hall

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:34 p.m.
Centering and Intent – Pat led a lovely meditation

2. **AGENDA**

Approval of Agenda

MOVED BY: Pat Tamosetis
SECONDED BY: Mary Jane Cowtan
THAT the agenda for July 6, 2023 be approved as amended.
Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY: Mary Jane Cowtan
SECONDED BY: Cindy Shaw
THAT the minutes of June 1, 2023, be approved as circulated.
Motion carried.

3.2 **Review of Action Items Arising From Minutes**

All actions completed

4. **GUESTS/PRESENTATIONS** – N/A

4.1 Introduction of Al Lacroix as the new TTNO webmaster – round table introductions of the board members.

4.2 Nancy Hall presented a proposal for engaging the hospice palliative care community and offering a special price for them to attend the 2023 TTNO Conference. It was noted that accommodation would have to be made for those who attended during the practicum portion of the program. One suggestion was that we have a separate room just for these participants.

MOVED BY: Mariann Canning
SECONDED BY: Cindy Shaw

That the board approves inviting people working and volunteering in hospice to attend the conference workshop offered by David McGinley at a special price of two attendees attending for the price of one non-member.

MOTION CARRIED

ACTION: Mary Jane to prepare a special registration form for review by the board.

5. **REPORTS**

5.1 Finance Committee Report

MOVED BY: Mariann Canning

SECONDED BY: Cindy Shaw

That the board accept the final financial reports as circulated with the adjustment for donations received prior to fiscal year end 2022-2023.

MOTION CARRIED

ACTION: Mary Jane to review the newsletter ads from last year to make sure that the advertisers were invoiced and paid. If not invoiced, invoices will be generated. Only five paid ads for this 2022-2023 fiscal year. Also please add Goranka and Simone to the distribution list for the newsletter as a double check on ad revenue.

ACTION: Cindy to prepare a message to Branches to advise them of potential advertising fee increase and get feedback to discuss at the next meeting. The message will be sent from the board. Motion to increase ad rates to be reconsidered at September board meeting.

5.2 Chair's Report – Debra Brear

MOVED BY: Pat Tamosetis

SECONDED BY: Cindy Shaw

That the board acknowledge receipt of the TTAW Task Force report on this years' TTAW and commend them on the thoroughness, dedication and all their good work.

MOTION CARRIED

MOVED BY: Pat Tamosetis

SECONDED BY: Craig Niziolek

That the board approve Al Lacroix as our new TTNO Webmaster.

MOTION CARRIED

5.3 Practitioner Liaison Chair – Patricia Tamosetis

- Report was circulated to the board.

ACTION: We need better monitoring on the PDDays – copy Damjana on PDDay requests so she can generate and send out invoices.

ACTION: Pat Tamosetis and Deb Brear to advise Teachers and RPs of the changes to the workbook, case studies, supervisor package should be sent to

RT and RP with updated information. If the workbook is already started the candidate can use the old versions. Only new workbooks should use the new forms.

ACTION: Craig to email Teachers to give them a head's up that this is happening and that they will receive a new supervisor's copy soon.

5.4 Past Chair – Mary Jane Cowtan

MOVED BY: Mary Jane Cowtan

SECONDED BY: Craig Niziolek

That the board approve a fee for Alison as moderator for the conference of \$125.00 per day, hence \$250.00 for the conference. This includes the use of Alison's Zoom account in order to facilitate pre-registration of participants.

MOTION CARRIED

ACTION: That Craig email the teachers who are teaching Applications of the Inner Process and advise them that they cannot be teaching this material until the curriculum for the workshop has been approved. Participants can get a certificate of completion if they have taken the course but it cannot be used for maintaining or achieving status. If a teacher is offering this course and want it to be included in the TTNO newsletter then it must be included as paid advertising not as a free listing as the course is not yet approved. The fact that the course is not yet approved must be included in the advertisement.

Question: How do we monitor this moving forward? Jim sends the newsletter to the editing committee before publication. The listings need to be monitored as do the ads.

ACTION: Deb will advise the TTNC that they are not to use their report in the TTNO newsletter to advertise events that they are charging for. If the TTNC is charging for the event they need to pay for advertising in the newsletter.

MOVED BY: Mariann Canning

SECONDED BY: Craig Niziolek

That the board approve the new Product Order Form as amended.

MOTION CARRIED.

MOVED BY: Mary Jane Cowtan

SECONDED BY: Craig Niziolek

That the board accept the changes to the Office Manual with regard to sister network newsletters and non-member advertising pricing and that corresponding policies and guidelines be amended to reflect these changes.

MOTION CARRIED.

5.5 Membership Chair – Cindy Shaw

- Report was circulated to the board

5.6 Teacher Liaison Chair – Craig Niziolek

ACTION: Craig will send a note to the TTNC acknowledging the miscommunication of the dates for Teachers Day and apologizing.

Approval of Committee Reports

MOVED BY: Mary Jane Cowtan
SECONDED BY: Cindy Shaw
THAT the TTNO Board accept all the 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.
- 6.2 PIPEDA – one form to meet multi-purposes of the TTNO – deferred.
- 6.3 Uses of TTNO email – deferred

7. **NEW BUSINESS**

Discussion regarding Volunteer Recognition to be revised 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 a meeting in accordance with BOD availability. Recognition for Retired RP as a category and sending a letter.

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

September 7, 2023 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Cindy Shaw
SECONDED BY: Craig Niziolek
THAT we do now adjourn at 9:38 p.m. Motion carried.