



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

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

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

Regrets: N/A

Guest(s): N/A

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:29 p.m.

Centering and Intent – Debra Brear shared a meditation called “Light”

2. **AGENDA**

Approval of Agenda

MOVED BY: Craig Niziolek

SECONDED BY: Cindy Shaw

THAT the agenda for November 2, 2023 be approved as circulated.

MOTION CARRIED.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY: Craig Niziolek

SECONDED BY: Mary Jane Cowtan

THAT the minutes of October 5, 2023, be approved as amended. MOTION CARRIED.

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

All actions completed.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

- A discrepancy of \$500.00 between the database totals for conference and what was posted to the accounts was noted. It seems that \$500.00 went to donations by mistake.

ACTION – Mary Jane Cowtan to review with Damjana and follow-up with Simone to reconcile the figures.

MOVED BY: Patricia Tamosetis

SECONDED BY: Mariann Canning

That the TTNO pay Diane May the \$500.00 Canadian for the 2022 Conference that was mistakenly sent to the wrong person. MOTION CARRIED.

MOVED BY: Mariann Canning

SECONDED BY: Mary Jane Cowtan

That the Board approve the renewal of the TTNO office lease for two years (February 1, 2024 to January 31, 2025) at \$739.00 per month. MOTION CARRIED.

5.2 Chair's Report – Debra Brear

- The power point for the Annual General Meeting was reviewed. The Board decided to add the names of recognized teachers and recognized practitioners and to remove the motion for the approval of the TTNC Report which is only provided for information. The AGM Report was approved for distribution.

5.3 Practitioner Liaison Chair – Patricia Tamosetis

- Professional Development Day content is completed. The tentative date for the Pilot is Sunday, December 3rd. Pat is looking for 12 people, hopefully including some people who generally don't attend. Nancy and Dale are presenting.
- Following the Pilot the content will be brought back to the Board for approval.

ACTION: Board members to review the TTNO piece in the PD Day content and provide feedback to Pat.

ACTION: Craig and Pat to collaborate on the creation of a checklist for maintaining RP status.

5.4 Past Chair – Mary Jane Cowtan

- Conference is getting great reviews.

5.5 Membership Chair – Cindy Shaw

- Report was circulated to the Board.
- Had a referral this month for a person in the hospital in Toronto. Cindy got a good response to her request for volunteers and a regime has been set up to serve the gentleman.

MOVED BY: Patricia Tamosetis

SECONDED BY: Mary Jane Cowtan

That the Board approve the increase the annual membership fees for membership categories of GM, RP, RT, EM and TE by \$10.00 and AM by \$5.00 plus applicable taxes. MOTION CARRIED.

MOVED BY: Patricia Tamosetis

SECONDED BY: Mary Jane Cowtan

That the cost of receiving a hard copy of the TTNO Newsletters be increased to \$35.00 including applicable taxes. MOTION CARRIED.

- 5.6 Teacher Liaison Chair – Craig Niziolek
- More discussion around creating a custom checklist for Teacher’s Day and Conference on what is approved for maintaining RP status.

ACTION: Deb to review the checklists we have currently and provide copies for review and updating, if appropriate.

Approval of Committee Reports

MOVED BY: Patricia Tamosetis

SECONDED BY: Mary Jane Cowtan

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.

Update: A presentation was made by Mary Jane at Teachers Day. Positive feedback and next steps were recommended in moving forward.

- 6.2 PIPEDA – one form to meet multi-purposes of the TTNO – deferred.

- 6.3 Uses of TTNO email – deferred

- 6.4 Mentorship Guidelines Handbook – was shared at October’s meeting. Next steps to be discussed in the New Year.

7. NEW BUSINESS

- 7.1 Teachers’ communication to students about membership.

- 7.2 Discussion regarding Volunteer Recognition to be revised at a special meeting to held prior to May 2024 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.

- 7.3 Newsletter Content. Issues have been identified with newsletter content.

ACTION: Further discussion/dialogue by the Board is necessary.

8. CORRESPONDENCE – N/A

9. DATE OF NEXT MEETING

AGM November 16, 2023 at 7:00 p.m.

Board Meeting, December 7, 2023 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Craig Niziolek

SECONDED BY: Cindy Shaw

THAT we do now adjourn at 8:25 p.m. MOTION CARRIED.