



# The Therapeutic Touch Network of Ontario (TTNO)

## BOARD OF DIRECTORS MEETING MINUTES

DATE: December 7, 2023  
TIME: 6:30 – 8:30 pm  
LOCATION: Zoom

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

**Regrets:** Kirsten Kramer

**Guest(s):** Alison Cooke and Jim Metson

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:40 p.m.

Centering and Intent – Let Go (adapted by Nolan Myers) - Shared by Deb Brear

2. **AGENDA**

**Approval of Agenda**

MOVED BY: Craig Niziolek

SECONDED BY: Mary Jane Cowtan

THAT the agenda for December 7, 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 November 2, 2023, be approved as circulated.

MOTION CARRIED.

ACTION: Mariann to research and come back to the BoD with information on the recording of abstentions as per Robert's Rules of Order.

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

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

DONE: One batch for 950.00 was not recorded and has now been captured

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

DONE

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

MOVE to Business Arising

ACTION – Deb to review the checklists we have currently and forward to Craig and Pat.  
MOVE to Business Arising

4.

#### **GUESTS/PRESENTATIONS**

TTAW – Alison Cooke and Jim Metson presented a new approach for Therapeutic Touch Awareness Week – want to expand their vision beyond Canada to the world and to promote unity with all the networks. The vision of the TTNO has always been to promote the practice and acceptance of Therapeutic Touch® to be known worldwide. They presented their action plan to invite the TTIA and TTNC to dialogue with on how this might be accomplished. As part of this plan, they presented the Board with a new logo with this focus in mind. This logo would replace the existing TTAW logo effective for 2024. The TTNO logo will be kept on all documents and banners and will retain credit for initiating the TT Awareness Week through our document copyright..



MOVED BY: Mary Jane Cowtan

SECONDED BY: Patricia Tamosetis

That the TTNO adopt the new International Therapeutic Touch Awareness Week (TTAW) logo as presented for use on all TTAW documents.

MOTION CARRIED

ACTION: TTAW Committee trying to get a date from the TTIA for a webinar to share this information and promote excitement around this development. The Board will be kept up to date by the Task Group.

5.

#### **REPORTS**

5.1

Finance Committee and Financial Reports circulated.

Great news! The TTNO is showing a positive balance of \$1,539.53, largely due to the success of the 2023 Annual Conference which resulted in a net income of \$15,301.22.

5.2

Chair's Report – Debra Brear

- Scholarship Fund – circulated
- Donations - circulated
- Webmaster – circulated
- Highlights discussed – That the workshops from conference be made available and sold separately. That they be put on the webstore and allow people to choose which they want. Suggests we look at our shipping costs, he noted that we have 9 different shipping costs. He suggests we only have 3 or 4, or maximum 5. The shipping cost should reflect the highest possible rate.
- The Board agrees.

ACTION: Mary Jane to resend the product order form to Deb as these changes were already made.

- Membership Update – circulated
- Office Manager's Report – circulated

- Awaiting confirmation from Damjana on her request for time off between Christmas and New Years – dates will be shared in the newsletter, on the website and a notice will be sent out to all members.
- TTNC Updates – circulated  
Information provided for 2024 TTNC: TT Cross Country Check-in dates: March 19, June 11, Oct.29 and TT Teacher Education session dates: Saturday from 9 am to 11:30 am MT: February 17, 2024; May 18 (this date will be revised), 2024; November 16, 2024

- 5.3 Practitioner Liaison Chair – Patricia Tamosetis – report circulated  
The draft 2024 Professional Development Day (PDD) Facilitator package was circulated earlier for review and feedback. Due to scheduling conflicts a pilot PDD cannot be held until January 14, 2024. As a result, there may be some fine tuning required.

MOVED BY: Craig Niziolek

SECONDED BY: Mariann Canning

That the PDD content for 2024 “Intention and Therapeutic Touch® The Compass of the Heart” be approved as circulated.

**MOTION CARRIED**

- 5.4 Past Chair – Mary Jane Cowtan – report circulated

ACTION: Mary Jane to prepare a survey to members regarding 2 of the properties (Fern and Kingsbridge) being considered for the 2024 Annual Conference. Prior to the survey being sent the questions will be shared with the Board for review.

- 5.5 Membership – Report circulated by the chair.  
Total members as of November 30, 2023 is 336 (276-renewed, 60 new). The office is receiving renewals for 2024.

- 5.6 Teacher Liaison Chair – Craig Niziolek – Verbal Report

### **Approval of Committee Reports**

MOVED BY: Craig Niziolek

SECONDED BY: Patricia Tamosetis

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 – no updates.
- 6.2 PIPEDA – one form to meet multi-purposes of the TTNO – deferred.
- 6.3 Uses of TTNO email – deferred
- 6.4 Craig and Pat to collaborate on the creation of a checklist for maintaining RP status.
- 6.5 Deb to review the checklists we have currently and forward to Craig and Pat.

7. **NEW BUSINESS**
- 7.1 Board and Committee Structure 2023-2024 – Circulated
- MOVED BY: Patricia Tamosetis  
SECONDED BY: Mariann Canning  
That the Board of Directors and Committee Structure for 2023-2024 be approved as circulated.  
MOTION CARRIED
- 7.2 TTNO Signing Officers 2-23-2024 – circulated
- MOVED BY: Craig Niziolek  
SECONDED BY: Mary Jane Cowtan  
That the signing officers for 2023-2024 be Shirley Boon, Debra Brear, Mary Jane Cowtan and Simone Radman.  
MOTION CARRIED
- 7.3 Board Meeting Schedule and AGM – Circulated  
The schedule was accepted by the Board as circulated with one change, that there be no board meeting in January. It was further agreed that the dates for the TTNO Conference will be decided by the Executive before the next board meeting in February, based on the response to the survey.
- 7.4 Acting Practitioner Liaison Chair  
MOVED BY: Craig Niziolek  
SECONDED BY: Mary Jane Cowtan  
That the Board is please to accept Patricia Tamosetis’s offer to sit as the interim chair of the MOTION CARRIED
- 7.5 Discussion regarding Volunteer Recognition to be revisited at a special meeting to be held prior to finalizing the budget for the next fiscal year in order that any decisions taken can be reflected in the budget.
- ACTION: Deb to schedule a meeting in accordance with BOD availability in February 2024.
- 7.6 Discussion of Newsletter content and editing.
8. **CORRESPONDENCE**
- 8.1 Letter from Kathy Armstrong was reviewed by the board and the request was approved.
9. **DATE OF NEXT MEETING**  
February 1, 2024 – 6:30 – 8:30 p.m. - Zoom
- MOVED BY: Craig Niziolek  
SECONDED BY: Mary Jane Cowtan  
THAT we do now adjourn at 8:33 p.m.  
MOTION CARRIED.