



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

DATE: March 7, 2024  
TIME: 6:30 – 8:30 pm  
LOCATION: Zoom

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

**Regrets:** Kerstin Kramer

**Guest(s):** N/A

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:33 p.m.

Centering and Intent – Eight Breaths to Joy – Tim Desmond - Shared by Deb Brear

2. **AGENDA**

**Approval of Agenda**

MOVED BY: Mary Jane Cowtan

SECONDED BY: Patricia Tamosetis

That the agenda of March 7, 2024 be approved as amended.

MOTION CARRIED.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY:

SECONDED BY:

THAT the minutes of February 1, 2024, be approved as circulated.

MOTION DEFERRED to April.

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

Items will be reviewed with the minutes. Deferred to April meeting.

4. **Guest Presentations – N/A**

5. **REPORTS**

5.1 **Finance Committee and Financial Reports**

No reports available this month due to Goranka's absence.

MOVED BY: Mary Jane Cowtan

SECONDED BY: Craig Niziolek

That the board approve a maximum of \$200 for volunteer recognition in the upcoming budget.

MOTION CARRIED

ACTION: Board to submit budget requests by mid-April. Deb to follow up with AI for the website.

- 5.2 Chair's Report – circulated
- Scholarship Fund – no report
  - Donations - circulated
  - Webmaster – no report
  - Membership Update – circulated
  - Office Manager's Report – circulated
  - TTNC Updates – Invoice for 2024 circulated for information

Discussion Items

Question about PIPEDA on the membership form.

ACTION: Mary Jane to update the membership form for next year to remove any reference to “any medium electronic or print”.

Complaint received re cost of TTNO pins. TTNO charges \$10 per pin. Cost to make new pins is more than \$10, price is fair, no change.

ACTION: At Deb's request Flo Hartlieb agreed to to set up an ad hoc committee to come to the board with a proposal on how to implement a mentorship program. The board would request a quarterly update from the committee which could also have board members attend the committee meetings on a rotating basis.

- 5.3 Practitioner Liaison Chair – Patricia Tamosetis – report circulated

MOVED BY: Patricia Tamosetis

SECONDED BY: Craig Niziolek

That the board approve the reflective questions drafted by Pat to accompany the recordings of the conference workshops for those who did not attend in person.

MOTION CARRIED

ACTION: Debra will update the reflective questions form to include the logo and make it a fillable PDF.

ACTION: Pat to check and advise about where it states that with pre-approval and in exceptional circumstances, a person can take a workshop other than a TTNO workshop for continuing education.

- 5.4 Past Chair – Mary Jane Cowtan – report circulated

MOVED BY: Mary Jane Cowtan

SECONDED BY: Pat Tamosetis

That the board approve the registration form for the 2024 Annual Conference with the addition of the date for Teachers Day of Saturday, October 19, 2024.

MOTION CARRIED

MOVED BY: Mary Jane Cowtan

SECONDED BY: Pat Tamosetis

That the board approve the theme for the 2024 Annual Conference and the proposed program with Intensive Self Care: Beyond TT for Self Care on the first day and Putting the Touch Back into Therapeutic Touch the second day.

MOTION CARRIED.

Next Steps: Mary Jane will do a call out to all teachers to see who is interested in presenting either of these workshops and to all members for Silent Auction items, recommending gift certificates with will be easier to manage in the hybrid conference environment.

5.5 Membership – Report circulated by the chair.

5.6 Teacher Liaison Chair – Craig Niziolek – Report Circulated

ACTION: Patricia and Craig will prepare a suggested checklist, step by step process for achieving RT status to be presented for approval for April meeting.

5.7 Communications Chair – Kerstin Kramer – Report Circulated

The TTAW 2024 Toolkit can be put on 2G USB keys already in stock at the office. If the keys are sent out from the office some administration time will have to be put aside for Damjana and there will be a \$10 administration fee.

In response to the request from the committee the board prefers the TTAW on page promotional diagram.

Board finds the website statistics report very interesting and would like to continue to receive it.

### **Approval of Committee Reports**

MOVED BY: Mary Jane Cowtan

SECONDED BY: Craig Niziolek

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 achieving RT status and a checklist for approving continuing education workshops.

## **7. NEW BUSINESS**

7.1 Discussion of Newsletter content and editing.

## **8. CORRESPONDENCE** N/A

## **9. DATE OF NEXT MEETING**

April 4 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Mariann Canning

SECONDED BY: Craig Niziolek

THAT we do now adjourn at 7:39 p.m.

MOTION CARRIED.