



# The Therapeutic Touch Network of Ontario (TTNO)

## BOARD OF DIRECTORS MEETING MINUTES

DATE: April 4, 2024  
TIME: 6:30 – 8:30 pm  
LOCATION: Zoom

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

**Regrets:** Mary Jane Cowtan

**Guest(s):**

1.		<b><u>CALL TO ORDER</u></b>
		The meeting was called to order by Debra Brear at 6:31 p.m.
		Centering and Intent – You Are Worthy Meditation - Shared by Debra Brear
2.		<b><u>AGENDA</u></b>
		<b>Approval of Agenda</b>
		MOVED BY: Patricia Tamosetis SECONDED BY: Craig Niziolek That the agenda of April 4, 2024 be approved as amended MOTION CARRIED.
3.		<b><u>MINUTES</u></b>
	3.1	<b>Approval of Minutes</b>
		MOVED BY: Craig Niziolek SECONDED BY: Kerstin Kramer THAT the minutes of March 7, 2024, be approved as amended. MOTION CARRIED
	3.2	<b>Review of Action Items Arising From Minutes</b>
		ACTION: Reminder to Board members to submit budget items by mid-April to a member of the finance committee, Debra to circulate addresses ACTION: Patricia and Craig to prepare a step by step process for achieving RT to be presented at the May meeting for Board approval.
4.		<b>Guest Presentations – N/A</b>
5.		<b><u>REPORTS</u></b>
	5.1	Finance Committee and Financial Reports Reports Circulated
		MOVED BY: Patricia Tamosetis SECONDED BY: Craig Niziolek

		<p>That the board approve the addition to the Scholarship Policy to include the following:  Registration fee for a TTNO Therapeutic Touch or TTNO approved Continuing Education Workshop as items that can qualify for awarding of scholarship funding.  <b>MOTION CARRIED</b></p> <p><b>MOVED BY:</b> Patricia Tamosetis  <b>SECONDED BY:</b> Craig Niziolek  That the Board approve the following financial policies as reviewed and submitted by the Finance Committee: FIN-001 Travel Expense Reimbursement 2024-04-04, FIN-002 Allowable Operational Expenses 2024-04-04, FIN-003 Purchasing 2024-04-04, FIN-004 Authorization for Payment 2024-04-04 and FIN-005 Annual Conference, Board, Committee and Volunteer Expenses.  <b>MOTION CARRIED</b></p>
<p>5.2</p>		<p>Chair’s Report – circulated</p> <ul style="list-style-type: none"> <li>• Scholarship Fund – no report</li> <li>• Donations - circulated</li> <li>• Membership Update – circulated</li> <li>• Office Manager’s Report – circulated</li> <li>• TTNC Updates – Invoice for 2024 circulated for information</li> </ul> <p><b>MOVED BY:</b> Mariann Canning  <b>SECONDED BY:</b> Craig Niziolek  That the Board approve a \$1.00/hour increase for Damjana to take her to \$21.00/hour, retroactive to February 24<sup>th</sup>, 2024.  <b>MOTION CARRIED</b></p> <p><b>MOVED BY:</b> Mariann Canning  <b>SECONDED BY:</b> Patricia Tamosetis  That the Board approve an increase in the pay range for the Office Manager to between \$19.00/hour and \$25.00/hour.  <b>MOTION CARRIED</b></p> <p><b>ACTION:</b> Simone will get costing for a 27” additional monitor, keyboard and 2 Terra Bite hard drive for the office.</p> <p><b>ACTION:</b> Kerstin will look into cloud storage as a secondary back up and report back to the board.</p> <p><b>MOVED BY:</b> Mariann Canning  <b>SECONDED BY:</b> Kerstin Kramer  That the Board approve the purchase of a 27” monitor, keyboard and a 2 Terra Bite hard drive for the office, the cost of which should stay within the budget.  <b>MOTION CARRIED</b></p>
<p>5.3</p>		<p>Practitioner Liaison Chair – Patricia Tamosetis – report circulated</p> <p><b>ACTION:</b> Patricia to monitor requests or special consideration for maintaining status under special circumstances. If she sees a rising trend the board will revisit its current approach.</p>

		PD Day 2025 Tentative Title "Holding Space"
5.4		Past Chair – Mary Jane Cowtan – Regrets
5.5		Membership – Report circulated by the chair.
5.6		Teacher Liaison Chair – Craig Niziolek – Verbal Report
5.7		<p>Communications Chair – Kerstin Kramer – Report Circulated</p> <p>MOVED BY: Kerstin Kramer            SECONDED BY: Patricia Tamosetis            That the Board approve <a href="mailto:TTNO.webmaster@gmail.com">TTNO.webmaster@gmail.com</a> to be the new contact email on the website.            MOTION CARRIED</p> <p>ACTION: Kerstin will look into possibilities for the TTNO Facebook Page and bring suggestions back to the Board.</p> <p>ACTION: Kerstin will draft a document seeking a volunteer to handle TTNO social media and public relations and bring it to the next Board meeting for review.</p> <p>MOVED BY: Patricia Tamosetis            SECONDED BY: Mariann Canning            That in accordance with the decision recorded in the minutes of the February 1<sup>st</sup> Board meeting the price for the Diane May workshop be changed to reflect the decision taken by the Board as follows.</p> <p>MOVED BY: Patricia Tamosetis            SECONDED BY: Mariann Canning            That the Board approve that the flash drive recording of David McGinley’s workshop at conference be priced as follows: \$70 for TTNO members, \$90 for non-members and that a special email be sent to conference attendees offering them the recording at a one-time special price of \$30. The Diane May workshop recording will be sold at \$30. Charges for the flash drive (\$10), shipping (\$10) and HST will be added to all orders sent from the office.            MOTION CARRIED</p> <p>MOTION CARRIED</p> <p>ACTION: Debra will update the Resource Order Form to reflect the agreed upon price for the Diane May workshop.</p>

		<p><b>Approval of Committee Reports</b></p> <p>MOVED BY: Patricia Tamosetis                  SECONDED BY: Kerstin Kramer                  THAT the TTNO Board accept all the Committee Reports.                  MOTION CARRIED.</p>
6.		<p><b><u>BUSINESS ARISING FROM MINUTES</u></b></p>
	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
7.		<p><b><u>NEW BUSINESS</u></b></p>
	7.1	Discussion of Newsletter content and editing.
8.		<p><b><u>CORRESPONDENCE</u></b> N/A</p>
9.		<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>May 2 – 6:30 – 8:30 p.m. - Zoom</p> <p>MOVED BY: Craig Niziolek                  SECONDED BY: Pat Tamosetis                  THAT we do now adjourn at 8:24 p.m.                  MOTION CARRIED.</p>