



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

DATE: June 6, 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): N/A

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:32 p.m.
Centering and Intent – Blessings (John O'Donahue) - Shared by Debra Brear

2. **AGENDA**

Approval of Agenda

MOVED BY: Patricia Tamosetis
SECONDED BY: Craig Niziolek
That the agenda of June 6, 2024 be approved as amended.
MOTION CARRIED.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY: Craig Niziolek
SECONDED BY: Patricia Tamosetis
THAT the minutes of April 4, 2024, be approved as circulated.
MOTION CARRIED

MOVED BY: Craig Niziolek
SECONDED BY: Patricia Tamosetis
THAT the minutes of May 2, 2024, be approved as circulated.
MOTION CARRIED

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

ACTION: Kerstin to draft a document seeking a volunteer to handle the TTNO Facebook Page, social media and Public Relations and bring it back to the Board for review. Will write an article for the next In Touch.
ACTION: Patricia and Craig to prepare a step-by-step process for achieving RT to be presented at the May meeting for Board approval.
ACTION: Patricia will send Trisura information to Terri Lacroix as it is specifically for TT and send same information to Jim for an article in In Touch.

Guest Presentations – N/A

5. **REPORTS**

5.1 Finance Committee and Financial Reports Reports Circulated

MOVED BY: Mariann Canning

SECONDED BY: Kerstin Kramer

That the TTNO spend up to a maximum of \$2600.00 to purchase a new desktop tower, Microsoft Office, camera and anti-virus protection. That a batch file backup be written and the files moved.

MOTION CARRIED

MOVED BY: Mariann Canning

SECONDED BY: Patricia Tamosetis

That the Board authorizes the expenditure of up to \$500 to upgrade FileMaker. Simone and Deb to investigate getting an older version than the most current.

MOTION CARRIED

5.2 Chair's Report – circulated

- Scholarship Fund – Report Circulated
- Donations - Report Circulated
- Office Manager's Report – circulated
- TTNC Updates – Minutes Circulated: Discussion about adding a “dissolution clause” to the by-laws to be discussed at July Board meeting.

5.3 Practitioner Liaison Chair – Patricia Tamosetis – report circulated

5.4 Past Chair – Mary Jane Cowtan – Report Circulated

5.5 Membership – Report circulated by the chair.

5.6 Teacher Liaison Chair – Craig Niziolek – Report Circulated

MOVED BY: Patricia Tamosetis

SECONDED BY: Craig Niziolek

That the board accept the following two forms; Statement of Intention to become a Recognized Teacher and Statement of Intention to Mentor a Student Teacher and begin to use the forms immediately.

MOTION CARRIED

Still seeking a theme/topic for Teachers Day

5.7 Communications Chair – Kerstin Kramer – Report Circulated

Approval of Committee Reports

MOVED BY: Patricia Tamosetis

SECONDED BY: Mariann Canning

THAT the TTNO Board accept all the Committee Reports for the months of April and May.

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 Kerstin will look into cloud storage as a secondary back-up and report back to the board.
- 6.5 Kerstin will look into possibilities for the TTNO Facebook page and bring suggestions back to the Board.

7. **NEW BUSINESS**

- 7.1 Discussion of Newsletter content and editing.

8. **CORRESPONDENCE**

- 8.1 Discussion of concern raised by member of Ottawa Branch, via Terri Lacroix re Insurance to teach TT at home.

9. **DATE OF NEXT MEETING**

July 4 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Kerstin Kramer
SECONDED BY: Craig Niziolek
THAT we do now adjourn at 7:37 p.m.
MOTION CARRIED.