



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

DATE: October 3, 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 6:31 p.m.
Centering and Intent – Debra Brear provided the meditation

2. **AGENDA**

Approval of Agenda

MOVED BY: Patricia Tamosetis
SECONDED BY: Kerstin Kramer
That the agenda of October 3, 2024 be approved as circulated
MOTION CARRIED.

3. **MINUTES**

3.1 **Approval of Minutes**

THAT the minutes of September 5, 2024, be approved as circulated.
MOTION CARRIED

Ratify Email Vote of September 10, 2024

MOVED BY: Mariann Canning
SECONDED BY: Craig Niziolek
THAT the email vote of September 10 *THAT the Notice to Reader be completed by the accountant for this year at a cost between \$1000.00 & \$1500.00 be approved.*
MOTION RATIFIED

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

ACTION: Board members to submit annual report for AGM to Debra prior to the October board meeting. – Waiting for Kerstin, Debra and Finance

ACTION: Debra to prepare a card for the TTAW Committee, to be sent to Deb Gould, Expressing the Board's gratitude for all the hard work they do to make TTAW a success. DONE

ACTION: Debra to ask Alison if she has any information on content editing for the Newsletter and if she would be interested in being the content editor.
Carried forward.

ACTION: All please advise Debra of your intentions with regard to being on the board next year. DONE

ACTION: Kerstin to contact Cindy Shaw for clarity on her question #2, what is her Primary goal in asking these questions, is she suggesting that a GM go out when a request is received for TT, who would set the rates for gas/parking. DONE

ACTION: Patricia to circulate old form "Referral Service Form and Guidelines" to the Board so that it can be shared with the membership and Cindy can update her database. DONE

4. **Guest Presentations – N/A**

5. **REPORTS**

5.1 Finance Committee and Financial Reports
Reports Circulated

ACTION: Pat asked about funds received for Professional Development Days since June. Debra will follow up with Damjana.

5.2 Chair's Report – circulated

- Donations - Report Circulated
- Office Manager's Report – circulated
- TTNC Updates – September Minutes Circulated
- Draft Volunteer List for AGM - circulated

ACTION: Any other accomplishments to be reported at AGM please advise Debra.

ACTION: Any updates to the volunteer List please advise Debra.

5.3 Practitioner Liaison Chair – Patricia Tamosetis – Report Circulated

5.4 Past Chair – Mary Jane Cowtan

Debra provided a verbal report.

5.5 Membership – September Update Circulated

5.6 Teacher Liaison Chair – Craig Niziolek – AGM Report circulated

5.7 Communications Chair – Kerstin Kramer – Report Circulated Post Meeting

Kerstin spoke with Cindy. She is happy to continue doing the referral service. Questions arose because she lives in Windsor and is unfamiliar with the GTA. Distance TT is offered.

ACTION: Kerstin to get number of referrals from Cindy on a monthly basis and report back to the board.

GMs can be referred as long as their teacher recommends them and they cannot charge.

ACTION: Debra will send out a copy of the Referral Policy

The board agreed that no expenses would be reimbursed.

Approval of Committee Reports

MOVED BY: Craig Niziolek

SECONDED BY: Patricia Tamosetis

THAT the TTNO Board accept all the Committee Reports for the month of October.

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 Patricia and Craig to prepare a step by step process for achieving RT to be presented for Board approval.

7. **NEW BUSINESS**

7.1 Discussion of Newsletter content and editing. See Action Items

8. **CORRESPONDENCE** N/A

9. **DATE OF NEXT MEETING**

November 7, 2024 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Mariann Canning

SECONDED BY: Craig Niziolek

THAT we do now adjourn at 7:26 p.m.

MOTION CARRIED.