



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

DATE: November 7, 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 6:30 p.m.  
Centering and Intent – Debra Brear provided the meditation

2. **AGENDA**

**Approval of Agenda**

MOVED BY: Patricia Tamosetis  
SECONDED BY: Craig Niziolek  
That the agenda of November 7, 2024 be approved as circulated  
MOTION CARRIED.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY: Craig Niziolek  
SECONDED BY: Patricia Tamosetis  
THAT the minutes of October 3, 2024, be approved as amended to include the motion approved by email September 10<sup>th</sup> regarding the tax return.  
MOTION CARRIED

**Ratify email votes of October 14, 2024**

MOVED BY: Craig Niziolek  
SECONDED BY: Patricia Tamosetis  
THAT the motions approved by email on October 14 be ratified:  
THAT an honorarium of \$500.00 be paid to Heather Gurd and  
THAT Damjana Dzeko attends the Annual Conference and her accommodations and 4 hours pay per day be covered. She will maintain the TTNO room and be able to process memberships, TTNO purchases, silent auction, etc. This is an opportunity to meet board and members of the TTNO in person. She is available and has agreed.  
be ratified.  
MOTION CARRIED.

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. – Done

ACTION: Pat had asked a question about funds received for PDDays since June. Debra to follow up with Damjana. DONE - \$2,300.00 received so far.

ACTION: Any other accomplishments achieved by the board to be submitted to Debra. - DONE

ACTION: Any additions to the volunteer list to be submitted to Deb. DONE

ACTION: Debra to send out a copy of the Referral Policy. - DONE

4. **Guest Presentations – N/A**

5. **REPORTS**

5.1 Finance Committee and Financial Reports  
Reports Circulated

5.2 Chair's Report – Verbal Report

- Donations - Report Circulated
- Draft Annual Report circulated for review
- TTNC Updates – October Minutes Circulated, TTNC AGM is upcoming Debra will continue as the TTNO representative for another two years.

MOVED BY: Mariann Canning  
SECONDED BY: Kerstin Kramer  
THAT the board agree to accept digital signatures.  
MOTION CARRIED

5.3 Practitioner Liaison Chair – Patricia Tamosetis – Verbal Report

5.4 Past Chair – Mary Jane Cowtan

Debra provided a verbal report.

5.5 Membership – No change from October

5.6 Teacher Liaison Chair – Craig Niziolek – Report circulated

MOVED BY: Craig Niziolek  
SECONDED BY: Patricia Tamosetis  
THAT the board approve the document “Achieving and Maintaining Recognized Teacher Status”.  
MOTION CARRIED

MOVED BY: Craig Niziolek  
SECONDED BY: Pat Tamosetis  
That the board approve the “Checklist for Review of Continuing Education Workshop Submissions” as presented.  
MOTION CARRIED

ACTION: Debra and Patricia to create a communication to go in December's *inTouch* to advise of the document for Achieving and Maintaining Recognized Teacher Status.

5.7 Communications Chair – Kerstin Kramer – Report Circulated

ACTION: Kerstin to ask the TTAW for a copy of their power point presentation in Pushlinch for review.

ACTION: Kerstin to ask the TTAW to share a copy of their meeting minutes going forward to be submitted as part of her report to the board.

ACTION: Kerstin to brief AI about the Windsor Branch Website and providing the link on the TTNO website in the Branch Leaders section and should be shown as NEW for a specific amount of time and then the NEW can be removed.

ACTION: Kerstin will look for places where she can post the volunteer positions available under her portfolio to see if we can recruit some volunteers.

ACTION: Debra will format the role descriptions for Facebook and Social Media and include them in the TTNO manual

**Approval of Committee Reports**

MOVED BY: Patricia Tamosetis

SECONDED BY: Craig Niziolek

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

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 Content Editor for the Newsletter – Deb to ask Allison if she has any info and whether she might be interested in being the Newsletter content editor.

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE** - N/A

9. **DATE OF NEXT MEETING**

Annual General Meeting - November 21, 2024 – 7:00 – 8:00 p.m. - Zoom

Next regular meeting December 5, 2024 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Patricia Tamosetis

SECONDED BY: Craig Niziolek

THAT we do now adjourn at 7:49 p.m.

MOTION CARRIED.