



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

DATE: December 5, 2024
TIME: 6:30 – 8:30 pm
LOCATION: Zoom

Present: Debra Brear, Anne Davies, Simone Radman, Patricia Tamosetis, Kerstin Kramer

Regrets: N/A

Guest(s): N/A

1. **CALL TO ORDER**

Welcome to Anne Davies, Membership Chair
The meeting was called to order at 6:42 p.m.
Centering and Intent - Meditation by Debra Brear

2. **AGENDA**

Approval of Agenda

MOVED BY Kerstin Kramer

SECONDED BY Anne Davies

THAT the agenda for December 5, 2024, be approved as amended.

Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Patricia Tamosetis

SECONDED BY Kerstin Kramer

THAT the minutes of November 7, 2024, be approved as amended (3.1 re silent auction). Motion carried.

3.2 **ACTION Items arising from the minutes of November 7th**

ACTION: Kerstin to ask the TTAW for a copy of their power point presentation in Puslinch for review. Not yet received.

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. Kerstin will share the minutes when she receives them. Done

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. Done.

Al is looking to the board for suggestions as to how long we keep items under “What’s New” before they are moved to the “What’s New Archive” page. Suggesting 6 months or longer depending upon relevancy of the items. Items such as TTNO related; the online store and new online member would remain under the “What’s New” longer than the 6 months due to relevance vs. member-driven items that can be moved to the archive page at 9 months. If it is something like an event, it can be removed once the event is over.

ACTION: Deb will share this with Al.

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.

The Social Media position will be coming out in the winter *inTouch*. Kerstin will research other venues for advertising.

ACTION: Deb will format the role descriptions for Facebook and Social Media and include them in the TTNO manual. This is in process and will be shared with Kerstin to ensure everything is included. Final document will be shared with board members.

ACTION: Deb to ask Allison if she has any info and whether she might be interested in being the Newsletter content editor. Done.
Alison agreed to be part of the editing committee to review *inTouch* content. Thank you, Alison.

4. **GUESTS/PRESENTATIONS** - N/A

5. **REPORTS**

5. All reports are sent out with the agenda so they can be reviewed prior to the meeting. Any questions can be addressed at the meeting.

5.1 Finance Report – circulated

- Financials – Simone Radman did not attend
- Committee Report – report circulated for information – no action required

5.2 Chair’s Report – Debra Brear – report circulated

- Scholarship Fund – no updates
- Donations – report provided for information
- Office Manager’s Report – report provided for information
- TTNC Updates – next meeting is January 28, 2025

5.3 Practitioner Liaison Chair – Patricia Tamosetis

- An update was provided that the 2025 Professional Development Day (PDD) is nearing completion and the TTNO portion (15 minutes) needs to come from the Board.

ACTION: The TTNO section of the (PDD) will be a dialogue about the benefits of membership in the TTNO; promoting TTNO membership and board/committee participation or other ways of supporting the TTNO.

ACTION: Deb and Patricia to review and standardize the current processes for membership upgrades of GM to RP and RP to RT for the office (i.e., who is responsible for what such as sending certificates, covering letters, money owed for upgrades).

5.4 Past Chair – Vacant

5.5 Membership Chair – Anne Davies
 – 2025 Membership Report as of November 28, 2024 was included for information.

ACTION: Debra will notify the office to send monthly membership reports to Anne's attention beginning the end of December.

Suggestion provided to send out new membership cards via email that members can print off and then at the end of the mail strike send out package.

All new and renewed members receive an email to say that their membership has been received, has been processed and their membership package will be mailed out when the postal strike is over.

5.6 Teacher Liaison Chair – Vacant

As a Teachers Day, present the PDD once approved tentative dates Feb 15-16.

ACTION: Debra and Patricia streamline the process for letting the office know who has completed the requirements for either a C&G approved courses or Continuing Education workshops.

5.7 Communications Chair – Kerstin Kramer
 – Update provided that Kerstin is meeting next week with a member who has shown an interest in the newly created social/media position.

ACTION: Kerstin will write up invitation to help the TTNO with short term tasks.

Approval of Committee Reports

MOVED BY Anne Davies

SECONDED BY Patricia Tamosetis

THAT the TTNO Board accept all Committee Reports as amended (Chair's report). Motion carried.

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BUSINESS ARISING FROM MINUTES

- 6.1 Rollout of TTNO Agency Guidelines for Volunteer and Paid Services for Agencies and Agency Membership – Mary Jane Cowtan deferred
- 6.2 PIPEDA – one form to meet multi-purposes of the TTNO - deferred
- 6.3 Uses of TTNO email – deferred
- 6.4 Discussion about a retired recognized practitioner (RP) category. Acknowledgment of RPs who are no longer RP (*What activities and rights would that bring with it*) deferred

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NEW BUSINESS

- 7.1 Board and Committee Structure 2024-2025
- MOVED BY Patricia Tamosetis
SECONDED BY Kersten Kramer
THAT the Board of Directors and Committee Structure for 2024-2025 be approved as circulated. Motion carried.
- 7.2 TTNO Signing Officers 2024-2025
- MOVED BY Anne Davies
SECONDED BY Kerstin Kramer
THAT the signing officers for 2024-2025 be Shirley Boon, Debra Brear, Mary Jane Cowtan and Simone Radman. Motion carried.
- 7.3 Board Meeting Schedule accepted as presented with November 20th for 2025 Annual General Meeting, 7:00-8:00 pm via Zoom
- ACTION:** Patricia to check with Nancy and Dale re tentative dates for 2025 PDD pilot January 18-19
- 7.4 Signing of Teaching Certificates in absence of a Teacher Liaison Chair
- Recommendation: That Nancy Hall sign all Certificates of Approval for Curriculum and Guidelines and Continuing Education workshops.
- ACTION:** Patricia, Debra Check with Nancy to ensure this is viable.
- 7.5 Discussion of newsletter content and editing: Original *inTouch* Policy & Procedures has been shared for review and feedback. Alison Cooke has agreed to assist the Editing Committee in reviewing newsletter content, Thank you Alison.
- ACTION:** Debra will add revisions to the policy and procedures for board review in January/February.

- 7.6 Inquiry from members for consideration of a retired Recognized Practitioner category of membership. Acknowledgment of RPs who are no longer RP (*What activities and rights would that bring with it*)

ACTION: Anne Davies to establish an Ad hoc committee in the New Year.

8 **CORRESPONDENCE**

- 8.1 Emails from Pat Hock 2024 11 24
- Proposal re TTNO Research Liaison Role
- MOVED BY Anne Davies
SECONDED BY Kerstin Kramer
THAT the Board accepts with gratitude the proposal by Pat Hock that she act in the capacity as the TTNO research liaison with the TTIA be a part of the research committee. Motion carried.
- Proposal re the creation of a Project support team for the Board –
Deferred to the New Year.

9 **DATE OF NEXT MEETING**

January 9, 2025, 6:30 pm

MOVED BY Patricia Tamosetis
SECONDED BY Anne Davies
THAT we do now adjourn at 8:47 pm
Motion carried.

Submitted by: Patricia Tamosetis