



# The Therapeutic Touch Network of Ontario (TTNO)

## **BOARD OF DIRECTORS MEETING MINUTES**

DATE: April 3, 2025  
TIME: 6:30 – 8:30 pm  
LOCATION: Zoom

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

**Regrets:** N/A

**Guest(s):** Flora Hartleib

1. **CALL TO ORDER**

- Welcome
- Centering and Intent

2. **AGENDA**

**Approval of Agenda**

MOVED BY Anne Davies

SECONDED BY Patricia Tamosetis

THAT the agenda for April 3, 2025, be approved as circulated.

Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the minutes of February 6, 2025 be approved as circulated with some language amendments.

Motion carried.

3.2 **Ratification of Email approvals**

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the email approval of the following communication documents, *Policy COM-003 Referral Service Policy, Referral Service Visiting Guidelines, Referral Service Application Form and TTNO Writing Tips – Guidelines only* be ratified.

Motion carried.

3.3 **Action Items arising from previous minutes**

ACTION: Kerstin to ask the TTAW for a copy of their PowerPoint presentation in Puslinch for review. Kerstin asked, has not heard back yet so will ask again. Kerstin is now on their mailing list so she receives their reports and will share them with the board. Kerstin confirmed contact with awareness group and will share their minutes with the Board. COMPLETE 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).

IN PROGRESS

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

IN PROGRESS

ACTION: Kerstin will write up invitation to help the TTNO with short term tasks. There was a note in Holding Space. Kerstin will write something bigger for the In Focus. IN PROGRESS

#### 4.

#### **GUESTS/PRESENTATIONS**

##### 4.1

Flora Hartleib, Mentorship Ad hoc Committee

- Report was provided for review.
- Flo presented the recommendation from ad hoc Mentorship committee
- Proposal to establish a new standing committee called Members Mentorship Committee
- Committee purpose: Support growth of TTNO members, enhance progression of practitioners and teachers
- Ad hoc committee has met every two weeks since August 2024
- Two pilot presentations conducted with feedback collected
- Developing distinct modules for workbook practitioners, supervisors, and mentors
- Dissolution of the Ad Hoc Mentorship Committee
- Concern expressed with the word “mandatory” which is used in the Terms of Reference under #3.

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the TTNO Board of Directors establish a new standing committee called the “Mentorship Committee and accept the Terms of Reference as prepared by the Ad Hoc Mentorship Committee to acknowledge and formalize a Mentorship Program within the TTNO. Motion carried.

ACTION: It was requested of the Mentorship Committee if they would revisit the wording of “mandatory” under #3 of the Terms of Reference.

MOVED BY Anne Davies

SECONDED BY Kerstin Kramer

THAT the Ad Hoc Mentorship Committee be dissolved. Motion carried.

## 5. **REPORTS**

### 5.1

#### Financial Report – Simone Radman/Debra Brear

- Financials and Committee report attached
- Financial reports reviewed - not yet finalized for the month
- Noted significant donations of \$3,845 from fundraising appeal
- Scholarship fund maximum amount reduced from \$300 to \$200 per request
- Committee budget template shared for 2025-26 fiscal year planning
- Committee submissions for budget due by April 15<sup>th</sup> to the Finance Committee
- Discussion about promotional items (specifically pens). Inventory of only 20 pens left, a request has come in for 100. Minimum order is 300 pens, cost has increased since last order which was in 2018, no monies were budgeted for promotional items this year.

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT revised financial policies FIN-001, FIN-002, FIN-003, FIN-004, FIN-005, FIN-006 and Fin-007 be approved as circulated. Motion Carried.

MOVED BY Patricia Tamosetis

SECONDED BY Kerstin Kramer

THAT the maximum amount for reimbursement per Scholarship Fund application be reduced from \$300 to \$200. Motion Carried.

MOVED BY Anne Davies

SECONDED BY Kerstin Kramer

THAT the Board approve the letter prepared by the Finance Committee to address member concerns of the office rental costs and that this letter be sent out from the TTNO office. Motion carried.

#### ACTION:

Debbie will ensure copies of all financial policies are forwarded to Finance Committee members, Board members and the Office.

The Board will not reorder TTNO pens at this time but would like to offer the TTNO logo and information to the member if they wish to order on their own.

### 5.2

#### Chair's Report – Debra Brear –

- Scholarship Fund – No updates
- Donations - report attached
- Office Manager - report
- TTNC Updates – Board Meeting Minutes attached for information

- 5.3 Communications Chair – Kerstin
- Kerstin presented update on TTAW (Therapeutic Touch Awareness Week)
  - Summer Harnden has created a new Facebook page for TTNO
    - Two Facebook posts reviewed: 'What is TT?' and 'Benefits of TT'
  - Discussion about feedback received on fundraising memo tone
  - Two documents for TT Awareness Week reviewed and approved with minor edits

**ACTION:**

Kerstin will prepare draft letter in response to fundraising memo tone and share with Board for their review and feedback prior to sending out.

MOVED BY Kerstin Kramer

SECONDED BY Anne Davies

THAT the two TTAW documents “Tips for Making Presentations” and “Best Practices for Your Community Outreach Activity” be approved with minor edits. Motion Carried.

**ACTION:**

Kerstin to invite Summer Harnden to next board meeting to discuss Facebook strategy

Kerstin to review communication policies and bring recommendations to next meeting

Debbie to forward TTAW documents with minor edits to Alison Cooke.

- 5.4 Practitioner Liaison Chair – Patricia Tamosetis
- No action required.

- 5.5 Membership Chair – Anne Davies
- Anne reported 278 total members as of end of March, with approximately 30 more to be processed
  - Plans to organize phone calls to those who haven't renewed their membership
  - Discussion about organizing non-renewed members by geographical area
  - Anne will prepare guidelines for those making renewal reminder calls
  - Discussion about conducting a membership survey in the future

- 5.6 Past Chair – Vacant

- 5.7 Teacher Liaison Chair – Vacant

**Approval of Committee Reports**

MOVED BY Anne Davies

SECONDED BY Kerstin Kramer

THAT the TTNO Board accept all Committee Reports. Motion carried.

**6****BUSINESS ARISING FROM MINUTES****6.1**

Rollout of TTNO Agency Guidelines for Volunteer and Paid Services for Agencies and Agency Membership

- Review of agency membership policy and procedures
- First agency membership application received from a hospice in Bethel
- Documents reviewed: policy, benefits outline, application form, ethics statement, membership card, welcome letter and member certificate template
- Minor edits made to documents (formatting, language corrections)
- Discussion about qualifications for agency membership, including acceptance of different levels of training

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT all documents be approved as amended. Motion carried.

ACTION: Debbie will update documents with amendments.

**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 (i.e., What activities and rights would that bring with it) - Ad hoc Committee to be established in the New Year (Anne Davies) – deferred.

**7****NEW BUSINESS****7.1**

Annual Conference for 2025 – date and updates

- Proposal for a one-day virtual event
- Heather Plet and Krista Delarosa invited as guest speakers for annual conference
- Conference to be held via Zoom on November 8th, 2025
- Honorarium of \$500 approved for speakers

ACTION: Date needs to be shared with members – post on website with more information to come

8 **CORRESPONDENCE**

- 8.1 Email from Pat Hock 2024 11 24
- Proposal re the creation of a Project support team for the Board – Deferred.

9 **DATE OF NEXT MEETING**

May 1st meeting is rescheduled to May 8, 2025, 6:30-8:30 pm

MOVED BY Patricia Tamosetis  
SECONDED BY Kerstin Kramer  
THAT we do now adjourn at 9:26 p.m.

Submitted by Kerstin Kramer