



# The Therapeutic Touch Network of Ontario (TTNO)

## **BOARD OF DIRECTORS MEETING MINUTES**

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

1. **CALL TO ORDER** at 6:33 pm

- Welcome Summer Harden and Introductions
- Centering and Intent Deb

2. **AGENDA**

**Approval of Agenda**

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the agenda for May 8, 2025, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Anne Davis

SECONDED BY Patricia Tamosetis

THAT the minutes of April 3, 2025 be approved as amended. Motion carried.

3.2 **Action Items arising from previous minutes**

1. 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
2. Debra and Patricia streamline the process for letting the office know who has completed the requirements for either a Curriculum and Guidelines approved courses or Continuing Education workshops. IN PROGRESS
3. 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. Debbie will ensure copies of all financial policies are forwarded to Finance Committee members, Board members and the Office. COMPLETED
5. Kerstin will prepare draft letter in response to fundraising memo tone and share with Board for their review and feedback prior to sending out. COMPLETED
6. Kerstin to invite Summer Harnden to next board meeting to discuss Facebook strategy. COMPLETED

7. Kerstin to review communication policies and bring recommendations to next meeting. IN PROGRESS
8. Debbie will forward TTAW documents with minor edits to Alison Cooke. COMPLETED
9. Debbie will update Agency Membership documents with amendments COMPLETED
10. Date of Annual Conference needs to be shared with membership. Debbie will post the date of Saturday, November 8<sup>th</sup>, 2025 on website, with more information to come. COMPLETE

## 4.

**GUESTS/PRESENTATIONS**

## 4.1

- Summer Harnden re Facebook strategy
- a thorough and great presentation
- presented two different options for the URL
- Summer has created a Gmail account in association with this Facebook account
- new posts on a regular basis with images, videos, etc. pre-approved by the Board until Summer becomes more knowledgeable about Therapeutic Touch®/TTNO

**ACTION:** The Board approved the name of the Facebook URL to be *therapeutictouchontario*; Writeup re launch of new public Facebook page to be included in the Summer in *Touch*.

## 5.

**REPORTS**

## 5.1

- Financial Report – Simone Radman/Debra Brear
- Committee report attached, no updated financials.

## 5.2

- Chair's Report – Debra Brear – Report attached
- Scholarship Fund – No updates
  - Donations - report attached
  - Office Manager – report attached
  - TTNC Updates – Board Meeting Minutes attached for information

MOVED BY Anne Davies

SECONDED BY Kerstin Kramer

THAT the Board of Directors accept the performance appraisal report and approve the recommended increase in the hourly wage for the TTNO Office Manager from \$21.00 to \$22.00 per hour effective February 24, 2025. This increase is in recognition of her recent performance appraisal. Motion carried.

MOVED BY Kerstin Kramer

SECONDED BY Anne Davies

THAT *Role Description: Social Media Communications Lead* be approved as amended. Motion carried.

MOVED BY Kerstin Kramer

SECONDED BY Patricia Tamosetis

That the policy and procedures for the *Management of the TTNO Facebook Page* be approved as amended.

**ACTION:** Deb will properly format the policy and procedure document for the Management of the TTNO Facebook Page.

- 5.3 Communications Chair – Kerstin Kramer  
Updates provided.

MOVED BY Kerstin Kramer

SECONDED BY Anne Davies

THAT the *TTNO Land Acknowledgement* be approved by the Board for use at TTNO sponsored activities.

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

- 5.5 Membership Chair – Anne Davies  
- No action required.

- 5.6 Past Chair – Vacant

- 5.7 Teacher Liaison Chair – Vacant

### **Approval of Committee Reports**

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

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.

**ACTION:** Patricia and Debbie to arrange for a Teachers Chat to review changes required due to the first membership received.

- 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)

7                    **NEW BUSINESS** – N/A

- 7.1                Request from TTIA to TTNC for age data of network members.  
Unfortunately, date is not collected by sister networks. We dialogued about the collection of such data as part of our membership forms for 2026.

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**

June 5, 2025, 6:30-8:30 pm by Zoom

MOVED BY Anne Davies

SECONDED BY Kerstin Kramer

THAT we do now adjourn at 8:51 pm. Motion carried.

**Note:** put into Branch Bites asking if online Branch Practice groups are willing, to open their meetings to Therapeutic Touch® members outside of Ontario.

Submitted by Patricia Tamosetis.