



The Therapeutic Touch Network of Ontario (TTNO)

Board Meeting Minutes

DATE: July 10, 2025
TIME: 6:30 – 8:30 pm
LOCATION: Zoom

1.

CALL TO ORDER

- Welcome
- Centering and Intent
- Call to order at 6:40

2.

AGENDA

Approval of Agenda

MOVED BY : Patricia Tamosetis

SECONDED BY: Kerstin Kramer

THAT the agenda for July 10, 2025, be approved as circulated. **Motion carried.**

3.

MINUTES

3.1

Approval of Minutes

MOVED BY Kerstin Kramer

SECONDED BY Patricia Tamosetis

THAT the minutes of June 5, 2025 be approved as circulated. **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). Complete
2. Deb and Patricia will streamline the process for letting the office know who has completed the requirements for either Curriculum and Guidelines approved courses or Continuing Education workshops. Complete.
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 Fall in *Touch*.
4. Deb will properly format the policy and procedure document for communication policy COM-006 Management of Facebook Page (Public) and share. Complete
5. Patricia and Deb to arrange for a Teachers Chat to review changes required due to the first agency membership received.

6. Board members are to review COM-005 policy and procedure for inTouch and submit any revisions to Debbie who will incorporate the changes and send out for review and finalization at the next meeting.
7. Kerstin will share the feedback with Summer and let her know she can post upcoming TTNO workshops. Complete

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

- 5.1 Financial Report – Simone Radman/Debra Brear
- Committee report and financials attached
 - Draft budget presented at last meeting
 - Simone provided us with updates

MOVED BY Patricia Tamosetis

SECONDED BY Kerstin Kramer

THAT the 2025/2026 draft budget presented by the Finance Committee be approved. Motion carried.

- Revised financial document FIN-008 Financial Guidelines presented for review and approval **Motion carried.**

MOVED BY Kerstin Kramer

SECONDED BY Anne Davies

THAT policy *FIN-008 Financial Guidelines* as presented by the Finance Committee be approved. **Motion carried.**

Simone will forward the tax return to the auditor.

- 5.2 Chair's Report – Debra Brear – Report attached
- Scholarship Fund – No updates
 - Donations – no updates
 - Office Manager – report attached for information only
 - TTNC Updates – Board Meeting Minutes attached for information.
 - TTNC Teacher Education Session:

Saturday, October 18, 2025 - 9:00 am – 11:30 am MDT
Title: Hope in the Final Phase of Life, Interview with Cathy Fanslow; **Fee:** \$20 CDN
 - TTNC TT Teacher Chats:

Wednesday, September 10, 2025 – 7:00 – 8:00 pm
 Topic: Reciprocity – Where do we go now?
Wednesday, November 12, 2025 – 7:00 – 8:00 pm
 Topic: Highlights of TTNC CE Education sessions
 - TTNC TT Cross Country check-in:

Tuesday, October 21, 2025 – 7:00 – 8:00 pm
 Topic: Reciprocity – Where do we go now?
Wednesday, November 12, 2025 – 7:00 – 8 pm

- Topic: Highlights of TTNC CE Education sessions
- TTNC CE Committee Education Session:
Saturday, February 21, 2026 – 11:00 am – 1:30 pm
Title: Validating Dreams and visions of the Dying
Speaker: Dr. Christopher Kerr, an international expert in hospice, end of life, a researcher, published author.
Fee: \$20.00

ACTION:

1. Board members please submit your annual reports by September meeting, if possible.
2. Please read through the *inTouch* policy and send changes into Deb.

- 5.3 Communications Chair – Kerstin Kramer
 – TT Awareness Week Board Report attached

ACTION:

1. Please review the report for dialogue at the Sept meeting
2. Kerstin will have Summer put the TTNC workshops onto the Facebook page, Branch information is not to be listed on Facebook, but reference can be made to look the information up on our TTNO website.

- 5.4 Practitioner Liaison Chair – Patricia Tamosetis
 - Report attached

- 5.5 Membership Chair – Anne Davies
 - Report received.

- 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 – schedule Teachers Chat to review changes. - Board members review the report for dialogue at the Sept meeting
- 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 to the fall.

7 **NEW BUSINESS**

- 7.1 Website dialogue

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**

August meeting is cancelled. Any emergencies that arise will be handled through email.

Next meeting is September 4th, 2025 - 6:30-8:30 pm by Zoom

December meeting is rescheduled to December 11th.

MOVED BY Kerstin Kramer
SECONDED BY Anne Davies
THAT we do now adjourn at 7:22

Minutes submitted by Patricia Tamosetis.