



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

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

Present: Debra Brear, Anne Davies, Kerstin Marschall, Simone Radman, Patricia Tamosetis
Regrets: N/A
Guest(s): N/A

1. **CALL TO ORDER**

- Welcome - Meeting called to order at 6:35 pm
- Centering and Intent

2. **AGENDA**

Approval of Agenda

MOVED BY Patricia Tamosetis

SECONDED BY Kerstin

THAT the agenda for November 6, 2025, be approved as circulated.

Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Anne Davies

SECONDED BY Kerstin Marschall

THAT the minutes of October 8, 2025 be approved as circulated. Motion carried.

3.2 **Action Items arising from previous minutes**

1. 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 *inTouch*. Complete.
2. Patricia and Deb to arrange for a Teachers Chat to review changes required due to the first agency membership received.
3. 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. The policy will be forwarded Jim for review.
4. Kerstin will send a thank you letter to the TTAW committee.

4. **GUESTS/PRESENTATIONS** – N/A

5. REPORTS

- 5.1 Financial Report – Simone Radman/Debra Brear
- Committee report and financials provided
 - Renewal of TTNO office contract from Regis – provided 6-month, 1 year and 2-year renewal rates/month. Finance Committee is recommending the 2-year contract which provides a saving of \$145.

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MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the TTNO sign a 2-year office renewal agreement with our landlord for our current office space at \$825.60 per month. Motion carried.

- 5.2 Chair's Report – Debra Brear
- AGM Annual Report – the consolidated annual report was shared once all reports are received and reviewed.

MOVED BY Kerstin Marschall

SECONDED BY Anne Davies

THAT the 2025 Annual Consolidated Report be approved as presented and sent out to members prior to the AGM of November 20th. Motion carried.

- Review of AGM agenda and PowerPoint presentation.
- Call out letter and forms for nominations to the Board was sent out. Nomination received from Nancy Hall for Teacher Liaison Chair. This information is included in the Annual Consolidated Report.
- Scholarship Fund – No updates
- Donations – information only
- Office Manager – information only

Annual Conference Honorarium

- Request from Annual Conference Committee to increase honorarium for Heather Plett/Krista dela Rosa. Past honorariums are based on one presenter over 4 hours of \$500.00. We have two presenters this year over 8 hours.

MOVED BY Kerstin Marschall

SECONDED BY Anne Davies

THAT the honorarium be increased by \$100.00 for Saturday's presenters. Motion carried.

- 5.3 Communications Chair – Kerstin Kramer
- Updates provided

ACTION: Deb to provide Kerstin with address of TTAW Task Group Lead

- 5.4 Practitioner Liaison Chair – Patricia Tamosetis

- Updates provided, no action required.

- 5.5 Membership Chair – Anne Davies
- Updates provided – no action required
- 5.6 Past Chair – Vacant
- 5.7 Teacher Liaison Chair – Vacant

Approval of Committee Reports

MOVED BY Kerstin Marschall

SECONDED BY Pat Tamosetis

THAT the TTNO Board accept all Committee Reports.

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.
- 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

- 7.1 Website dialogue - Deferred

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

December 10, 2025 - 6:30-8:30 pm by Zoom

MOVED BY Patricia Tamosetis

SECONDED BY Kerstin Marschall

THAT we do now adjourn at 7:41 pm. Motion carried.