



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

DATE: April 2, 2026
TIME: 6:30 – 8:30 pm
LOCATION: Zoom

Present: Debra Brear, Nancy Hall, Simone Radman, Patricia Tamosetis

Regrets: Kerstin Marschall

Guest(s): N/A

1. **CALL TO ORDER**

- Welcome
- Meeting called to order at 6:36 pm
- Centering and Intent - Debbie

2. **AGENDA**

Approval of Agenda

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the agenda for April 2, 2026, be approved as circulated.

Motion carried.

5.1 **Financial Report – Simone Radman/Debra Brear**

- Committee report and financials provided
- In a good financial position at the moment but do need to get more membership renewals in. Our membership income needs to keep us going until the conference in the fall.
- All financial policies and procedures were reviewed and attached for approval.

MOVED BY Anne Davies

SECONDED BY Nancy Hall

THAT revised financial policies FIN-001, FIN-002, FIN-003, FIN-004, FIN-005, FIN-006, Fin-007 and FIN-008, Finance Committee Terms of Reference, Reimbursement of Expenses Form, and Committee Fiscal Budget Planning Sheet be approved as circulated and THAT the revised Scholarship Fund Application form be approved as amended.

Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Patricia Tamosetis

SECONDED BY Nancy Hall

THAT the minutes of March 5, 2026 be approved as circulated. Motion carried.

3.2 **Action Items arising from previous minutes**

1. Schedule a Teacher's Chat to review potential revisions to the agency membership package and/or other updates. Time frame April-June 2026 (Nancy, Deb, Pat).
2. COM-004 and COM-005 policies and procedures were shared for review and feedback. Deferred to July meeting.
3. Kerstin will do a write up for the Board's review to be sent out to all members and included in the spring issue of *inTouch*. *Complete*
4. Pat will write up the feedback questions for Diane May's presentation.
5. Nancy will write up the feedback questions for the 2025 presentations.
6. Deb will update the resource form and website with the updated information.
7. Phone call outs will be scheduled for March – Anne will connect with individuals to help. *Complete*
8. Need to set dates for 2027 Annual Conference if an in-person conference is desired, particularly for availability of venues and the need to begin planning at least one year ahead.

Action: Nancy will call Deb Gould about Branch(es) in her area that might be willing to take on the 2027 TTNO Conference

9. Deb to update appropriate financial policy to include refund requests minus bank fees. *Complete*.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.2 Chair's Report – Debra Brear

- Donations – information only
- Scholarship Fund – No updates
- TTNC is look for a TTNO rep to participate on an Ad Hoc Nominations Committee to address replacement of president and secretary for fall of 2027.

Action:

Deb will contact Pat Hock to see if she might be interested in this position.

5.3 Communications Chair – Kerstin Marschall (Absent)

- No updates, no action required.

- 5.4 Practitioner Liaison Chair – Patricia Tamosetis
- Report attached, no action required.
- 5.5 Membership Chair – Anne Davies
- Verbal update - no action required.
- 5.6 Teacher Liaison Chair – Nancy Hall
- Report attached, no action required.

MOVED BY Patricia Tamosetis

SECONDED BY Anne Davies

THAT the Board of Directors approve the Role Description for the Teacher Liaison Chair as circulated. **Motion Carried.**

MOVED BY Nancy Hall

SECONDED Anne Davies THAT the TTNO Board accept the amended Teachers Liaison Committee Terms Of Reference as circulated. **Motion Carried.**

- 5.7 Mentorship Committee Report – Nancy Hall/Debra Brear
- Mentorship Support Group for Workbook Practitioners scheduled for June 3rd, 6:30-8:00 pm by Zoom.
- The Mentorship webpage published a couple of weeks ago.
- 5.9 Past 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 – schedule Teachers Chat to review changes.

ACTION:
Anne will communicate with Trish Heyes of Hospice Wellington gathering concerns and comments and will report back to Deb, Nancy and Patricia.
- 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. (Anne Davies)

ACTION:

Anne will develop the Terms of Reference prior to setting up meeting.

7.

NEW BUSINESS

7.1 Website dialogue - Deferred

7.2 TTNO Website Back-up
- daily? weekly?
- need data size to get estimate
- what service level do we need - basic or full recovery?
- various Canadian providers available

8.

CORRESPONDENCE

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

ACTION:

Deb will invite Pat Hock to the July board meeting.

9.

DATE OF NEXT MEETING

May 7, 2026 - 6:30-8:30 pm by Zoom

MOVED BY Anne Davies

SECONDED BY Nancy Hall

THAT we do now adjourn at 8:53 pm. **Motion Carried.**