



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

DATE: April 7, 2022
TIME: 7:00 – 9:00 pm
LOCATION: Zoom

Present: Debra Brear, Mariann Canning, Flora Hartleib, Jim Metson, Craig Niziolek, Simone Radman, Cindy Shaw

Guest(s): N/A

Regrets: Mary Jane Cowtan

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mariann Canning at 7:07 pm.

1.2 Centering and Intent – Mariann provided the meditation/ centering.

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

THAT the agenda for April 7, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes of February meeting**

MOVED BY Cindy Shaw

SECONDED BY Craig Niziolek

THAT the minutes of March 3, 2021, be approved as circulated. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

5.1.1 Treasurer – Simone Radman

- 1) Financial reports: Budget vs. Actuals 2022YTD, Balance Sheet and Income Statement reports for the time-period of June through May 2022 were provided for review and discussion. The TTNO continues to operate in a positive balance.
- 2) It was highlighted that Engine has not invoiced us for two years. The dollars were budgeted so will be paid out once invoicing is received.

5.1.2 Committee Updates

Updates provided:

- 1) The learning process is moving forward for the new office manager, however more time is required. Mary Jane is spending a significant amount of time doing this training herself. There are some aspects of training which need to occur with Miranda and she has agreed to spend April 19th with Damjana to complete this. The tasks for this training have been identified and will be added to the manual for future reference.

MOVED BY Debra Brear

SECONDED BY Cindy Shaw

THAT the Board supports management's decision to extend a third day in the work week until the end of April for office management personnel orientation. Motion carried.

MOVED BY Debra Brear

SECONDED BY Flora Hartleib

THAT the Board approve contracting Miranda Elmazi for up to a maximum of two days to assist with office management personnel orientation. Motion carried.

- 2) 50th Anniversary celebrations/draw – the book published by the TTNO "Heart to Hands Celebrating the Art of TT and Its Practitioners" was donated by Mary Jane. It is hoped that additional orders may result.
- 3) Membership categories – The Adhoc Committee is still in progress.
- 4) Budgeting for the upcoming fiscal year 2022/23

ACTION:

Reminder to Committee Chairs to submit their 2022-2023 budgets to the Finance Committee before the end of April.

- 5) Finance Committee will be doing their annual review of their terms of reference, policies, procedures and guidelines.

5.1.3 Scholarship Fund – Debra Brear

One application submitted and approved.

5.1.4 Donations – Debra Brear

No updates this month.

5.2 Communications Committee – Jim Metson

Updates provided.

5.2.1 2022 Therapeutic Touch® Awareness Week Task Group

Thursday, May 5th to Wednesday, May 11th

- 1) Planned post-TT Awareness Week Zoom meeting for May 18 – a 'fireside chat' open to all Activity Leads to discuss successes and challenges.

- 5.2.2 Webmaster
Updates were provided for information.
- 1) Updates to the website for the new tagline are still pending.
Important that they are completed before TT Awareness Week.
- 5.2.3 Newsletter
- 1) *inTouch* – distributed to members on March 22
 - 2) *Holding Space* – planned distribution is for April 28
 - 3) *Branch Bits* – Jim/Flora will review
- 5.2.4 Public Relations
- 1) TTNO Brochure – The new brochure is complete and available from the office. There are no charges for the brochures themselves. Donations are appreciated. Please contact the TTNO office by email if you wish to receive copies by mail or pick them up direct from the office. Shipping charges will apply and must be paid to the office prior to mailing.
 - 2) Acknowledgment of thanks for the gracious contributions to Lenka Purghart (graphic design), Suzanne Hale (text), Dale Cimolai, Jennifer Brion, Suzanne Hale, and Flo Hartleib (photo search), Alison Cooke and the TTNO Board members (fine tuning).
 - 3) TTNO public facing Facebook page – administrative access for Jim Metson is still pending.

ACTION:

1. This task is highlighted for Miranda on April 19th during her training with Damjana as there is no reference in the office manual . If this is not possible Jim will create a new public Facebook page.
2. Kelly Cronin has begun working on new posts.
- 4) Proposal to purchase Therapeutic Touch T-Shirts to promote TT, heighten awareness of the new tagline and use as a fundraiser for the TTNO – sample colour (blue), front and back wording, 100% cotton T-shirts and cost estimates for 100 T-shirts. Discussion followed. Suggestions of V-neck vs. round neck (if possible and at no extra cost) and remove multi-languages of tagline.

MOVED BY Jim Metson

SECONDED BY Cindy Shaw

THAT the Board approve the purchase of 100 T-shirts of varying sizes at the cost of \$12.20/T-shirt including HST: a total of \$1220.00. Motion carried.

MOVED BY Jim Metson

SECONDED BY Debra Brear

THAT the selling price per T-shirt be set at \$25.00. Motion carried

- 5) Communications Policy – no updates.

5.2.5 Referral Service
Updates provided.

- 1) Darlene Daudlin has resigned as Referral Coordinator.

ACTION:

The recruitment process for a replacement is in process. If anyone has any suggestions, please let Jim know.

5.3 Teacher Liaison Chair – Craig Niziolek
Updates provided.

- 1) Through email discussions with members of the TLC and in consultation with other very experienced teachers, the following were deemed important to present to the Board for consideration:
 - a) Grandfather all TT Teachers who were approved to teach the Levels 1, 2 and 3 be able to teach the levels for as long as they want. There are plenty of ways to pursue upgrades to the new curriculum and guidelines if there are students who wish to continue on the RP path.
 - b) That TT Levels 1, 2 & 3 continue to be approved and taught by new teachers if they wish beyond 2023. Teachers can teach whatever workshops for which their day plans were approved. We want to be expanding/enhancing our teaching of TT, not cutting back. After all, Dee said from the beginning she would like to see TT in every home – back to the basics – while still offering Dee’s vision to enhance the spirituality of the younger generation.
 - c) All TTNO RTs are encouraged to offer a free first time TTNO membership to new Foundations of Therapeutic Touch® but the final decision must be made by the teacher or Branch leader.
 - d) All teachers and Branch leaders promote TTNO membership to practice group members.
 - e) Schedule another Teachers Check-in.
- 2) 2022 Teachers Day is set for October 29 and 30 via Zoom platform. Saturday morning and Sunday afternoon is preferred. One idea has been submitted to date for consideration.
- 3) TTNO Transpersonal Nature of Therapeutic Touch® Curriculum and Guidelines – The curriculum and guidelines were approved in December 2021, however there were handouts which had not yet been completed. This package is now complete and was circulated to the TLC prior to this meeting. The entire package has been forwarded to Katherine Poulin for final editing. Once we have received and implemented her recommendations the entire package will be circulated to our teachers.

ACTION:

1. Items 1) a) and b) are being referred to the Curriculum and Guidelines Committee (Shirley Boon, Pat Tamosetis, Deb Brear) for review and consideration. The Committee will also look at the potential impact(s)

for/to the TTNO. Recommendations will be provided to the Board based on the findings.

2. Additional proposals are encouraged for 2022 Teachers Day.

5.4

Membership Committee – Cindy Shaw
Updates provided.

- 1) Membership totals as of today are 341 (renewals 322, new 19). By category: 140-GM, 116-RP, RM-24, RT-28, AM-13, EM-1.
- 2) Report from the Adhoc Membership Committee was shared for information and discussion. The primary focus of the Committee was to review the “Retired Member” category with respect to clarifying the purpose and expectations. However, the Committee also created a summary by membership criteria, benefits/entitlements, training/practice and costs in one document. The following recommendations were presented in the report:

THAT the “Retired Member” (RM) category be removed from the Membership bylaw and add the following new category:

*“**Teacher Emeritus**”: Any Recognized Teacher who has informed the Board of Directors of the Therapeutic Touch Network of Ontario that they wish to retire from active teaching service. A Teacher Emeritus member retains all rights and privileges of membership including the right to hold office and vote.*

THAT the specific details as per page 5 (highlighted in yellow) of the attached document for this category be approved.

THAT the attached document as presented be reviewed and accepted/approved as a TTNO resource which summarizes the membership categories, benefits/entitlements, training/practices, and current costs. It should be noted that this is not new information but formalizes what is understood.

THAT any RPs who became RMs for 2022 calendar year be grandfathered back to Recognized Practitioner (RP) status or General Member (GM) as per their choice for the 2023 calendar year.

THAT changes in membership categories would be:

- GM to RP (must meet TTNO criteria to become an RP from a GM)
- RP to RT (must meet TTNO criteria to become a RT from an RP)
- RT to TE (Teacher Emeritus) (RTs no longer wish to maintain active teaching or RP status)
- RT to RP (as a teacher - they can move from RP to Teacher Emeritus when they no longer wish to maintain the RP status)
- RP to GM

Please note that the membership fee/donation for Retired Emeritus is still under consideration. The Committee requires more information to make a well-informed decision.

ACTION:

This item is deferred to next board meeting to allow for time to digest the information provided. Further discussion and approval at the at the May board meeting.

- 5.5 Past Chair – Mary Jane Cowtan (absent)
A significant amount of time has been spent in training for the new office manager. No action required.
- 5.5.1 Nominations Committee - N/A
- 5.6 Interim Chair – Mary Jane Cowtan (absent)
No updates. No action required.
- 5.7 TTNC – Mary Jane Cowtan (absent)
No updates. Reminder only of the TTNC's 50th anniversary celebration scheduled for April 10, 2022 @ 3:30 PM EST. You must register if you plan to attend. Crystal Hawk will be presenting the history of TTNO.
- 5.8 Vice-Chair – Mariann Canning
Updates provided.
- 1) Attending Finance Committee meetings as the Board representative over the next few months.
 - 2) Will be working with the conference presenters with respect to their day plans.

ACTION:

Actively seeking a technical resource for the TTNO Conference as backup. Any suggestions are welcome.

- 5.8.2 Strategic Planning – no updates.
- 5.8.3 Bylaws – no updates.
- 5.9 Practitioner Liaison – Flora Hartleib
Updates provided.
- 1) Educational hours earned through book reports – the option of using book reports for RPs to maintain their status for 2021 was well received.
 - a) A total of 8 RPs took advantage of the option to read “*The Therapeutic Touch Handbook – Advanced Practice*” by Diane May and submit their responses to the Practitioner Liaison Chair for review. Their collective insights and reflections were very impressive.
 - b) Recommending “*Be Your Own Healer: Self-Care with Therapeutic Touch*” by Alison Cooke and Crystal Hawk. Alison recommended the following:
These questions are designed to have you explore the experience of giving yourself Therapeutic Touch from a place of “deep listening”. Before responding to a question, center and connect to your inner self to find the answer.

1. What does unattachment to outcome mean? Explore how this works for you when giving yourself Therapeutic Touch.
2. How does giving Therapeutic Touch to yourself differ from giving Therapeutic Touch to someone else? Or is there a difference?
3. When talking about the CARER process the C has come to mean the call to compassion as well as centering. What does the call to compassion mean for you when giving yourself Therapeutic Touch?
4. Which centering exercise described in this book or that you've listened to on our YouTube channel works best for you? Why?
5. Do you give yourself Therapeutic Touch regularly? If so, what benefits have you found? If not, what reason given in the book resonates most with you? You may want to commit to giving yourself Therapeutic Touch each day for a week. What did you notice?

- 2) Status of Workbook Practitioners – One submission for review/approval of RP status has been received.
- 3) 2022 Professional Development Day “Being of Service in Therapeutic Touch” – results of this year’s PDDs will be prepared and presented at year end.
- 4) Branch Bites – next issue is planned for end of April/early May. Please advise Flo if you have any ideas you would like her to promote.
- 5) Looking for formalization of continuing education hours for RPs attending Teachers Days.

ACTION:

1. Recommendation to add Book Reports to the list of options for maintaining RP status.
2. The recommended resources would include questions designed to encourage thought and reflection on the content.
3. Revise Continuing Education Requirements for maintaining Recognized Practitioner status for next board meeting.

5.10

Office Manager – Damjana Dzeko
No updates. No action required.

Approval of Committee Reports

MOVED BY Cindy Shaw

SECONDED BY Jim Metson

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 – No updates.

6.2 PIPEDA – one form to meet multi-purposes of the TTNO – This item is not a priority but will remain as an item to do in the future.

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

Next regular meeting:
May 4, 2022, 7-9 pm, Zoom

MOVED BY Craig Niziolek
SECONDED BY Cindy Shaw

THAT we do now adjourn at 9:29 pm. Motion carried.