



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

DATE: May 4, 2022
TIME: 7:00 – 9:00 pm
LOCATION: Zoom

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

Guest(s): N/A

Regrets: Mary Jane Cowtan, Craig Niziolek

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mariann Canning at 7:00 pm.

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

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Jim Metson

SECONDED BY Debra Brear

THAT the agenda for May 4, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Flora Hartleib

SECONDED BY Cindy Shaw

THAT the minutes of April 7, 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 March 2022 were provided for review and discussion. The TTNO is currently showing a negative balance, however there may be outstanding postings which could impact the bottom line.

5.1.2 Committee Updates

Updates provided:

- 1) Office Management – questioning the workload versus the number of hours allotted for the position – current position is 15 hours/week (2 -7.5 hours days). The additional day/week for the past two months added up to \$1215.00 – The Committee is suggesting the following for consideration:
 - a. Explore the possibility of volunteers who might be willing to assist in the office with tasks such as processing mailing, packaging, sorting, scheduling zoom meetings.
 - b. Examine the job description in relation to tasks/workload assessment
 - c. Increase the office manager position to 3 days/week with the intention that if workload subsides, decrease hours (July-August) and increase hours during busy times (such as during membership renewals and conference time)
 - d. Incentives for volunteers assisting in the office
 - e. Look into grants to support operations – e.g., Health Canada, education, healing living etc. Someone would have need to research where the TTNO might fit to determine opportunities.

5.1.3 Scholarship Fund – Debra Brear

No updates.

5.1.4 Donations – Debra Brear

- 1) The total donations received by the TTNO to-date is \$6,632.25; General \$1804.64, Memorial \$2340.00, Solstice Energy Break 1166.10; TTAW \$502.41; Scholarship Fund \$819.10.
- 2) Asking board members to think about ways of notifying membership in a timely manner when a member passes away. Currently, a card is sent to the family on behalf of the Board when notified and a report is provided through *inTouch* quarterly – what about adding the information to the website?

5.2

Practitioner Liaison Committee – Flora Hartleib

- 1) Branch Bites – draft was provided to Board members for feedback. The plan is to stagger publications so that members are not overwhelmed with emails at the same time and miss something important
- 2) Maintaining and Achieving RP status documents are in process of being updated to include recommendations implemented by the Board more recently and during the past two years. An Adhoc Committee has been established, (Pat Tamosetis, Deb & Flo) for this review – a draft “Maintaining RP Status” was attached for review and information. It is hoped that both documents will be presented at the June meeting for approval.
- 3) Branch Handbook – a work in progress.
- 4) TTNC Adhoc Mentorship Committee is currently involved in completing the draft guidelines.

- 5) Professional Development Days - concern that the number of handouts are increasing in number and that the current fees do not cover the expenses of the teachers – recommending that the Board consider increasing the fee from \$50.00 to \$75.00 for members (\$65.00 to \$90.00 for non members) which means more \$ to the TTNO and the teacher. It was also pointed out that there is an enormous amount of work that goes into creating a PDD workshop, and that the day includes day plan and all hand outs – this year a PowerPoint presentation was made available. Everything is available for the teacher/participants in digital format – what are the extra costs? Why are we not utilizing some of these PDDs as ongoing continuing education workshops beyond the year for which it was developed.
- 6) Practitioner Workbook Coordinator is asking for Board consideration to increase the number of case studies for one Hp be increased from six to eight.

MOVED BY Flora Hartleib

SECONDED BY Debra Brear

THAT for workbook practitioners that the number of Therapeutic Touch case studies be increased from six to eight for the same healing partner. Motion carried.

5.3

Communications Committee – Jim Metson
Updates provided.

5.3.1

2022 Therapeutic Touch® Awareness Week Task Group
Thursday, May 5th to Wednesday, May 11th

- 1) Event registrations total 40 events as of this meeting.
- 2) Planned post-TT Awareness Week Zoom meeting for May 18 – a ‘fireside chat’ open to all Activity Leads to discuss successes and challenges.
- 3) Acknowledgement of appreciation to the members of the Task Group and the Regional Team Leads for 2022: Deb Gould, Alison Cooke, Jennifer Brion, Suzanne Hale, Bonnie Roe, Gina Smith, Pat Hock, Sue Oliver, Susanne Storer, Penny Craig, Jean Riddell and Lynn Vukosavljevic.

5.3.2

Webmaster
Updates were provided for information.

5.3.3

Newsletter

- 1) *inTouch* – submissions for next issue of inTouch is May 20 – planned distribution June 16.
- 2) *Holding Space* – planned distribution this week.
- 3) *Branch Bites* – distribution date to be determined

5.3.4

Public Relations

- 1) TTNO public facing Facebook page – administrative access for Jim Metson is still pending.

- 2) Therapeutic Touch T-Shirts initiative is on hold due to supply chain unable to meet timeframes of TT Awareness Week and TTIA Congress.

ACTION:

This initiative for Therapeutic Touch T-Shirts will be budgeted for the 2022-2023 fiscal budget.

- 3) Communications Policy – no updates.

5.3.5 Referral Service
Updates provided.

- 1) One referral received in the past month which was connected with a practitioner.
- 2) Continuing the search for a new referral coordinator.

5.4 Teacher Liaison Chair – Craig Niziolek (Absent)
Report submitted, however no action required.

5.5 Membership Committee – Cindy Shaw
Updates provided.

- 1) Members total 318 as of today vs. 369 in 2021. New members for 2022 totals 20 – up 6 from 2021. Membership applications are trickling in.
- 2) Special thanks to our dedicated call out campaign volunteers, Shirley Boon, Flo Hartleib, Morlan Rees.
- 3) No updates re the Teacher Emeritus membership category at this time.

5.6 Past Chair – Mary Jane Cowtan (absent)
No updates.

5.6.1 Nominations Committee - N/A

5.7 Interim Chair – Mary Jane Cowtan (absent)
No report. No action required.

5.8 TTNC – Mary Jane Cowtan (absent)
Minutes for March and April meetings were included for information. Debbie Brear attended in Mary Jane's absence. Question addressed re any impact on use of Therapeutic Touch® trademark if TTNO teachers continued to teach Levels 1, 2 and 3. No impact, however encouraged to transition to expanded curriculums. No formal approval in 2019 of expanded curriculums by the TTNC. Canadian networks have autonomy.

5.9 Vice-Chair – Mariann Canning
Updates provided.

- 1) Received workshop proposal from Arlene Cugelman for Conference on the Sunday afternoon – working title “Consciousness is the Power of the Heart”. Being submitted to the TLC for approval.
- 2) Some additional activities/options discussed for the Friday night.

5.9.2 Strategic Planning – no updates.

5.9.3 Bylaws – no updates.

5.10 Office Manager – Damjana Dzeko
No report.

Approval of Committee Reports

MOVED BY Flora Hartleib

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

7.1 Uses of the TTNO email – a draft “Office Communications” policy was provided for review and discussion. It was suggested that under the “Guidelines” section that 2. Be removed and that the last paragraph under 1. Read “Examples of sister network events include but are not limited to provincial network conferences and events that are sanctioned by those networks.”

ACTION:

The draft document will be updated with the suggestions and resubmitted with the June agenda for further review and discussion.

8. CORRESPONDENCE – N/A

9. DATE OF NEXT MEETING

Next regular meeting:
June 2, 2022, 7-9 pm, Zoom

MOVED BY Cindy Shaw

SECONDED BY Jim Metson

THAT we do now adjourn at 9:02 pm. Motion carried.