



The Therapeutic Touch Network of Ontario (TTNO)

BOARD OF DIRECTORS MEETING MINUTES

DATE: October 6, 2022
TIME: 7:00 – 9:00 pm
LOCATION: Zoom

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

Guest(s): N/A

Regrets: N/A

1. **CALL TO ORDER**

1.1 The meeting was called to order by Mary Jane Cowtan at 7:08 pm.

1.2 Centering and Intent – Mary Jane provided the meditation/centering.

2. **AGENDA**

2.1 **Approval of Agenda**

MOVED BY Jim Metson

SECONDED BY Flora Hartleib

THAT the agenda for October 6, 2022, be approved as circulated. Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY Flora Hartleib

SECONDED BY Jim Metson

THAT the minutes of September 17, 2022, be approved as circulated. Motion carried.

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

5.1.1 Treasurer Report – Simone Radman

- 1) Financial reports: Budget vs. Actuals 2022YTD, Balance Sheet and Income Statement reports for the time-period of June through August 2022 were provided for review and discussion. The TTNO is in a negative balance of \$4346.67. Income has been very limited since June 1st. Hoping for high Conference and Teachers Day participation this fall, and of course, increase in memberships for 2023. There are 61 registrations as of today for Conference.
- 2) Tax return for 2022 was filed and accountant invoice paid.

5.1.2 Committee Updates

Updates provided:

- 1) The proposed budget for 2022/2023 was presented in July. As noted previously it was basically a mirror image of last year's budget which included increases in insurance rates, rent and postage rates. Works out to approximately a 2% increase overall.

MOVED BY Mariann Canning

SECONDED BY Cindy Shaw

THAT the proposed financial budget for the fiscal year 2022-2023 be accepted as presented. Motion carried.

- 2) Office Management – Staff Performance Six-month Review of Office Manager was completed in September. Annual review will be due April 1, 2023.

MOVED BY Mariann Canning

SECONDED BY Jim Metson

THAT the hourly rate for the Office Manager be increased to \$20.00 per hour effective September 1st, 2022. Motion carried.

- 3) Professional Development Day (PDD) fee structure increase – the current fees are \$50.00/member (\$15 to TTNO and \$35 to RT) and \$67.50/non-member (\$32.50 to TTNO and \$35 to RT). These fees have remained status quo for a significant amount of time. It is suggested that an increase of \$15 per category. This is a valid and reasonable increase and will represent an increase for both the RTs and the TTNO.

MOVED BY Mariann Canning

SECONDED BY Flora Hartleib

THAT effective January 1, 2023, the fee structure for Professional Development Days be increased to \$65.00/person for TTNO Members (\$40 for the teacher, \$25 for the TTNO) and \$80.00/person for non-members (\$40 for the teacher, \$40 for the TTNO). Motion carried.

- 4) Discussion followed with respect to the amount of time, commitment, and hours it takes to develop an annual PDD, it is unfortunate that each PDD is then no longer presented outside of the year for which it was approved. Why are we not allowing RTs to continue to present that PDD if warranted.

MOVED BY Flora Hartleib

SECONDED BY Mariann Canning

THAT Professional Development Days be made available as part of the TTNO Resource Library for RTs to present as a continuing education workshop. The January 1, 2023, fee structure will apply for all PDDs that are accessible from the library. Motion carried.

ACTION:

The secretary will update the PDD Facilitators Feedback Form with the updated fee structure effective January 1, 2023 and fee structure documentation.

- 5.1.3 Scholarship Fund – Debra Brear
No updates.
- 5.1.4 Donations – Debra Brear
Updates provided. Total donations to-date for the current fiscal year is \$210.00; \$150.00 General and \$25.00 memorial; Connecting with Nature fundraiser \$35.00.
- 5.2 Membership Chair – Cindy Shaw
Updates provided.
 - 1) As of September 22nd, TTNO members total 346 (19 new members) versus 368 (12 new members) last year at the same time.
 - 2) Connected with 16 of the 19 new members - receiving positive feedback.
- 5.3 Past Chair – Mary Jane Cowtan
No Updates.
- 5.4 Interim Chair – Mary Jane Cowtan
 - 1) An updated consolidated annual report was provided for review and feedback. Need to have a finalized report to email to membership no later than October 17.

ACTION:

IMPORTANT! Please forward any revisions/addition as soon as possible. The finalized report will be shared with Board members.

- 2) TTNC Education Committee Proposal – To briefly summarize - the TTNO did not support the proposal for several reasons all of which were shared with the TTNC Board in a letter. The TTIA expressed concerns over the wording of the proposal, stating it did not accurately reflect the discussion that were held about this. Note: the TTIA stated that the TTNC did not request a review of the national guidelines (C&G) so Canadian certification through the TTNC would not qualify teachers for international teaching. The TTNC Board have not formally approved the C&G guidelines. They are reviewing the trademark policy. The TTNC curriculum guidelines were set as a minimum standard only. There is no infrastructure in place to “recognize” teachers within the TTNC.

A recommendation that the TTNO develop a counter proposal to answer the concerns of our teachers and provide better options for teachers nationally was presented which would be centered on

the “reciprocity” between all jurisdictions and based on a TTIA approved Canadian curriculum. The TTNO will continue to certify their own teachers and if other provinces are feeling saddled by a process that requires significant infrastructure and resources, could provide this service to those that need the help. This prevents a duplication of efforts by the TTNC that will further pull more resources from each of the provinces, which are slim enough already. Data was provided on request by the networks to identify the impact of such a proposal and why it might be a good solution for all concerned.

Atlantic: 7 active teachers. 3 teachers team-teach as 1. The remaining 4 do not teach online. Atlantic has approved this proposal. 3 have upgraded; Alberta: 2 teachers. 1 active teacher who teaches online. 1 teacher from Manitoba (these networks have amalgamated) The Alberta teacher was already TTIA approved; BC: 12 teachers, 9 are active. 7 teach online; Quebec: no response to inquiry; TTNO – 30 teachers – some teach online, 12 have upgraded to Foundations, 3 to Transpersonal (4 teachers are TTIA approved).

MOVED BY Flora Hartleib
SECONDED BY Debra Brear

THAT the TTNO will present a counter proposal to the TTIA with options which better meets the needs of the TTNO and sister networks. Motion carried.

3) Alison Cooke Retirement

MOVED BY Jim Metson
SECONDED BY Flora Hartleib

THAT a lifetime honorary membership be presented to Alison Cooke for the decades of work/service and devotion to the TTNO and Therapeutic Touch®. Motion carried.

5.4.1 Nominations Committee – Mary Jane Cowtan

Updates provided.

Teacher Submissions Review Coordinator – Nancy Hall; Chair – Debbie Brear; Secretary – Mariann Canning

5.5 Vice Chair – Mariann Canning

Updates provided.

5.5.1 Annual Conference 2022

Registrations are coming in – 30-35 majority include both Conference and Teachers Day. A reminder will be going out soon.

5.5.2 Strategic Planning – no updates.

5.5.3 Bylaws – no updates.

- 5.6 Practitioner Liaison Committee – Flora Hartleib
Update provided.
1) Debra Van der Mere is reinstated to RP status.
- 5.7 Communications Committee – Jim Metson
Updates provided.
- 5.7.1 2023 Therapeutic Touch® Awareness Week Task Group – Deborah Gould will be the lead for 2023
- 5.7.2 Website
Updates provided. Alison and Suzette have agreed to support needs on the website until other arrangements can be provided.
- 5.7.3 Newsletter
1) *inTouch* – Fall issue distributed September 22nd.
2) *Holding Space* – next distribution planned for November 3rd.
- 5.7.4 Public Relations
1) TTNO public facing Facebook page – records of login information and old passwords have been located at the office – these will be explored.
2) Communications Policy – no updates.
- 5.7.5 Referral Service
No referrals received.
- 5.8 Teacher Liaison Chair Committee – Craig Niziolek
No updates. No action required.
- 5.9 TTNC – Mary Jane Cowtan
No updates. Meeting was postponed due to hurricane on east coast.
- 5.10 Office Manager – Damjana Dzeko
Updates provided. No action required.

Approval of Committee Reports

MOVED BY Jim Metson

SECONDED BY Flora Hartleib

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.
- 6.3 Policy re Uses of the TTNO email – deferred

7. **NEW BUSINESS** – N/A

8. **CORRESPONDENCE** - N/A

9. **DATE OF NEXT MEETING**

Next regular meeting - November 3, 2022, 7-9 pm, Zoom

Annual General Meeting – Thursday, November 17, 2022, 7-8 pm by Zoom.

MOVED BY Cindy Shaw

SECONDED BY Debra Brear

THAT we do now adjourn at 9:32 pm. Motion carried.