



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

DATE: September 7, 2023
TIME: 6:30 – 8:30 pm
LOCATION: Zoom

Present: Debra Brear, Mariann Canning, Craig Niziolek, Simone Radman, Cindy Shaw, Pat Tamosetis

Regrets: N/A

Guest(s): N/A

1. **CALL TO ORDER**

The meeting was called to order by Debra Brear at 6:32 p.m.
Centering and Intent – led by Mary Jane Cowtan

2. **AGENDA**

Approval of Agenda

MOVED BY: Mary Jane Cowtan
SECONDED BY: Craig Niziolek
THAT the agenda for September 7, 2023 be approved as circulated.
Motion carried.

3. **MINUTES**

3.1 **Approval of Minutes**

MOVED BY: Mary Jane Cowtan
SECONDED BY: Cindy Shaw
THAT the minutes of July 6, 2023, be approved as circulated.
Motion carried.

3.2 **Review of Action Items Arising From Minutes**

All actions completed

4. **GUESTS/PRESENTATIONS** – N/A

5. **REPORTS**

5.1 Finance Committee Report

MOVED BY: Pat Tamosetis
SECONDED BY: Mary Jane Cowtan
That the board approve the renewal of the TTNO insurance policy with Northbridge Prolink Insurance Inc. for the period of October 1, 2023 to October 1, 2024 in the amount of \$1272.00 plus taxes
MOTION CARRIED

ACTION: MJ will complete the application for Insurance.

5.2 Chair's Report – Debra Brear

MOVED BY: Deb Brear

SECONDED BY: Mariann Canning

That the proposal submitted by the webmaster to reorganize and better promote the TTNO Products while simplifying the maintenance required when updating and add a “pay online” button to the current “Donations” sub-menu content and move the “Donations” button to a more visible spot.

MOTION CARRIED

5.3 Practitioner Liaison Chair – Patricia Tamosetis

- Report was circulated to the board.
- PDDay 15 mins for information from the Board. What do we want to include. MJ suggests talking about people volunteering on committees and on the BOD.

ACTION: Pat will come back with a suggestion.

5.4 Past Chair – Mary Jane Cowtan

- Honorarium letters for the conference went out.
- Diane May's day plan has been received and sent to Craig for Teacher's review.
- David McGinley has not submitted a day plan, it is possible that his workshop will only be used for maintaining and not for achieving.
- Opening Ceremony will include a 30 minute to Crystal Hawk.
- A nomination has been received for Communications Chair – Kirsten Kramer
- Nomination form has been updated it is now a fillable PDF.
- MJ suggests moving referral service from communications portfolio to membership.

5.5 Membership Chair – Cindy Shaw

- Report was circulated to the board

ACTION: Cindy will draft a letter as a check in/follow up with new members. Will circulate to the board for feedback. The letters will be send out from the office.

5.6 Teacher Liaison Chair – Craig Niziolek

- Deb suggested that on Teachers day there could be breakout rooms about the website as it is not used optimally.

Approval of Committee Reports

MOVED BY: Craig Niziolek

SECONDED BY: Cindy Shaw

THAT the TTNO Board accept all the 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 – Mary Jane Cowtan.

6.2 PIPEDA – one form to meet multi-purposes of the TTNO – deferred.

6.3 Uses of TTNO email – deferred

7. **NEW BUSINESS**

Discussion regarding Volunteer Recognition to be revised at a special meeting to held prior to May 2023 in order that any decisions taken can be reflected in the budget for the next fiscal year.

ACTION: Deb to schedule a meeting in accordance with BOD availability. Recognition for Retired RP as a category and sending a letter.

8. **CORRESPONDENCE** – N/A

9. **DATE OF NEXT MEETING**

October 5, 2023 – 6:30 – 8:30 p.m. - Zoom

MOVED BY: Craig Niziolek

SECONDED BY: Cindy Shaw

THAT we do now adjourn at 8:06 p.m. Motion carried.