

**ND Board of Massage Therapy
October 19, 2017
Conference Call
Meeting Minutes**

The meeting was called to order by Chair, Lynnette Fox, at 8:00 AM.

Present

Chair – Lynnette Fox, Rebecca Forde, Heidi Strain, Jennifer Staska.
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Rena Dwelle, audience.

Absent

Vacant LMT position.

[Forde absent]

Minutes

It was **moved and seconded** to approve the minutes for September 21, 2017.
(Staska/Strain/carried) [Roll call: Staska (y), Strain (y), Fox (y)] [Forde absent]

Treasurer's Report

Starting balance: \$2360.51
Deposits: \$1250.00
Expenses: \$1411.78
Balance to date: \$2198.73

It was **moved and seconded** to approve the report as presented.
(Fox/Strain/carried) [Roll call: Staska (y), Strain (y), Fox (y)] [Forde absent]

[Forde present]

Reimbursements and Outstanding Invoices

\$571.50 in outstanding checks to board members:
Lynette \$284.34
Rebecca \$20.00
Heidi \$217.17
Jennifer \$49.99

It was **moved and seconded** the Board will reimburse the members for expenses as presented. (Fox/Staska/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

NPDB Attestation

The Board will consider more information regarding NPDB and the Federation of State Massage Therapy Boards' new on-line license monitoring system at its

November meeting.

Office Report

Office Transition- Owings update the Board on what has been completed in transitioning the office. She also asked several administrative questions of the Board. The Board authorized ordering letter head to be used in conjunction with the new on-line database form letters, as well as more #10 window envelopes. The Board office will create a paper license renewal application to be added to the web site.

Total Licensed LMTs – Currently there are 725 LMTs.

Total New and Pending Licenses for Month – Two new licenses were issued and 10 are pending.

Continuing Education

Forde had Ms. Dwelle address the Board with her concerns about meeting her continuing education requirement. The Board approved Ms. Dwelle's hours.

Forde discussed a continuing education request from a licensee for managerial and privacy topics.

[Forde and Staska absent- no quorum]

Addition of APT, Inc. to Bank Account and PayPal Account

Fox will draft a letter authorizing each specific signer on the financial accounts.

Fee for License

Table discussion of increasing the initial and reciprocity license fees to November meeting.

Renewal for Odd 2018 and Even 2020

Fox had sent an e-mail to the Board detailing the new renewal schedule.

Website Progress

Val of Albertson Consulting updated the Board on the web site progress. She will add a link to a renewal application for licensees to print and mail in with a check if they do not want to complete the on-line renewal process. The even-numbered renewals will be ready along with the continuing education reporting and electronic signature by December 1st. Val will remove the Board members' signatures from the large license certificate. Owings will work with Val to do final testing on the initial licensure application process.

Xiu Yan MBLEx Score Invalidation

The settlement agreement has been signed and a copy forwarded to Yan.

LMT Mailing List

The Board is required by law to provide a list of names and business addresses. It will not provide home and e-mail addresses. There is not fee for an electronic list; a paper list can cost twenty-five cents per page.

Other Business

Fox updated BCI with the new mailing address.

Strain asked about licensees receiving continuing education hours for attending a Board meeting. This will be discussed at the November meeting.

Next Meeting - November 17, 2017 9:30 AM NDBMT Office

Adjournment

The meeting was adjourned at 9:30 AM.

Chair

Date

Vice Chair

Date