

**ND Board of Massage Therapy  
March 16, 2018  
Meeting Minutes  
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Lynnette Fox, at 9:30 AM.

***Present***

Chair – Lynnette Fox, Rebecca Forde, Heidi Strain, and Gail Hovden.  
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel.

***Absent***

Jennifer Staska

***Minutes***

It was **moved and seconded** to approve the minutes for February 23, 2018.  
(Fox/Forde/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

***Treasurer's Report***

Money Market Account:  
Opening balance = \$80,116.94  
Deposits = \$9.22  
Closing balance = \$80,126.16

Checking Account:  
Opening balance = \$37,048.28  
Deposits = \$34,101.60  
Withdrawals = \$4793.90  
Closing balance = \$66,355.98

It was **moved and seconded** to approve the treasurer's report and the Board will reimburse the members for expenses as presented for February.  
(Forde/Strain/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)]  
[Staska absent]

***Statute Changes***

**Medical marijuana** – Legal counsel is working on language. She will put it in the proposed bill draft for the Board to consider.

***Review of FSMTB Code of Ethics***

This code is for board member conduct. The Board will consider adding this to the Policy and Procedure Manual at the April meeting.

***Continuing Education Audit Policy and Procedure***

Forde will present on FSMTB’s continuing education recommendations at the April meeting.

The Board will consider the Texas massage licensure board’s audit procedure at the April meeting.

***Record of Guests at Meetings***

The Board will consider this further at its April meeting.

***Office Report***

**Licensure Data** – Currently there are 696 LMTs; 53 even-numbered licensees did not renew; 12 new licenses were issued in the past month. The Board office will forward a list of the 53 expired licenses to the Board members.

**Jane Nyberg of Josef’s West Academy request** – The Board office will start sending the jurisprudence test and criminal history background check packets to applicants as soon as the application and license fee are received.

**School Instruction** – Strain will draft a letter to the State massage schools for the Board to review at the April meeting.

**Bank Account** – The Board will discuss opening a free checking account in Bismarck at the April meeting.

***Other Business***

**Proposed Administrative Rules** – Fox reported the meeting with the Legislative Rules Committee went well and the new rules are expected to go into effect on April 1, 2018.

**BCI Background Report Training** – Strain and legal counsel will attend the training in Bismarck.

***Next Meeting*** - April 20, 2018      9:30 AM      NDBMT Office, Bismarck, ND

***Adjournment***

The meeting was adjourned at 10:55 AM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Date