

**ND Board of Massage Therapy
May 18, 2018
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Lynnette Fox, at 9:44 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 April 20, 2018.
(Strain/Forde/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)]
[Staska absent]

Treasurer's Report

Money Market Account:
Opening balance = \$80,144.93
Deposits = \$18.44
Closing balance = \$80,163.37

Checking Account:
Opening balance = \$69,689.75
Deposits = \$0
Withdrawals = \$4,176.83
Closing balance = \$65,512.92

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

It was **moved and seconded** to approve the reimbursements for the members' expenses as presented for April. (Forde/Hovden/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

Ethics/Practice Issues

Katrina Engelhardt – It was **moved and seconded** to not take disciplinary action at this time, but the Board can revisit this issue if BCI finds evidence of use in the future. (Fox/Forde/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

Continuing Education Audit Policy and Procedure

It was **moved and seconded** to accept the draft and add it to the policy and

procedure manual. (Fox/Strain/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

Website Enhancements

Licenses print license cards – It was **moved and seconded** to proceed with the estimated \$650 expense and require all licensees to print their own license cards when they renew their licenses. (Hovden/Fox/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

Continuing education approval - It was **moved and seconded** to proceed with the project; Forde and Owings will work with the IT company to have approval request forms for instructors and licensees online. (Fox/Forde/carried) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y)] [Staska absent]

Inspections

Tabled to June meeting. Board will review current form and Hovden’s proposed one-page form. Hovden will stay in touch with the inspector applicant.

Office Report

Licensure Data – Currently there are 712 LMTs; 4 new licenses were issued in the past month.

Next Meeting - June 15, 2018 9:30 AM Conference call meeting

Adjournment

The meeting was adjourned at 10:56 AM.

Chair

Date

Vice Chair

Date