

**ND Board of Massage Therapy
August 17, 2018
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Heidi Strain, at 9:30 AM.

Present

Chair – Heidi Strain; Rebecca Forde; and Gail Hovden.
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Carrie Anderson, NDAMTA; Tiffany.

Absent

Jennifer Staska; vacant consumer position

Minutes

It was **moved and seconded** to approve the minutes for July 20, 2018.
(Forde/Hovden/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska absent; vacant position]

Treasurer's Report

Money Market Account:
Opening balance = \$80,203.43
Deposits = \$20.44
Closing balance = \$80,223.87

Checking Account:
Opening balance = \$54,198.87
Deposits = \$435.45
Withdrawals = \$6,438.91
Closing balance = \$48,195.41

Total outstanding July expenses = \$1074.04

It was **moved and seconded** to approve the treasurer's report and pay the July reimbursements for members. (Forde/Hovden/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska absent; vacant position]

2018-2019 Proposed Budget

It was **moved and seconded** to approve the budget as presented.
(Forde/Strain/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska absent; vacant position]

Signers on New Bank Accounts

It was **moved and seconded** to approve Chair, Heidi Strain, Treasurer, Jennifer Staska, Bill Kalanek, President of APT, Inc., and Nikki Owings of APT, Inc. as signers on all accounts set up with BNC Bank. (Forde/Strain/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska absent; vacant position]

Ethics/Practice Issues

Jeremy Baker #2018-03 – Legal counsel is waiting for his response to the offered settlement agreement.

Heather Swanson - It was **moved and seconded** to not take disciplinary action at this time, but the Board will follow up with an inspection. (Strain/Hovden/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska absent; vacant position]

Updates to Policy & Procedure Manual

Legal counsel will add language regarding inspections of licensees who are not currently practicing.

Next Meeting

September 21, 2018 9:30 AM Conference call

Other

Attorney General’s Board Member Training – Forde, Strain, and Hovden plan to attend the free training on October 30, 2018.

Out Calls Policy and Procedure – The Board will discuss policy and procedure language for therapists who do out calls at the September meeting.

Adjournment

The meeting was adjourned at 10:37 AM.

Chair

Date

Vice Chair

Date